



Arab American Association of Engineers and Architects

Capital Area Chapter

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Conference Call Minutes

Date: 3/11/2013

Time: 9:00 PM –10:00 PM

Location: Conference Call

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
Mazen Ayoubi	Education Committee Chairman
Tahseen Bakeer	Secretary

III. Old Business

A. ~~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.~~ The EC decided that Sam K. does not need to replace Sam A. on the association's bank account, but Nader A. should be added. It was also clarified that all checks issued by the association requires two signatures.

Action item: Nader A. and Eissa H. to meet this week and add Nader A.'s name to the association's bank account – closed

B. 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 to find out the reasons why previous members 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

- C. Eissa H. explained that Sam A. has all the 501-C 3 non-profit documentations. Mazen A. recommended hiring an attorney that specializes in filing for 501-C3 non-profit organizations. Mazen A. explained that he knows of an attorney that charges a flat fee of \$800 (\$400 retainer/\$400 at completion) for his services. The EC discussed the option of hiring the recommended attorney and decided to direct Mazen A. proceed with the process. Mazen A. requested that few members help him with this process and in particular in preparing the pertinent documentations. It was decided that Eissa H., Nader A., and Sam A. will assist Mazen A.

Action Items: Hire attorney and file for 501-C3 non-profit organization. Mazen A. contacted the attorney and is waiting on a response - open.

- D. 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: Eissa H. to draft proposal for by-laws amendment -open

- E. 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 is 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.

Eissa H. submitted the draft financial report to the attendees. Walid H. and Rabih N. requested that the financial report be categorized for different types of expenses, spending, and income.

Action Item: Eissa H. and Nader A. to coordinate on providing a categorized financial report, and submit to board of trustees after the report has been approved by the EC. Eissa H. to file associations tax return and file property taxes with the state of Maryland - open

- F. Qatar Airways tickets vouchers were reissued. The EC discussed alternates to auctioning the Qatar Airways tickets and dollar value given the ticket class, conditions and

restrictions. The EC decided that a viable option is to raffle the tickets. The EC also decided that a dollar value of the tickets should be estimated and that regardless of which method (auction or raffle) will be implemented, the minimum revenue the tickets should generate is \$1500, which is the price that the Qatar Airways would have paid to reserve their marketing table at the 2012 Gala.

Action Item: Emad Y. to consult with a travel agent to determine the value of tickets. EC to make a decision on whether to auction or raffle the tickets – closed.

- G. 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 - open

- I. 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.

- J. 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 – open.

- K. 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 – open.

IV. New Business

- A. Adding a member suggestion box on the website was discussed. Rabih N. indicated that he needs information from the EC to implement this feature. Information includes text and field for the suggestion box, as well as logistics of forwarding, tracking, and filing the suggestions should also be considered and provided.

Action Item: EC to discuss suggestion box feature in the next conference call –open.

- B. The EC discussed adding members' related items, activities, opportunities to the agenda of the meeting/conference following the date these items are received.

Action Item: Add members related items, activities, opportunities meeting/conference call agenda - open.

- C. Writing articles and participating in the Al-Mohandes was discussed. It was agreed that chairman of each committee should write brief monthly reports to Sam K. to inform him of the latest development and news about the committee. This information will be used to participate in the Al-Mohandes.

- D. The summer picnics were discussed. The Maryland picnic is scheduled for June and reserve at Savage park, Columbia Maryland. The Virginia picnic was discussed and Tahseen B. suggested that the picnic be held at Burke Lake Park. The Virginia picnic is tentatively scheduled for August.

Action Item: Schedule and reserve Burke Lake Park for the Virginia picnic

- E. March meeting presentation was discussed. Mazen A. to email Rabih N. a brief summary on the presentation and presenter to be emailed to all members.

Action Item: Mazen A. to send Rabih N. presentation summary – Closed

V. Next Meeting

- A. The next meeting will be held on Saturday, March 23, 2013, at Central Branch located at 10375 Little Patuxent Pkwy, Columbia, Maryland 21044.

VI. Adjournment

- A. The conference call was adjourned at 10:00 pm.