



## Arab American Association of Engineers and Architects

Capital Area Chapter

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### Conference Call Minutes

*Date:* 2/4/2013

*Time:* 9:00 PM –10:15 PM

*Location:* Conference Call

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#### I. Learn & Network

A. Not Applicable.

#### II. Executive Committee Conference Call

Attendees:

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

#### III. Old 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 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:**

- **EC will approach candidates and will also send an email to all members to see if there are any member interested in joining any of the committees - closed**
- **Sam K. will draft the mass email and send it to Rabih N. for emailing - closed**
- **Educations Committee: Mazen Ayoubi, Emad Yasin, and Ahmed Morsi - closed**
- **Activities Committee: Hiyam Wakim, Farah Masoud and Dalia Kubba - closed**

- **IT Committee: Rabih Najib - closed**
- **Outreach Committee: Sae'd Rahwanji and Khaled Masri - closed**
- **Membership Committee: Mohamad Shahine & Rabih Najib – closed**

A. 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 – closed**

B. 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 – open**

C. 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.

**Action Items: EC to discuss and implement plan to for increasing, retaining and bringing back membership – open**

D. The EC discussed payment of membership fees, and that an email should be sent out to remind members to renew their membership.

**Action Item: EC to send mass email reminding members to renew their membership – closed**

E. Eissa explained that Sam A. has all the 501-C 3 non-profit documentations

**Action Items: Sam K. to contact Sam A. and request the documentation for filing 501-C3 non-profit documentations - open.**

F. EC discussed the Vision Plan and decided that a small in person meeting is required to go through the vision plan and work out the details. Nader offered to host Walid, Eissa, and Rabih to go over the Vision Plan presentation.

**Nader, Walid, Eissa, and Rabih to meet and finalize the vision plan presentation – closed.**

G. Ziad S. and Sam K. proposed increasing the executive term by one year to two years. Eissa H. seconded the motion. Positive feedback was received and decision was made to move forward with the process per the bylaws. Election of the committee chairmen was also proposed and agreed on, and decision was made to move forward. Both election items if passed will take effect in 2014.

**Action Item: Walid H. to draft proposal for by-laws amendment.**

- H. Ziad S. requested from the EC to submit the association's financial statement to the board of trustees, and also requested that a summary of the financial statement be presented at every monthly meeting. Ziad S. emphasized the importance of reminding ourselves that our association is a non-profit and that what revenues are generated should be spent on member services.

Eissa H. indicated that he finalizing the financial statement for filing the association's tax return and he will forward a copy of the requested financial documents when the documents are finalized.

**Action Item: Eissa H. to submit financial statement to board of trustees.**

- I. Qatar Airways tickets vouchers were reissued and will be auctioned.

**Action Item: Tickets picked up from Qatar Airways office; Auction pending**

- J. Setting up an association Skype and LinkedIn account was discussed. It was agreed that both Skype and LinkedIn account be set up.

**Action Item: Set up Skype and LinkedIn Account**

- K. Khaled M. explained that he will be traveling to the Middle East and will be attending professional events as well as meeting and networking with professionals in that region. Khaled suggested that he can represent AAAEA DC and reach out to professional engineer's organizations in UAE. It was agreed upon that Khaled M. will represent AAAEA DC.

- L. **Action Item: Nader will contact Khaled M. and draft letter directing Khaled M. to speak on behalf of the AAAEA Capital Area with emphasis on collaboration and experience exchange**

#### IV. New Business

- A. Norma Nashed's February presentation was discussed. EC discussed and agreed that Norma's presentation should be provided to the EC to review prior to the day of presentation.

**Action Item: Walid to request and provide the EC with Norma's presentation – closed.**

- B. Sam K. indicated that the EC should try helping the Education Committee line up speakers for future monthly meetings. EC also discussed bringing in Khalil Zaied to present about doing business in Baltimore. EC also discussed other seminar topics (i.e. PE, RA and AIA registration)

**Action Item: EC to help line up speakers. Tahseen B. to touch base and coordinate with Education Committee.**

- C. Purchasing a projector and camera for AAAEA Capital Area was discussed. Sam K. approved the purchase of both a projector and camera.

**Action Item: Purchase projector and camera**

- D. EC discussed budget plan for 2013, and agreed that Walid H., Nader A., and Eissa H. will meet to discuss the 2013 budget plan before the February monthly meeting.

**Action Item: Walid H., Nader A., and Eissa H. will meet and discuss the 2013 budget plan**

- E. The EC discussed creating a membership database. Nader A. requested that any new memberships and fee be scanned and emailed to him so that he can enter name of member, check #, amount paid into accounting.
- F. Walid H. updated the EC about the Activities Committee's progress, and explained that the Activities committee is currently searching and selecting venues to host the association's social events.
- G. The EC discussed who will bring bagels and coffee to the February meeting.

**Action Items: Sam K. to bring bagels and crème cheese, and Tahseen B. to bring Coffee**

## **V. Next Meeting**

- A. The next meeting will be held on Saturday, February 16th, 2013 at Dolly Madison Library, Vienna, Virginia.

## **VI. Adjournment**

- A. The meeting was adjourned at 10:15 PM.