



**Arab American Association of Engineers
and Architects**
Capital Area Chapter

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

Date: 1/3/2013

Time: 8:30 PM TO 9:45 PM

Location: Conference Call

I. Learn & Network

A. Not Applicable.

II. Executive Committee Conference Call 8:30 PM – 9:45 PM

Attendees:

Sam Kubba	President
Walid Halboni	Vice President
Nader Abuhassan	Treasurer
Eissa Haj-Hamad	IT Officer
Rabih Najib	
Tahseen Bakeer	Secretary

III. Old Business

A. The EC discussed scheduling Norma Nashed, President and Founder of Restore a Child to give a presentation about her foundation. The Executive Committee (EC) agreed that this presentation should be scheduled for the February monthly Learn and Network Meeting (L&N).

Action item: Walid H. will contact Norma and schedule her presentation.

IV. New Business

A. The EC discussed setting up the five committees and assigning a Chairman to each committee. EC requested from the previous EC members present at this conference call to recommend members they think will chair well the five committees discussed. The five committees discussed were Education, Membership, Activities, IT, and Outreach. Suggestions were put forward for Committee Chairs and Committee Members during the

meeting. The EC also discussed sending a mass email to all members to see if any members are interested in chairing or co-chairing a committee.

Action item: Members of the EC will approach candidates listed in the table above and will also send an email to all members to see if there are any member interested in joining any of the aforementioned committees. Sam K. will draft the mass email and send it to Rabih N. for emailing.

- B. EC discussed creating a standard Letterhead for the association. Sam K. indicated that he will email the rest of the EC a sample letterhead.

Action item: Sam K. will email sample letterhead.

- C. Rabih N. recommended setting up a tentative calendar of events, but the final planning and scheduling of events should be performed by the Activity Committee.

Action item: EC to tentatively schedule events

- D. EC discussed adding Sam K. and Nader A. to the association bank account. EC agreed that Eissa H. and Nader A., and Sam K. and Sam Abdelfattah (2012 EC President) will coordinate.

Action item: Add Sam K. and Nader A. to bank account.

- E. The EC discussed building membership by bringing in new members as well as retaining members. Walid H. explained that the EC needs to contact members that are not currently members but were at some point. Walid H. also indicated that the EC will need find out the reasons why previous members have left the association, and find out what the EC can do help regain and retain members.

- F. The EC discussed payment of membership fees, and that membership fees should be paid by the next L&N meeting, scheduled for January 19th, 2013.

- G. Rabih N. explained the importance of remembering that the AAAEA is non-profit, non-political, non-religious professional organization. Rabih N. further explained that AAAEA can not endorse any political candidate or party.

V. Next Meeting

- A. The next EC meeting will be held on Thursday, January 10th, 2013 via conference call.

VI. Adjournment

- A. The meeting was adjourned at 9:45 PM.