



Arab American Association of Engineers and Architects (AAAEA)
Maryland, District of Columbia and Virginia Area
Steering Committee Meeting on April 26, 2008

1. The Steering Committee for the establishment of the Arab American Association of Engineers and Architects (AAAEA) in the Washington, DC Metropolitan Area (Maryland, District of Columbia and Virginia) met on Saturday, April 26, 2008, between 9:00 AM and 12:00 noon to discuss preparations for the general members meeting to be held on May 10, 2008 at the City of Fairfax Regional Library. Annex 1 lists the names of the persons who attended the meeting. The following summarizes the results of the discussions and decisions reached.

A. General Members Meeting on May 10, 2008

2. **Hour of Day on May 10, 2008.** It was agreed that Ms. Thoria Hassan and Mr. Samir Alqutri would contact Fairfax Library and confirm the hours during which the meeting would be held. It was understood that the library space is available for our meeting between 10:00 AM and 4:00 PM. Consequently, it was tentatively decided to hold the meeting between 12:30 noon and 3:30 PM. However, Ms. Thoria informed the Steering Committee on April 29, 2008 that the space is available to us only during 10:00 AM to 1:00 PM. The invitation letters to be sent out will reflect this timing.

3. **Invitation Letters.** Two forms of invitation were distributed and discussed during the meeting. It was agreed that Mr. Hajj would make the agreed corrections and send to Mr. Eissa Haj-Hamad for final review and sending out to the Steering Committee and those who are likely to attend the May 10 meeting and hopefully become members. Mr. Hajj made the corrections on April 28, 2008 and the invitations are to be sent out by May 2, 2008.

4. **Program.** The agenda and program for the presentations at the meeting were discussed. The agenda and program which were tentatively agreed to during the April 12, 2008 were reconfirmed except that the presentation by Mr. Anwar Maharmeh will be dropped out of the program. However, Mr. Maharmeh was reinstated to the list of presenters around April 30, 2008. Further, it was agreed that a break of about half an hour would follow the main presentation (by Mr. Abdallah Adas) about our chapter of AAAEA. Mr. Adas made a presentation to the Committee and comments were given to help him finalize his presentation and prevent repetition among the various presentations. It was agreed that Mr. Samir Alqutri will e-mail the draft agenda to the members of the Steering Committee on April 28, 2008. It was also understood that each presenter would send Mr. Alqutri and the Committee members the title and outline of their presentation by May 1, 2008.

5. **Membership Form.** The revised membership form prepared by Mr. Hajj was distributed to the Committee members and discussed. The telephone number of the chapter will be changed to (240) 672-1038. Further, it was agreed that Ms. Hana Hanbali would make the form fit on one sheet. Enough copies of the revised form will be available for distribution at the May 10, 2008 meeting.

6. **Membership Fees to be Collected.** Since the General Members Meeting will take place on May 10, 2008 and the fiscal year of our AAAEA chapter is from January 1 to December 31, the amount of membership fee to be collected this year (2008) and the time period covered by this fee were discussed. Three options were presented and voted on. The first option requires collection of \$25 at the meeting or shortly afterwards to cover a half year membership dues. The full membership dues of \$50 would apply for 2009. This option received 3 votes. The second option necessitates payment of the full year's membership dues of \$50 now and deciding the fees for next year (2009) by the end of calendar 2008. This option received 5 votes. The third option stipulates payment of \$50 to cover the period till December 31, 2009. This option received 3 votes. The second option was adopted since it received the most votes. Consequently, it was agreed that the completed application forms would be collected during the May 10 meeting and those who pay the \$50 membership fee would be clearly identified.

7. **Miscellaneous Items**

a. **List of Invited Persons, Stickers and Magic Markers.** A list of persons to whom invitations were sent and those invited through personal contact would be prepared prior to May 10, 2008. Those who show up at the meeting but not shown on the list would be added to the master list. Those who submit a membership application form would be marked accordingly together with whether or not a membership fee of \$ 50 was collected. Attendees would be asked to write their name and affiliation on stickers (using magic markers) to be displayed during the meeting. Further, Messrs. Eissa (President of AAAEA MDCVA Chapter) and Mr. Adas would during their presentations remind attendees to fill in and submit membership application forms and pay their membership dues as soon as possible.

b. **Approximate Number of Attendees.** For planning purposes, including food and drinks as well as budget, it was agreed to plan for about 100 persons to attend the meeting. It was understood that a tray of hommos (from COSTCO) would be included in the hors d'ouvres. Further, Mr. Eissa would bring two trays of baklava (100 small fingers each at a total cost of about \$44) to the meeting.

c. **Dress.** It was agreed that members of the Steering Committee would dress formally (coat and tie) for the May 10 meeting.

B. News and Miscellaneous Items

8. **Website.** Mr. Aiad Hijazi has agreed to take care of website development. Mr. Alqutri agreed to take care of hosting the website . Hosting is expected to cost about \$11 a month. Samir promised to take care of this on April 29, 2008. Meanwhile, Mr. Hijazi can start on design of the website.

9. **Actions Related to Minutes of Meeting.** It was agreed that the Minutes of Meetings prepared by the Secretary would include a section on Actions to be taken, by whom and when.

10. **State Registration.** Mr. Eissa Haj-Hamad advised that the registration of our chapter in Maryland has been successfully completed. Our tax ID No. is 35-2332908.

11. **Bank Account.** Mr. Eissa opened a bank account for our chapter. Three names were put on the application and checks have to be signed by two of those names. Those names are the President of the Chapter (Eissa Haj-Hamad), the Treasurer (Mohammad Ayyoubi) and the Vice President (Samir Alqutri).

12. **National Convention of AAAEA.** A national convention of AAAEA will be held in Chicago during October 17-19, 2008. Each chapter (including ours) can send two representatives. Each chapter will have to pay the plane tickets of its representatives but the Chicago chapter will pay the remaining costs including hotel. Our chapter will have to make a presentation about our past activities and plans for the future. Reservations for about 450 persons have been made. Other members of our chapter can attend, but at their own expense.

C. Actions to be Taken

13. Annex 2 summarizes the actions to be taken, by whom and by when as well as the paragraph number in these minutes which refers to this action.