

AAAEA
Gala Meeting
Meeting Minutes
9/7/2013
By Eissa Haj-Hamad

Attendance: Sae'd Rahonji; Tahseen Baker; Rabih Najib; Mohamad Shaheen, and Eissa Haj-Hamad.

Below is a summary for the action items:

- Eissa will email list of member names to Gala Committee (GC). The committee will call each member to ask them to buy tickets for the Gala.
- Eissa will revise the invitation letters and email to GC for final review.
- Eissa will ask Sam Kubba, Haitham and Khalil to attend the gala preparation meeting on 10/s19/2013 at 10:30 AM. They should have their speech ready for the GC for final approval. Sam speech will include 2013 AAAEA's achievements and list of names to be acknowledgements during the Gala.
- Eissa will email the thank you letter to Tahseen.
- Tahseen will update the Gala Tracking sheet and will mail the thank you letters along with the tickets.
- Rabih will email weekly report from the PayPal to Tahseen, so he can update his tracking sheet.
- Rabih will prepare new flayer with no price which will be used along with the invitation letter to be mailed to sponsors.
- Rabih will email Saba to discuss our Gala.
- Rabih will call Mobly to invite him to the Gala.
- It was decided to go with the book not with the flash drives.
- Eissa and Tahseen will ask for two more new proposals for the Book. The new proposals will include 16 sheets and 200 books.
- Gala Gifts and Debka will be discussed in the next meeting on the 14th.

- Nader to update the EC about the Awards Dinner at the Baltimore Engineering Club.
- Eissa will prepare a display for the picnic with the Gala information
- Below is the list of names for the 2013 Awards
 - Bridge Award – Sae'd Rahonji
 - Achievement Award – Nader Abuhassan
 - Appreciation Award – Ahmad Morsi
 - Appreciation Award – Mohamad Friedy.
- The Guest List was discussed and the spreadsheet was updated.
- MC was discussed; Sae'd will summarize the program events and email the GC for final approvals.
- Mohamad will prepare a brief description for Nader achievement at NASA.