

Teleconference Meeting Minutes

DATE AND TIME: August 23, 2016 (Tuesday); Conference Call started at 8:30 pm

INVITEES: EC & EB members

ATTENDEES:

Ziad Sabra, President

Mohamad Jamal, Vice President

Eissa Haj-Hamad, Chair, Membership Committee

Emad Yasin, Treasurer

AGENDA:

- Review Travel Stipend

A summary of the discussion is summarized as follows:

Stipend Policy: This year we are allowed a total of seven Delegates and Observers. We have five members on the EC and four Committee Chairs. Ziad explained the stipend policy that he sent out last month (see second page). All seem to be in agreement with it. Ziad is waiting on all the EC and EB members to inform him by August 26th about their confirmation to attend. After Friday, August 26th, Ziad will advise the EC and EB of the additional availability, if any, so that those who would like to attend and benefit from the stipend can make their plans as soon as possible.

Action Item: Ziad is waiting on a formal confirmation **by e-mail** from all EC and EB who are making plans to attend the Annual Meeting.

Teleconference was adjourned at 9:00 pm

Prepared by: Ziad Sabra on 08/23/2016

2016 DIRECTIVE FOR THE TRAVEL STIPEND POLICY FOR ATTENDING THE NATIONAL AAAEA MEETING

Background: Our local Chapter didn't have a formal policy in the past years regarding a Travel Stipend for those that are qualified to attend the AAAEA Annual Meeting. The number of Delegates and Observers that are allowed to attend this meeting is based on the total number of full members in the preceding year. This number changes from year to year. Also, the financial strength of the local Chapter, as far as being able to support travel stipends, changes from year to year as well. Hence, the local Chapter may not be able to support the same number of people that attend each year. Therefore, a policy or a directive needs to be developed for the Travel Stipend in order to minimize confusion and to address priorities for those considered for attending and receiving a Travel Stipend. The intent of this policy is to address these issues.

Delegate and Observes Counts: Each AAAEA Chapter is allowed a certain number of Delegates and Observes to attend the Annual National Meeting. The total number of delegates and observes is based on one delegate for the Chapter (represented by the President or Vice President) for the first 25 full members of the chapter and one additional delegate and one Observer for each additional 25 full members, as long as they are fully paid and in good standing. Student and Associate members don't count in the total number used to derive the number of delegates and observes.

Amount of Travel Stipend: As long as the local Chapter has adequate budget it will be beneficial to compensate all qualified Delegates and Observers for some of the airline travel expenses. This amount may change from year to year. All travel expenses (hotel, car rental, meals, excursions, etc.) beyond the travel stipend amount is the responsibility of the member.

Stipend for travel expenses this year will be limited to \$400 per person for airline tickets only. This stipend can't be applied toward car rental, hotel, meals, excursions, etc. Receipts for up to \$400 shall be required to justify payment and for accountability of records.

Members who serve on the Executive Committee and Executive Board (Committee Chairs) of the Local Chapter: We have four members this year who are serving as Officers or Committee Chairs in the National Chapter (Rabih, Eissa, Nader and Moe Fridy). Rabih and Eissa also are members of the local AAAEA Executive Board as well. Travel Stipends for those members who attend the Annual Meeting will follow the priorities listed below:

Basis for Travel Stipend: The following list of priorities shall be followed to compensate those who are qualified to receive a travel stipend:

- First priority for paying a travel stipend is given to the EC members (five members).
- Second priority is given to the Executive Board, i.e. Committee Chairs (four members). In the event money is not available to all EB because the number of Delegates and Observes is limited, then the qualified stipend under this priority will be divided equally among all Committee Chairs who intend to attend.
- Third priority is given to the Board of Trustees (BOT) members
- Stipend paid to any local paid member who is serving as an Officer, or a Committee chair, or a Committee Member of the National Chapter shall be subtracted from the \$400 stipend.

- Confirmation of travel by the qualified members is required by August 26th, so that priorities as outlined above can be finalized.
- Qualified persons whose expenses may be paid by their firms will not be reimbursed for a travel stipend. However, the allotted money for the travel stipend may provide an opportunity for others on the aforementioned priority order to receive a stipend if they travel.
- Stipend for those who serve on the National Chapter, if qualified, will not exceed the difference of what the National reimburse them and the maximum Travel Stipend mentioned here.
- Stipend will be paid within two weeks after traveling to the National Meeting and only if justifiable receipts are presented.