

Minutes of Meeting

Meeting Date and Time

01/09/2016, 10:00 am at Sabra, Wang & Associates, Inc.

Attendance

Rabih Najib; Nader Abuhassan; Ziad Sabra, Emad Yasin; Marwan Hatabi; Eissa Haj-Hamad; Amal Abou Sef; Walid Halboni; Mohamad Jamal; and Fadi Zureick

Purpose of Meeting

- Transition from 2015 Officers (2015 Officer included: Nader Abuhassan, Ziad Sabra, Marwan Hatabi, Fadi Zureick, and Nihad Akkad) to 2016 Officers (Ziad Sabra, Mohamad Jamal, Emad Yasin, Nazha Sarkis and Amal Abou Sef.
- Transition of Financial Record

Outcome of meeting

- As of 01/09/2016, Marwan said there is \$40,750 in Capital One bank (total of three accounts plus funds transferred from PayPal and Square). One account is set-up for Scholarships, one account if for on-line payments to PayPal and Square and one checking account for operating expenses and revenue.
- Marwan discussed the procedures used in 2015 for the book keeping and bank transactions
- Currently, Rabih, Eissa, and Nader have AAAEA credit Cards.
- Marwan has in his possession a Laptop Computer and a Printer that are AAAEA property. He will give the equipment to Emad Yasin, the New Treasurer, after he finalizes the year-end financial statement.
- Rabih discussed the procedure used for the PayPal and Square on-line accounts. The PayPal account is used by people who pay for their membership renewals, new members, etc. The Square account is for those who don't have PayPal accounts and prefer to pay using Square account.
- The PayPal account doesn't transfer money automatically to AAAEA Capital One bank account. The Treasurer has to make the transfer manually.
- The Square account transfers the money directly to AAAEA Capital One bank account.
- Currently, most of the regular mail (new members and member renewals) comes to Eissa's home address.
- Currently, correspondences for the Gala event such as letters to sponsors and guests are issued by the President. Payments for the Gala are received at various places including Marwan, Eissa and Nader's home addresses.
- Currently, Eissa pays via a credit card to buy for drinks and food for the Learn and Network sessions.

Action Items as a Result of the Meeting

- Marwan will finalize the Balance Sheet/Financial Statement for the signature of the 2015 President. Statement will have a cover sheet that enlists the concurrence by the Treasurer and the President, as

well as the concurrence and signature of the 2016 President accepting the financial statement as the official financial record received from the 2015 Executive Board.

- Marwan will hand off the following items to the new Treasurer:
 - Lap top Computer
 - Printer
 - Accounting books/records from 2015
 - Copy of 1099 forms sent to recipients
 - Copy of 2015 Tax Return
- Eissa will prove a pdf copy of the Bank statements for 2015 to Emad Yasin
- Eissa will check on time availability for the last week of January at the Howard County Library
- Eissa will provide the 2015 Annual Membership Report indicating the following:
 - Number of active members at end of 2015
 - Number of members that have renewed their membership for 2016
 - Number of new members in 2015
 - Number of members that dropped out from 2014
 - Suggested observations as to why members have dropped out
 - Suggestion on how we can increase and sustain members
- Marwan and Eissa will work on filing the 2015 taxes as well as the 1099 Forms. Eissa will coordinate with his CPA to file the Taxes.
- Ziad will open USPS mail box to centralize receiving mails
- Ziad, Mohamad and Emad will be added to the Bank Account. Rabih's name will stay on the bank account for contingencies
- All other members from past years will be removed from the Bank Account
- Credit Cards will be transferred to from Nader and Rabih to Ziad and Mohamad. Eissa will retain his credit card to purchase stationaries and food for L&N events.
- Rabih will meet with Ziad's IT person next week to discuss access to our website, constant contact, e-mails, etc.
- Rabih will set up e-mail addresses for new Executive Board (Ziad, Mohamad, Emad, Amal, and Nazha)

Although the meeting was focused on discussing the transition only; however, several suggestions were made to the new Executive Board to consider in 2016, and other topics were discussed as follows:

Suggestions

- Continue to motivate people in Virginia and DC to join AAAEA, and for the current members to attend our meetings.
- More entertainment gatherings.
- Physical location/address for meetings, storing memorabilia, and for frequent entertainment to the members. Marwan suggested that the City of Baltimore may offer space for non-profit organizations for free.
- Set-up a reserve operating budget account for emergencies.
- Consider allocating more than 10% of budget to scholarships.
- New membership packet.

- Quarterly Newsletter.
- Quarterly Committee Reports and an all-inclusive Annual Report to conclude all activities in the governing year.
- Start the Gala Committee very early in the year; in March if possible.

Upcoming Technical and Non-Technical Learn and Network Sessions

Several ideas were suggested and it was agreed that we will advertise these ideas in a Newsletter early on to solicit input from the members. Some of those ideas for non-technical sessions include:

- Stress Management
- Accounting principles for small businesses
- Financial management
- Excel Tricks
- Entrepreneurial skills/Leadership
- Business Insurance Risk Assessment
- Becoming a good presenter
- Legal steps to set-up and start a new business
- Retirement plans for small businesses
- Taxation planning for personal and businesses
- Networking strategies, tactics, etc.
- Time management
- How to communicate with politicians

Also, suggested ideas for technical sessions were:

- CFD (Computational Fluid Dynamics) modeling for engineers
- Contract Documents
- Permitting: Process and Documentation
- Construction Administration
- PMP

Committee Chairs

- Eissa agreed to continue chairing the Membership Committee. Amal suggested that her friend could help.
- Walid agreed to chair the Social Committee. He will seek help from at least two other members in Maryland and two members in Virginia.
- Mohamad Shaheen agreed to join again and chair the ByLaws Committee
- Rabih will chair the Financial Statement Review Committee. Marwan will assist and serve on the committee.

We will seek the remaining committee Chairs at our first General Membership Meeting in February.

Minutes prepared by: Ziad A. Sabra, President (01/11/2016)