



Arab American Association of Engineers and Architects (AAAEA)
Maryland, Virginia and District of Columbia Area
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Meeting Minutes of the Executive Board Conference Call Meeting on May 7, 2009

Two members from the Executive Board of the Capital Area Chapter of the Arab American Association of Engineers and Architects, AAAEA, (Maryland, District of Columbia and Virginia); Eissa Haj-Hamad and Anwar Maharmeh, along with Rabih Najib from the association's National Outreach Committee met on Thursday, May 7, 2009 on a conference call between 9:30 PM and 10:30 PM. Agenda for the meeting was prepared in advanced and a copy is attached as Annex 1.

Anwar Maharmeh the secretary of the chapter started the meeting by presenting the itemized agenda for the discussions. The discussions and action items are as follows:

1. Action items from last meeting:
 - a. These items were not discussed and a follow up will be done by the Board members and the same issues were left to be discussed in the next meeting.
2. Website follow up with Chicago:
 - a. Eissa is following up with Chicago and will provide them with the material that needs to go in the site.
3. T-Shirts:
 - a. We agreed on the proposed T-Shirt price as quoted by the supplier and left the quantity to be voted on during the next meeting.
 - b. Eissa will email the logo to be able to get a sample of what the T-Shirt would look like in a PDF format on time for the next meeting on May 30, 2009.
4. Picnic Update:
 - a. We proposed to create a committee specifically for the picnic event
 - b. It was recommended that either Samir, Mohammed Ayyoubi, or both to lead this committee and arrange for all the activities.
5. Annual Hafla and Speaker for the Hafla:
 - a. We need to create a committee to plan and organize this proposed event.
 - b. It was suggested that we contact Khalil and ask him to lead this committee.
 - c. We need to change the name of the Haflah and the committee will come up with the name, whether it is a Conference or Awards Dinner.
 - d. It was also suggested that Rabih can assist in the planning of this event.
 - e. Several options were discussed for speakers for this event but we decided to let the committee first provide a program for the event and based on that a

decision by the committee, with the approval of the Board, can be made on speakers.

6. 2009 Membership Update:
 - a. This item was not discussed as nobody from the Membership Committee was available in this meeting.

7. Substitute team board member for Yousef:
 - a. This item was not discussed and was left for the next meeting on May 30, 2009.

8. Open Discussion:
 - a. Eissa discussed several items:
 - i. Request for a conference call with the Board of Trustees members to ask for directions and suggestions.
 1. Rabih suggested that the Executive Board needs first to have a draft of a business plan for the association and stated example of what it would look like.
 2. Rabih believes that the draft can then be run by the Board of Trustees to ask for their input.
 3. Eissa indicated that he already started a draft of the business plan and will run it by the Executive Board.
 - ii. Dealing with request to remove email addressed from our mailing list and update others:
 1. Rabih suggested that the association needs to be more organized in this area and that the association needs to have a website for members to update their profile including their email addresses online; and that they can indicate whether they would like to receive email messages or not. This should be a database driven system.
 2. Eissa and Anwar said that Yousef was supposed to have something similar to this but he is busy.

9. Meeting Adjourn at 10:30 PM.

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(AAAEA)
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May 7, 2009

Executive Board

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Activity Committee:

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Education Committee:

Anwar Maharmeh

Financial Committee:

Hilal Jaber Ph.D.

Membership Committee:

Ayad O. Bazlamit, P.E.

Publication Committee:

Rabih Najib, Ph.D., P.E.

Ad-Hoc Committees:

National Outreach

Board of Trustees

Dr. Sheriff Aggour, P.E.

Dr. Bilal Ayyub, P.E.

Dr. Ziad Sabra, P.E.

Dr. Hatim Hajj, P.E.

Dr. Yousef Hijji

Sam Garbia, JR

Agenda

- **Action Items from last meeting**
- **Web site follow up with Chicago**
- **T-Shirt**
- **Picnic updates**
- **Hafla update**
- **Speakers for the Hafla**
- **2009 Membership update**

- **Substitute Temp Board Member for Yousef**

- **Open Discussion and Questions**

- **Meeting Adjourn at 10:30 pm**