



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)

<http://www.aaeadc.com/>

Email: aaeadc@aaeadc.com



Meeting Minutes

Date: 01/4/2012

Time: 9:00 pm TO 10:00 pm

Location: Conference Call

RE: Executive Board Meeting

Attendees: Sam Abdelfattah, Eissa Haj-Hamad, Hiyam Wakeem, Khaled Masri

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 its first newly elected EB conference call in 2012 to discuss regular association business.

I. Discussion

A. Current Business

1. Appreciation Dinner
 - a. EB Registration
 - b. Current Registration
2. Monthly Meetings
 - a. Locations, dates, time,
 - b. Program
 - Sam proposed a presentation on accounting tips for 2012 tax year to be held at the next meeting.
 - Small business
 - Nader Abulhassan

B. 1st Quarter Business

1. Tax Filing 2012
2. Update Registration with SCC
 - a. Update officers names
 - b. Pay fees
 - c. Inquire about change of AAAEA name from "of" to "for"
3. Meeting with board of trustees

C. 1st Month Business

1. Handover items
 - a. Bank account access, checks
 - b. Constant contacts, website updates
 - c. Bookkeeping
 - d. National
2. Construct the events calendar

- a. Monthly meetings
- b. Picnic
- c. Scholarship award
- d. Gala / fundraising
- e. Job fare
- 3. Budgeting
 - a. Picnic 1
 - b. Picnic 2
 - c. Monthly meetings
 - d. National dues
 - e. National conference
 - f. Members appreciation dinner
 - g. Outreach

II. Follow up Actions and Agreements

- Eissa will contact HR Block Tax Advisor to arrange for presentation at the next meeting in Baltimore:
- Hiyam will contact Ziad Sabra and ask him to give a presentation on small business.
- The EB nominated Rabih Najib and Saed to form the Outreach Committee. They will be asked to elect a chair and recruit committee members.
- All other committees will be announced at the next meeting.
- Registration for Committees will open at the next meeting through formal process .
- Khaled will contact Nader Abulhassan to ask him to prepare a presentation about his work and award.
- It was agreed that Rabih should continue to handle the website since he has done a good job on this task.
- Hiyam will coordinate with Fridy on putting the events calendar together and will report at the next meeting.
- Budget estimates for events to be discussed next meeting.
- Khaled suggested to revisit some items in the by-laws and try to remind the members with the responsibilities of each committee. Eissa agreed and requested changing the By-Laws to insure that Enactive board will not be part of the Election Committee.
- Sam will fill out and submit the 2011 Taxes.
- Hiyam will draft a list of events to be added to 2012 calendar, Sam will coordinate with Mo. Fridy to complete the 2012.
- Sam will follow up on the status of the National Web Site.
- Eissa will call Maryland Business Assistance Center to ask for all items in bolt B above.

Sam will coordinate the next meeting with Board of Trustees.

III. **Next meeting:**

Date: 01/28/2012

Time: 12:30 – 1:30 PM

Location: Baltimore Maryland

Adjournment

- Meeting Adjourned at 10:20 pm.