

Teleconference Meeting Minutes

DATE AND TIME: October 12, 2016 (Wednesday); Office Meeting and Conference Call started at 6:30 pm

INVITEES: EC & EB members as well as others from Virginia and DC

ATTENDEES:

Ziad Sabra, President
Mohamad Jamal, Vice President (by Phone)
Amal Abou-Sef, Chair, PR (By Phone)
Rabih Najib, Chair, IT
Eissa Haj-Hamad, Chair, Membership Committee
Sae'd Rahwanji, MD Member/Coordinator for Gala Hotel Logistics
Walid Halboni, Chair, Social Committee (by Phone)
Jamileh Mogin, Scholarship Committee Member (by Phone)
Mamdouh Elsakka, Scholarship Committee Member

AGENDA:

- Gala Preparation/Gala Entertainment
- Next Teleconference Call

This was a "Work in Progress" meeting and a teleconference call. A summary of the discussion is summarized as follows:

Ziad passed out a Matrix of all functions that have been planned so far and discussed work-in-progress for all of the items. **(See attachment)**

GALA ENTERTAINMENT: We have signed a contract with Amer Zahr and also confirmed the DJ (Elie Attieh from Virginia).

ACTION ITEMS

Guest Speakers: Paul Comfort (MTA) and Carla Reid (WSSC) are confirmed. The County Executive Rushern Baker, III has declined due to other urging commitments. **Ziad** will revise both Program and Event Flier and send to Rabih to Post.

Gala Fliers and Program: **Ziad** will lead and print 400 copies.

Gala Posters: **Ziad** will Lead and Print Poster Boards.

Constant Contact E-mail to Members Only: **Ziad will prepare and send out**

Comedy ad DJ: **Saed** will follow up with both Amer Zahr and Elie Attieh (202-531-6766) for the equipment set-up.

Guest and VIP List: Ziad will provide a copy of the most recent list **by October 24th**.

Sponsors' List: Ziad will provide a copy of the most recent list **by October 24th**.

Photographer: Walid will lead and solicit services and cost from professional Photographer(s). **We need to finalize by October 21st.**

Flower Baskets: Eissa will provide.

Banners and Table Cloth for Registration Desk: Eissa will provide material we have from last Gala

Art Show/Artists: Amal will follow up with Hana Pharoun and Walid will follow up with Thoria. Both Amal and Walid will coordinate with Saed for final arrangement at the Hotel.

Awards: Ziad will follow-up with Adam Jiroun (Bridge Award—highly recommended by Haitham) and Norma Nashed (Humanitarian Award—highly recommended by Ziad); all agreed to proceed. Ziad also has confirmed recommendation and concurrence with Nader Abuhassan. **Ziad** will order Award Plaques.

Registration Desk: Marwan will lead this activity with help from Walid's and Eissa's sons and daughters

Keynote Speaker Gifts: It was discussed that gifts need to be under \$25 so that none of the Speakers feel awkward about accepting them. Ideas were discussed such as Sweet boxes, Arabian style Jeweler boxes, Khalil Gibran "the Prophet" Book, etc. **Mohamad Jamal** will lead this activity and others will provide input to him. We need to buy three gifts (one spare). **We need to finalize and buy gifts by October 21st**.

Inviting other Chapters: Walid asked if we would invite other Chapters to the Gala such as the Tri-State and also the National. Ziad indicated that at this time we aren't sure if we will have adequate seating since less than 10 members have signed in so far; and also less than 20% of guests have RSVP's .

Journalists: **Does anyone know or have a lead to journalists to cover the event?**

NEXT TELECONFERENCE CALL: Next Teleconference call will be on October 20th at 9:30 pm.

Teleconference was adjourned at 7:45 pm

Prepared by: Ziad Sabra on 10-17-2016