



AAAEA Capital Chapter Brainstorm / General Meeting

Meeting Date: January 30, 2016

Meeting Minutes:

- 1) Meeting agenda was distributed to all attendees at the meeting. The meeting started at 10:30am.
- 2) The president, Ziad, started the meeting with welcoming remarks and introduction of the Executive Board. All attending members introduced themselves.
- 3) Scheduling of activities for 2016:
 - a) Ziad discussed this year goals for planning technical and non-technical learn and network (L&N) sessions.
 - b) Members were advised to email the Executive Board about any desired topics they would like to hear about beyond the topics that were introduced by the Executive Board and were listed in meeting minutes #1.
 - c) Input and suggestions from members were discussed. Thirteen members filled out input/suggestion sheets which were included in the meeting agenda submittal. A summary report of the collected input is included as part of these meeting minutes.
 - d) Picnics – Input was provided to plan for one picnic in Virginia, one in Maryland, and possibly another one in between VA and MD.
 - e) Annual Gala – A discussion was held on the importance of the Gala for raising revenue to the organization. More than 80% of the guests who attend the Gala are non-members and especially non-Arabs. Therefore, we need to put less emphasis on the Gala as a social event for the members per say, and think more about the Gala as a revenue stream and a networking event.
 - f) Hafleh - Consider scheduling the Hafleh for April or May. There is also consensus about making another Hafleh as an end of the year party.
- 4) Ways for collaboration among DC / VA / MD members to enhance participation:
 - a) We discussed the importance of scheduling a meeting with the leaders from VA / DC. Eissa to reach out to Sameer Q. to schedule this meeting.
 - b) In order to boost members' participation from DC & VA areas, we discussed the possibility of adding two more vice-presidents from these areas to improve local outreach & networking. Confirm our bylaws to determine if there is limitation to this suggestion.

- c) For attending relatively distant chapters' meetings and events, encourage carpooling among members to make the commute more fun and enjoyable.
 - d) For members who cannot physically attend monthly meetings, provide access for teleconference or videoconferencing, or the use of web-based services such as Skype or GoToMeeting.
 - e) Need to focus on social media outlets such as Twitter, Facebook, etc to promote our activities and improve overall attendance.
- 5) Assignment of Committee Chairs:
- a) All committee chairs should submit / develop monthly reports updating their progress and their future milestones. These reports will help the chapter and the Executive Committee in tracking the overall progress of our group.
 - b) By-Laws - Mohamad Shahine will be in charge of reviewing the bylaws and providing recommendations for amendment. The Executive Board will review the recommendations and assess who should review the recommended changes before issuing any addendum.
 - c) Education / Scholarship Committee - Abed to chair this committee with Nader's help.
 - i) Promote and help outreach to Universities and Colleges – possibly start with UMBC.
 - ii) Need professors' involvement. This could be the best avenue to encourage student participation.
 - d) Membership Committee - Eissa to continue chairing this committee with help from Nawras and Jina.
 - e) Social Committee – Walid to continue chairing this committee with help from Khaled Masri and Jina.
 - f) Financial Review Committee:
 - i) Emad, the treasurer, needs to be involved in this committee and perform semi-annual reviews.
 - ii) Collect feedback from Rabih, Khalil and Eissa. Ziad will contact Khalil to coordinate with him about his involvement about chairing this committee.
 - g) Election Committee - Mohamad Shahine will chair this committee. Abed and Saed will assist.
 - h) Outreach Committee - Amal needs to take the lead on this committee. She needs to assemble a group to help her with this effort.
 - i) Gala Committee – Saed to nominate / elect someone to chair this committee within one month period.
- 6) Collaborate with Tristate and Philadelphia AAAEA Chapters – We assigned a special task, reaching out to the Tristate and Philadelphia chapters. Amal, as our PR person should reach out to the PRs from the Tristate and Philadelphia chapters and help facilitate this collaboration effort.
- 7) Meeting Minutes will be posted on the AAAEA Capital Chapter website.

- 8) Topics for Board of Trustees Meetings:
 - a) Travel policies - Executive Board will draft a policy on traveling for the board members and the committee chairs who might attend events (e.g., the AAAEA annual convention), including the amount for reimbursement, etc.
 - b) Student Scholarships – In coordination with our PR, we need to help promote the scholarship program to students through our education committee, early on in the year so we can foster a competitive and fair challenge for students who qualify as recipients of scholarships. One event we should consider attending to help start this effort is the Arab Student Union event at the University of Maryland Baltimore County. This event is scheduled for Thursday, February 4th, 2016. For more information:
www.myumbc.edu/groups/sua
- 9) We need to utilize interns:
 - a) To work in our companies.
 - b) To help in AAAEA committees.
- 10) Non-Arab American members – There was a unanimous decision about keeping the bylaws intact, by limiting the voting right and / or running for any position within the Executive Board to Arab Americans only.
- 11) Create membership directory, business directory, and academic directory. These directories could generate revenue streams for the chapter through sponsorships and advertisements.
- 12) Develop a list of guests and dignitaries for AAAEA events.
- 13) The meeting was adjourned at 1:00pm.

Minutes prepared by: Mohamad Jamal (02/03/2016)

Attached:

- 1) *A summary report of the collected input from 13 members from the brainstorm meeting, held on 01/30/16.*
- 2) *A copy of the agenda, distributed on 01/30/16.*
- 3) *A copy of the proposed activity schedule for 2016.*

AAAEA Capital Chapter General Meeting

Meeting Date: January 30, 2016

Inputs & Feedback Collected from AAEA Members on 01/30/16:

Executive Board:

- Recommend that the Executive Board to serve 2 years' term instead of 1 year.
- Assign 3 vice presidents (VA, MD, and DC) to communicate with the members in their respective areas.
- Create stronger relationship with AAEA National.
- Revisit the chapter's mission statement with the members. Some may not know that a mission statement exists.

Membership:

- Provide a referral incentive for current members that bring new members to AAEA.
- Create a directory of AAEA Capital Chapter members.
- Create a mentoring program to bridge the gap between younger and older members.

General Meetings:

- Provide Skype service for people who can't physically attend meetings.
- Alternate meeting between Maryland and Virginia.

Marketing:

- Market AAEA in the Engineer's Club.
- Reach out to members more often via emails, newsletter, Facebook, etc.
- Share event announcements and articles with other AAEA chapters through Al-Muhandes.
- Assign AAEA Capital Chapter marketing person in VA, MD and DC to help manage operations and activities.
- Create a strong professional social media profile.
- Sponsor International Conferences.
- Participate in events to expose and market AAEA Capital Chapter.
- Organize sport related outings: Football, Baseball, Basketball, etc.
- Establish a link to the State Department to promote the organization.

Seminars:

- Provide non-technical seminars.
- Request feedback from members about topics they are interested in.
- Alternate meeting venues between Maryland and Virginia.
- Topic suggestion:
 - Driverless Cars

Scholarship / Internship:

- Arab Student Union event will be held at University of Maryland on February 4th, 2016 at 12:00 pm. For more information: www.myumbc.edu/groups/sua
- Create an Academic Directory to reach out to schools.
- Reach out to students and understand their needs (internship, mentoring, scholarship, etc.).
- Create Internship opportunities for students.

Information Technology (I.T.):

- Update the website and keep updating it on regular basis.
- Create an e-library on the website (technical management, personal development, etc.).

Hafleh:

- Organize the hafleh in March / April or mid-year in order to:
 - Bring members together.
 - Promote AAAEA Capital Chapter.

Gala Party:

- Invite DC mayor as a guest
- Invite the governor
- Invite other dignitaries.

Committees' Volunteers:

- Gala Committee:
 - Khaldoun - khaldoun757@yahoo.com
- Education Committee:
 - Ahmed Morsi - edmorsi@gmail.com
- Election Committee:
 - Mohamad Shahine – mshahine@verizon.net
- Fundraising Committee
 - Khaldoun - khaldoun757@yahoo.com
- Any Committee:
 - Rabih

General Membership Meeting
January 30, 2016, Starting at 10:00 AM
Glenwood Library, Howard County, MD

- 10:00 am Socializing and Networking **(30 min.)**
- 10:30 am Welcoming Remarks by President and New Board **(5 min.)**
- 10:35 am Schedule of Activities for 2016—Timeline Schedule **(20 min.)**
- General Membership Meetings/Brain Storm Session
 - General Membership Meeting (VA)
 - Technical and Administrative L & N Sessions/PDH
 - Spring Picnic
 - Summer Picnic
 - Annual Gala
 - Hafleh
- 10:55 am Ideas for Collaboration with MD, VA and DC **(15 min.)**
- Board/EC/Committee Chair Members
 - Membership Drive
 - Annual Events
- 11:10 am Assignment of Committees Chairs **(20 min.)**
- By-Laws Review
 - Education/Scholarships/Professional Development
 - Fund Raising Committee
 - Businesses
 - A/E Firms
 - Government
 - Membership
 - Social Events

- Financial Review
- Gala and Annual Dinner/Hafleh
- Election Nomination
- AAAEA Collaboration Meeting/Tristate and Philadelphia

11:30 am Technical/Business Meetings (Business meeting followed by Seminar)—IDEAS!! **(20 min.)**

11:50 pm Topics for Board of Trustee Meetings **(15 min.)**

- Travel Policies for Travel to the Annual Convention
 - Stipend
- Travel Policies for EC and Committee Chairs
 - Expenses
- Scholarships
- Financial Review Committee
- General Membership Meeting/Annual Election
- Student Chapters

12:05 pm Interns to assist with IT/Gala/Committees **(5 min.)**

12:10 pm Non-Arab Origin membership **(10 min.)**

12:20 pm Directory (Membership and Businesses) **(5 min.)**

12:25 pm AAAEA Event Guests and Dignitaries **(5 min.)**

12:30 pm Open Floor Discussion **(30 min.)**

- General Membership/Outreach Events
- Public Relations Activities
- Student Chapters
- Services/Technical Sessions/PDH

1:00 pm Adjourn

Your Input/Suggestions:

1.

2.

3.

4.

5.











6.

7.

Which Committee would you like to be involved in?_____

Your Contact Information: Name_____; E-mail:_____

AAAAEA Activity Schedule for the 2016 Calendar Year

Event	Year 2016											
	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec
General Membership Meeting												
Assignment of Committee Chairs												
Monthly Businesses and L & N Meetings												
Amend By-Laws												
General Membership Meeting/By-Laws												
Spring Picnic/Summer Picnic												
Annual Gala/Entertainment												
Annual Hafli/Dinner												
Financial Report												
Committee Reports												
Annual Convention												
Annual Election												