



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)
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Meeting Minutes

Date: 07/16/2011

Time: 11:00am

Location: Fairfax City Regional Library
10360 North Street
Fairfax, VA 22030

RE: General meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: TBD
[time]: TBD
[Location]: TBD

The Executive Board (EB) for the Arab American Association of Engineers and Architects (AAAEA) in the Capital Area (Maryland, District of Columbia and Virginia) held a General meeting to discuss regular association business.

I. Agenda

- a. Introduction
- b. Welcoming new individual and corporate members
- c. Review of committees work:
- d. Membership Committee:
- e. Activity Committee:
- f. Education and Career Enhancement Committee:
- g. Gala Committee:
- h. Going national
- i. Progress
- j. Delegates
- k. By-Laws
- l. Code of Conducts
- m. Career Center
- n. National Website
- o. Association vision for the remainder of the year and beyond

II. Discussion

- Meeting started 11:35am.
- Rabih thanked everybody for joining.
- Introductions by all attendees.
- Rabih announced a new corporate member prime engineering and outlined the advantages of corporate membership and encouraged all members to help bring new members.

- Mazen suggested that we create a category for small business where they can pay up to \$100 for corporate membership for 2 members. The EB will discuss this with AAAEA-National and make a decision.
- Sam Kubba asked if the association created a Guide for engineers on how to become a P.E.
- Rabih noted that the requirements for registration vary from state to state.
- Sae'd suggested that the education committee create a frequently asked questions list about how to become a P.E.
- Sam suggested that we do a seminar/ presentation on how to become a Professional Engineer/ Registered Architect and volunteered to help on putting it together.
- Mazen the chairman of the Education committee will work on preparing this presentation sometime in September.
- Rabih noted that in early September there is a grand prix in Baltimore and the association is discussing with the organization committee about volunteering some members to help and in return getting the association some exposure. Emad yassine volunteered to help.
- In September the association will have a general meeting and right after that a meeting to discuss the Gala in October.
- membership committee : Eissa the chairman gave an update :
 - The committees sent letters and emails to members who did not renew their membership yet.
 - The committee created an I.D number for all existing and past members.
 - The committee is working on preparing the certificate and membership card.
 - Emad volunteered to help with the membership cards.
 - Rabih noted that the membership committee needs help and asked if any attendees can help.
- Activity Committee: Heyam was not present but Rabih gave an update on her behalf :
 - AAAEA participated in the Arab heritage festival in April.
 - In February we held a Tarneeb night in Maryland
 - Rabih noted that we tried to make a similar night in Virginia at the same time but the plan didn't go through.
 - May was a busy month. The picnic was free for all members and nominal fee for their families.
 - September 14 the committee is planning a free trip to an amusement park in PA.
 - September 29 the committee is planning a trip to Gettysburg.
 - Also in the works, Spouses appreciation Night, and a fishing trip.
 - Rabih noted that we need to pay attention to insurance and liabilities for events.
 - Mazen suggested that we add terms and conditions for all events and everybody needs to accept before registering.
 - Sae'd suggested that we consult our Board of Trustees member Elias about the terms & Conditions.
 - Rabih noted that several members participated in the Kick off meeting for ADC-Maryland and our association is trying to have a seat in their Executive Board in the upcoming elections.
 - Rabih also noted that the association is trying to include one of our members on the Maryland commission on Middle East affairs.
- Discussion regarding political lobbying and if we are allowed to get involved in politics per our By-laws and non political status.
- education committee : Mazen the chairman gave an update :
 - How to become a P.E/ R.A event is being planned
 - How to establish your own business seminar by Ziad Sabra
 - Seminar regarding Precast Concrete
 - A site visit and tour to a construction site.
 - Certificates for past events are ready and will be emailed to member.
 - Scholarship: the committee will recommend Janine Kotob for a \$1000 scholarship. The EB will make a decision on this. The awardees will be required to attend the Gala where she will be officially awarded the scholarship.

- Rabih suggested adding Elias Sabboura to establishing the business seminar to cover the legal items.
- Rabih suggested that the education committee spread their activities so as not to conflict with other activities and so people can be available.
- September 17 is tentatively scheduled for our next general meeting and we will have a seminar at the same day.
- Rabih noted that we need to have fundraising events to go toward our scholarship fund.
- Khaled suggested that we add item for Liability insurance during our "how to establish you business seminar " .
- Gala committee : Sae'd gave an update :
 - The committee is meeting every Wednesday since the last 2 months.
 - The location will be the same as last year, GreenBelt Marriott, on October 15.
 - The website has been finalized and will be live end of the month.
 - The association will hire HLC to manage the tickets and other tasks.
 - We are trying to get Lt. Governor of Maryland to be our key note speaker.
 - DR. Ahamd Zoelil was invited but he cannot make it.
 - DR. al bazz will be invited instead.
 - We are researching getting a speaker from the Qatar embassy to talk about the FIFA world cup preparation.
 - We are also trying to get GSA speaker to talk about the St. Elizabeth campus project.
 - Nazeeh suggested that we invite the Secretary of the Environment Dr. Sammers as a speaker.
 - Sae'd noted that we have a lot of speakers so we can have him as a backup.
 - Mo. suggested that if we don't have him as a speaker we can have him as guest.
 - Fared Zakaria name was also mentioned as a potential speaker.
 - Entertainment, some ideas, like Simon Shahine and other entertainers/ artists.
 - We are exploring several options, like comedians, DJ, singers, ect...
 - May Abdulrahman was selected to be our MC.
 - Rabih noted that all members need to help with marketing the event.
- Mo. gave an update regarding the National Steering committee.
 - The association is going National on 11/11/2011.
 - The celebration will be in Chicago on 11/12/2011 during the Chicago chapter Gala.
 - Sam Jallad is working on transferring our website to the national website. Deadline is August 1st. Rabih to follow up with Sam.
 - Eissa asked about the procedure to select the delegates and observers to be sent to members.
- Rabih encouraged everybody to participate and help in all events. Any little help will be great.
- Sam presented copies of the financial statement for everybody to review.
- Rabih thanked everybody for coming.
- Meeting Adjourned at 2:05pm.
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Mohammad R. Fridy
Secretary

Meeting Attendees (July 16, 2011)

No.	Name
1	Adnan Ghazzouli
2	Ahmed Morsi
3	Azzam Ahmad
4	Bassel Shubassi
5	Eissa Haj-Hamad
6	Emad Yasin
7	Helal Al-Aghbar
8	Mazen Ayoubi
9	Mohammad Fridy
10	Ossama Abdelfattah
11	Rabih Najib
12	Sae'd Rahwanji
13	Samir Alqutri
14	Nima Almayah
15	Thoria Hassan
16	Sam Kubba
17	Khaled Masri
18	Nazeeh Friej