



## Meeting Minutes

**DATE AND TIME:** February 4<sup>th</sup>, 2017

Location: Glenwood Library, Maryland

**INVITEES:** General Membership Meeting for “Learn and Network” With Mr. Mamdouh Elsakka delivering a talk titled “ Biomedical Engineering 101”, and an introduction of the new Executive Board for 2017.

**ATTENDEES:** **22 Members and Guests**

**Mohamad Jamal**, President

**Abdallah Adas**, Vice-President

**Eissa Haj-Hamad**, Treasurer

**Mohamad Shahine**, Secretary

**Mohammad Ayyoubi**, PR Virginia

**Momdouh Elsakka**, Education and Scholarship Committee Chair

**Jina Alassadi**, Membership Committee Chair

**Asma Soliman**, Activities Committee Chair

**Rabih Najib**, IT & Communication Committee Chair

**Agenda:**

|                 |   |
|-----------------|---|
| <b>10:00 AM</b> | <b>Networking and Socializing</b>   |
| <b>11:00 AM</b> | <b>New Executive Board Introduction</b>                                       |
| <b>11:30 AM</b> | <b>Summary of the State of the Association for 2016 by Ziad Sabra</b>         |
| <b>12:00 PM</b> | <b>Technical Presentation “Biomedical Engineering 101” by Mamdouh Elsakka</b> |
| <b>1:00 PM</b>  | <b>Meeting Adjourns</b>   |

---

**Presenter: Mr. Mamdouh Elsakka**  
**Senior Director of Research & Development at ACell, Inc.**  
**Topic: Biomedical Engineering 101**

Mr. Mamdouh Elsakka, is a Senior Director of Research & Development at ACell, Inc. a leading organization in the regenerative medicine industry located in Columbia, Maryland. Mr. Elsakka has over 25 years of diversified product development and program management experience developing multiple minimal invasive medical devices for various Cardiology, Endovascular, Neurovascular, and Respiratory applications. Prior to his two years with ACell, Mr. Elsakka held multiple key R&D positions with world class medical device organizations such as Johnson & Johnson, Abbott Vascular, Boston Scientific, and Edwards Lifescience where he successfully developed and launched multiple therapeutic and diagnostic medical devices including stents, guidewires, balloon catheters, orthopedic devices, respiratory devices, and Abdominal Aortic Aneurysm (AAA) devices.

Mr. Elsakka holds a B.S. in Engineering Science & Mechanics with Concentration in Biomedical Engineering from the University of Tennessee in Knoxville. He also holds a Master of Science Degrees in Engineering Management from Florida International University in Miami. Mr. Elsakka is a co-inventor in 5 patents and patent applications published in the United States and multiple foreign countries.

In the past two decades, Biomedical Engineering has emerged as an independent field of study as supposed to being an interdisciplinary specialization of already established engineering disciplines such as mechanical and electrical engineering. The presentation will highlight how general engineering principals and fundamentals are applicable to the design and development of medical devices. It will also illustrate the similarity of the development cycle of medical devices to other engineering disciplines with respect to compliance with regulations, use of standards, and program management principals. Finally, the presentation will demonstrate how biomedical engineers bridged the gap between engineering and medicine which resulted in the development of multiple innovative technologies that helped improved the quality of life of millions of patients worldwide.

### **Introduction of the new Executive Board and the handoff between 2016 and 2017 Committees.**

Dr. Ziad Sabra initiated this transition discussion by providing detailed description of the various items to be transitioned including bank accounts, mailbox keys and credit cards. Dr. Sabra also delivered an annual report for 2016 which was also posted on the Association's website. A copy of all the generated files for 2016 was to be delivered by Dr. Sabra on a thumb drive.

There was also a discussion on W-9 and 1099 forms, address change to the new mailbox address was initiated by Dr. Sabra for IRS and State tax filings.

W-9 discussion included a request to check whether we need to ask for a W-9 form from those who are being reimbursed for purchases they made on behalf of the association, and the need

to have an expense report that everyone should complete and provide backup materials when asking for reimbursement.

Our incoming President, Mr. Mohamad Jamal initiated the transition process between the Executive Boards of 2016 and 2017, including transition of assets to the new Treasurer. Mr. Jamal also asked Dr. Sabra to Chair the Financial Adhoc Committee for 2017 which Dr. Sabra accepted in principal.

A follow-up discussion on this will be done through a conference call that Mohamad Shahine was asked to schedule.

There was a discussion on the topics of membership, filing taxes for 2016, and the organization of the New Board of Trustees based on the new Bylaws that were ratified in 2016.

Dr. Sabra volunteered to handle the tax return filing for 2016 if the board wants him to do so, a request that the President and the Executive Committee will discuss and respond to.

The discussion on the location of the National Conference took place where the consensus was for the Capital Area Chapter not to host in 2017.

Mr. Jamal shared with the new Board his vision and the expectations from each of the Committee Chairs for the upcoming year. There was also a discussion on how to increase Women and Youth involvement and how to increase student memberships.

**Eissa has received the printer and the Laptop.  
Mamdouh has the projector.**

**Meeting Adjourned at 1:00 pm**

**Minutes prepared by Mohamad Shahine**