



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)
P.O. BOX 391 ASHBURN, VA 20146
<http://www.aaeadc.com/>
Email: aaeadc@aaeadc.com



Meeting Minutes

Date: 01/16/2010

Time: 10:00am TO 2:00pm

Location: Oakton Library, VA

RE: Executive Board Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: 02/06/2010

[time]: TBD

[Location]: TBD

I. Introduction

The Executive Committee (EC) for the Arab American Association of Engineers and Architects (AAAEA) in the Washington, DC Metropolitan Area (Maryland, District of Columbia and Virginia) met with the previous Executive Committee to complete the handover of official association business & documents to the newly elected Committee.

After the handover, a regular monthly EB meeting was conducted. A total of 30 members including the Previous & newly elected Executive Committee members attended.

II. Agenda

- Introduction
- Strategic Plan
- Committees
- Meetings Schedule
- 2010 Calendar of Events
- Fifth National Conference
- First Annual Dinner

III. Announcements

No new Announcements

IV. Discussion

Handover

The president started the meeting by Thanking the Previous EC for their efforts and congratulated them on their achievements.

- Eissa Haj-Hamad presented the previous EC recommendations to the new EC. Recommendations attached herein as Annex 2.
- The names on the Association bank accounts need to be replaced by the New EC names. Sam Abdelfattah will coordinate the change of names with the previous EC.

- Eissa Haj-Hamad the previous president of the association will become the new chair of the Board of trustees per the By-Laws.
- Eissa will remain the representative of our Association in the National outreach committee and will attend the monthly conference call with the various AAAEA chapters.
- Mohammad Ayyoubi noted that the taxes for 2008 have not been filed yet. Tax-exempt status for the association has not been filed as well.
- Mohammad Ayyoubi recommended that we use the Tax Exempt status of the Chicago chapter for this year and file for Tax exemption next year.
- Eissa noted that he faxed the tax exemption letter to the IRS & called them for follow up. He will attempt another call and try to finalize the issue next week.
- Eissa, Anwar and Sam will follow up on the Taxes and Exemption Status.
- Anwar transferred all Association files to the new secretary Mohammad Fridy.
- Eissa & Samir addressed the members and thanked everybody for their efforts in 2009.

Strategic plan

Rabih Najib presented a draft of the 2010 Strategic Plan for the Association. The plan attached herein as Annex 3.

General Discussion

- Eissa stressed the importance of sending the members reminders to pay their Dues.
- Jamil Kabbara suggested that each member wears a nametag at the meeting.
- Ziad Sabra suggested that the EC utilize the expertise of the Board of Trustees(BT) and recommended a quarterly meeting between the EC and the BT.
- Ziad also addressed the members by stressing the fact that volunteer work is a commitment and is similar to a job but without pay.
- Members suggested that Meeting location to be half way between Baltimore and Northern VA.
- Networking meeting to be done after hours during weekdays and not on Saturdays.
- Sae'd Rahwanji suggested to have two meeting hubs one in MD and another in VA with a video conference link.
- Eissa reminded the new EC to email the updated database of our chapter to the National Association twice a year.
- The EC will nominate members to the Board of Trustees based on their area of expertise.

Break

- Attendees took a 15 min. break from 12:15pm to 12:30pm.

Committees

- The EC will email all members asking for volunteers to populate the different committees. The email will contain a description of the tasks required from each committee.
- The following members volunteered for Each Committee :
 - Membership & Outreach : Eissa Haj-hamad
 - Education & Career Enhancement : Anwar Maharmeh, Ahmad Youssef.
 - Policies & Procedures : Jamil Kabbara
 - Finance : Amer Jassem
 - IT & Communication : Manar Deeb, Khattab Alhabashi, Ayad Bazlamit
 - Activities : Walid Halbouni

Calendar of Events

- Rabih presented the draft for the 2010 Calendar of events. Calendar attached herein as Annex 4.

National Conference

- Sae'd Rahwanji presented draft charts of the tasks required for the National conference in October.
- Anwar suggested that we use the material from last year conference at the Tri-state.

- Rabih announced that Ray Lahoud the secretary of transportation expressed interest in being the keynote speaker at the annual dinner.
- Mohammad Fridy suggested that the association hire a professional event planner to help us plan for the event.

Action Items

- Sam Abdelfattah, Mohammad Ayyoubi and Anwar Maharmeh will coordinate the transfer of names on the bank accounts from the previous EC to the newly elected EC.
- Eissa Haj-Hamad to follow up with the IRS regarding the Tax documents.
- Sam Abdelfatah and Anwar Maharmeh to research and finalize the tax issue.
- The EC will email all members asking for volunteers to populate the different committees.
- The EC will nominate members to the Board of Trustees based on their area of expertise.

Meeting Adjourned

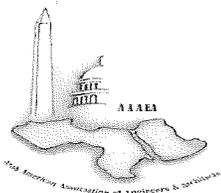
- Meeting Adjourned at 1:45pm.

Attachments

- Annex 1: List of Attendees.
- Annex 2: EC Recommendations.
- Annex 3: Strategic Plan
- Annex 4: 2010 Calendar of Events

Mohammad R. Fridy
Secretary

Name
Ahmad Morsi
Alsaid Osman
Amer Jassem
Anwar Maharmeh
Ayad Bazlamit
Azzam Ahmad
Eissa Haj-Hamad
Hatem Abdelkader
Helal Al-Aghbar
Hilal Jaber
Jamil Kabbara
Khattab Alhabashi
Manar Deeb
Mazen Dawoud
Mohamad Labban
Mohamed Kadasi
Mohammad Ayyoubi
Mohammad Fridy
Muhammed Alsalihi
Nader Abuhassan
Ossama Abdelfattah
Rabih Najib
Sae'd Rahwanji
Sam Zaghmout
Samir Alqutri
Thoria Hassan
Walid Halboni
Yousef Hijji
Ziad Sabra



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Executive Board

President

Eissa Haj-Hamad, PE

Vice President

Samir Alqutri, PhD, PE

Treasurer:

Mohammad Ayyoubi

Secretary:

Anwar Maharmeh, PE

IT Officer:

Vacant

Activity Committee:

Sae'd Rahawanji

Education Committee:

Anwar Maharmeh, PE

Financial Committee:

Vacant

Membership Committee:

Ayad O. Bazlamit, PE

Publication Committee:

Rabih Najib, PhD, PE

Career Enhancement Committee

Khalil Zaied

Board of Trustees

Dr. Sheriff Aggour, PE

Dr. Bilal Ayyub, PE

Dr. Ziad Sabra, PE

Dr. Hatim Hajji, PE

Dr. Yousef Hijji

Sam Garbia Jr.

January 12, 2010

2009 Executive Board Recommendations:

- **By-Laws:** Changes to the By-Laws are not recommended without general and members voting for the changes.

- **Existing Bank:**

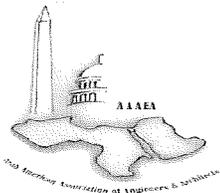
- Need to coordinate as soon as possible to add your names so you can sign checks.
- Existing funds available is \$5,500 for your use, we recommend using at least \$3,500 of the money for student's scholarships. The reason we have not used the money because we did not create student chapters. We are working on it and we hope this you we will create one chapter.

- **Board of Trustees:** Need to evaluate the existing Board of Trustees as soon as possible to insure their constructive participation in AAEA next year. Last year, we did not succeed to get them involve. It looks like this will be essential task this year. As of a Chairperson of the Board of Trustees, I would like to work on this task and report to the new president.

- **Existing Committees:** I think this is one of your main tasks this year as you advertise before the election. Committees need to insure having the following items as early as possible:

- Prepare a calendar for all activities for 2010.
- Get the IT officer more involved to clean up and update our website. And, coordinate with the IT in different states to insure our voice is heard on the national level.
- We recommend to work with the current committees chair and follow with them to implement the agenda

- **Out Reach Committees:** Based on the last National Conference recommendations, the National created an out reach committee. This committee is consisting of a person from each state; they will have at least one conference call each month. I was leading this committee. We have tow meetings and we have reached some recommendation. New Board to discuss this and recommend new leader from our chapter. This committee is so important to keep us in the loop and try to coordinate with other chapters to learn from them and pass our experience to other chapters.



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January 12, 2010

Executive Board

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IT Officer:
Vacant

Activity Committee:
Sae'd Rahawanji

Education Committee:
Anwar Maharmeh, PE

Financial Committee:
Vacant

Membership Committee:
Ayad O. Bazlamit, PE

Publication Committee:
Rabih Najib, PhD, PE

Career Enhancement Committee
Khalil Zaied

2009 Executive Board Recommendations

October • **National Conference:** Upcoming National Conference (December 2010) is very important as you know. This will be our chance to prove how strong our chapter. We recommend by end of July to have every thing ready for the national, as you know August is a vacation month, and September is end of school year.

• **Business Networking & Social Hour**

• **Document transfer and other issues**

• **Taxes:** We have received a letter from the IRS, and they requested more information to prove that AAAEA is registered as a non-profit organization. Mohammad and I called and faxed Chicago letter, but so far they did not return our calls. We recommend that the new board to follow-up with this issue as soon as possible.

2009 Executive Board

MD, VA & DC Chapter

Eissa Haj-Hamad, PE - *President*

Samir Alqutri, PhD, PE - *Vice President*

Anwar Maharmeh, PE - *Secretary:*

Mohammad Ayyoubi - *Treasurer:*

Board of Trustees

Dr. Sheriff Aggour, PE
Dr. Bilal Ayyub, PE
Dr. Ziad Sabra, PE
Dr. Hatim Hajj, PE
Dr. Yousef Hijji
Sam Garbia Jr.

**Arab American Association of Engineers and Architects
Capital Area Chapter**

DRAFT

2010 Strategic Plan



January 16, 2010

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Executive Summary

The Arab American Association of Engineers and Architects, Capital Area Chapter started in 2008 as a professional organization dedicated to help, strengthen, empower, and inspire its members for excellence. It promotes and advocates the Arab American Engineers, Computer Science, and Architects by providing career and educational enhancement programs; and networking opportunities through seminars and social activities and events. It is a non-political, non-religious, and non-profit organization.

Our strategic plan is developed to achieve the different objectives of the association. It is divided into multiple key areas with certain objectives that belong to each of these key areas. Each objective has a list of strategies that will be followed in order to achieve that particular objective, along with a list of measures that will indicate whether we are successful in doing so or not.

Vision Statement

- Become one of the Leading professional organizations in the Metropolitan DC area.
- Attract most if not all American Arab Architects & Engineers to become a member of our organization.
- Empower our members & their businesses towards becoming a major player in the Architectural and Engineering professional fields.
- Establish a Lobbying force capable of influencing decision makers in professional related matters of interest to our members.
- Become one of the sought after advisory organizations for public & private bodies in the Metropolitan DC area.
- Establish recognition for Arab American Engineers & Architects as a constructive force in enhancing our local communities.

Strategic Plan Key Areas

As AAAEA is looking forward to going national in 2011, the national steering committee has identified several areas that need to be worked on before the association can become a national organization.

Our strategic plan includes some of the key areas that were identified by the national steering committee as well as other areas of interest to our local chapter.

The following is a list of **Key Areas** for our business plan:

1. Membership and Outreach
2. Policies and Procedures
3. Activities
4. Finance
5. IT and Communication
6. Education and Career Enhancement

Objectives

As mentioned above, each key area includes several objectives that we need to work on. This section identifies the different objectives for each of the key areas of the business plan.

1. Membership and Outreach:
 - 1.1. Recovering ex-members
 - 1.2. Retaining existing members
 - 1.3. Recruiting new members
 - 1.4. Creating student chapters
 - 1.5. Reaching out to other organizations
 - 1.6. Increasing Businesses participation in the organization
 - 1.7. Promoting associate membership for partners of the industry.
2. Policies and Procedures:
 - 2.1. Reviewing and amending our by-laws
 - 2.2. Keeping records
 - 2.3. Email and email addresses policy
 - 2.4. Communication policy
3. Activities:
 - 3.1. Planning networking events
 - 3.2. Planning social activities
 - 3.3. Planning annual dinner
 - 3.4. Planning volunteer work
 - 3.5. Planning sports activities

4. Finance:
 - 4.1. Setting budgets for each program
 - 4.2. Collecting annual membership dues
 - 4.3. Reaching out to sponsors
 - 4.4. Creating scholarship fund
5. IT and Communication:
 - 5.1. Creating monthly newsletter
 - 5.2. Creating email communication strategy
 - 5.3. Automating our operation process
 - 5.4. Improving our website
 - 5.5. Creating members directory
6. Education and Career Enhancement:
 - 6.1. Collecting technical papers
 - 6.2. Planning and conducting seminars
 - 6.3. Establishing EIT/FE courses
 - 6.4. Establishing PE courses
 - 6.5. Establishing ARE courses

Strategies

Each of the objectives listed under each of the key areas require strategies that need to be followed to achieve that objective. The following is a suggested list of strategies and each committee needs to present its own strategies list.

1. Membership and Outreach:

1.1. Recovering ex-members

1.1.1. Communicating with ex-members

1.1.2. Informing ex-members of the new changes and interesting events

1.2. Retaining existing members

1.2.1. Establishing activities of interest to our members

1.2.2. Increasing active participation of existing members

1.2.3. Establishing scholarship program to Arab students

1.3. Recruiting new members

1.3.1. Developing presentation materials to introduce our association to potential members

1.3.2. Developing brochures about our association

1.3.3. Holding events to attract Arab engineers and introduce the association to them

1.4. Creating student chapters

1.4.1. Contacting our members at different institute to organize meeting to present the association to students

1.4.2. Contacting embassies to obtain lists of Arab students in the area

1.4.3. Reaching out to students at all colleges and universities

1.5. Reaching out to other organizations

- 1.5.1. Contacting other Arab associations in the capital area to co-organize different events
- 1.5.2. Contacting other Engineering associations in the capital area to co-organize different events
- 1.6. Increasing Businesses participation in the organization
 - 1.6.1. Organizing events oriented towards promoting cooperation between members' businesses
- 1.7. Promoting associate membership for partners of the industry
 - 1.7.1. Inviting other industry businesses to become associate members of the association and promote cooperation with them
2. Policies and Procedures:
 - 2.1. Reviewing and amending our by-laws
 - 2.1.1. Reviewing the content of our by-laws to ensure that everything included is applicable to our chapter
 - 2.1.2. Reviewing the list of committees that are required as per our by-laws
 - 2.1.3. Amending the by-laws with a new list of committees that should be permanent
 - 2.1.4. Establishing ad-hoc committees for the different activities that span over a short period of time
 - 2.2. Keeping records
 - 2.2.1. Establishing a database repository for our meeting agendas and minutes
 - 2.3. Email and email addresses policy
 - 2.3.1. Establishing email policy to identify who has access to the email addresses listing and who can send mass email messages
 - 2.3.2. Establishing policy for use of email addresses of members
 - 2.3.3. Establishing policy to deal with abuse of email addresses of members
 - 2.3.4. Establishing policy of signing of email messages
 - 2.4. Communication policy

2.4.1. Establishing policy on communication methods

2.4.2. Establishing policy on initiating a communication with others

2.4.3. Establishing policy to deal with abuse of communication privileges

3. Activities

3.1. Planning networking events

3.1.1. Golf outing

3.2. Planning social activities

3.2.1. Bowling

3.2.2. Tarneeb

3.3. Planning annual dinner

3.4. Planning volunteer work

3.5. Planning sports activities

3.5.1. Volleyball

3.5.2. Basketball

3.5.3. Soccer

3.5.4. Football

4. Finance

4.1. Setting budgets for each program

4.2. Collecting annual membership dues

4.3. Reaching out to sponsors

4.4. Checking the ACCESS program

4.5. Creating scholarship fund

5. IT and Communication

5.1. Creating monthly newsletter

5.1.1. Collecting articles of interest to our members

5.1.2. Setting a template for the newsletter

5.2. Creating email communication system

5.3. Automating our operation process

5.3.1. Creating standard membership forms for new members

5.3.2. Creating standard membership forms for renewals

5.3.3. Creating standard membership forms for corporate

5.3.4. Creating standard forms for donations to the association

5.3.5. Creating standard thank-you letters to donors

5.3.6. Creating standard forms for sponsorship

5.3.7. Creating standard thank-you letters to sponsors

5.3.8. Establishing a database for members' email addresses and provide the ability to our members to remove their email address from our listing for specific email messages

5.4. Improving our website

5.4.1. Creating a plan for our website

5.4.2. Creating members and corporate directory online

5.4.3. Renewing membership and collecting donation online

5.4.4. Posting an interactive calendar of events online

5.4.5. Posting education seminars online

5.4.6. Posting meeting minutes online

- 5.4.7. Coordinating with the national association to manage our members' information
- 5.4.8. Creating email addresses to executive board members and committees' chairs
- 5.5. Creating members directory
 - 5.5.1. Creating Arab American Engineers and Architects Directory
 - 5.5.2. Reaching out to businesses for sponsorship of the directory
- 6. Education and Career Enhancement
 - 6.1. Collecting technical papers
 - 6.2. Planning and conducting seminars
 - 6.2.1. Requesting abstracts from authors/presenters
 - 6.2.2. Reviewing collected abstracts
 - 6.2.3. Requesting final presentation and handout copies
 - 6.2.4. Scheduling seminars
 - 6.3. Establishing EIT/FE courses
 - 6.4. Establishing PE courses
 - 6.5. Establishing ARE courses

Committees

As we come up with the list of committees that we need in 2010, each executive board member should oversee at least one of these committees. It would be the responsibility of the executive board member to ensure that either the committee chair is available during the monthly board meeting to provide a report about the committee, or the board member will be responsible to provide such a report.

**Arab American Association of Engineers and Architects
2010 Calendar of Events**

2010	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2010
SAT					1								SAT
SUN					2			1					SUN
MON		1	1		3			2			1		MON
TUE		2	2		4	1		3			2		TUE
WED		3	3		5	2		4	1		3	1	WED
THUR		4	4	1	6	3	1	5	2		4	2	THUR
FRI	1 NEW YEAR	5	5	2	7	4	2	6	3	1	5	3	FRI
SAT	2	6 MEETING#2	6 1ST SOCIAL EVENT	3	8	5 MEETING#6 3RD SEMINAR	3	7	4	2 MEETING#10	6	4 3RD SOCIAL EVENT	SAT
SUN	3	7	7	4	9	6	4 INDEPENDENCE	8	5	3	7	5	SUN
MON	4	8	8	5	10	7	5	9	6 LABOR DAY	4	8	6	MON
TUE	5	9	9	6	11	8	6	10	7	5	9	7	TUE
WED	6	10	10	7	12	9	7	11	8	6	10	8	WED
THUR	7	11	11	8	13	10	8	12	9	7	11	9	THUR
FRI	8	12	12	9	14	11	9	13	10	8	12	10	FRI
SAT	9	13	13	10	15 MEETING#5	12 1ST PICNIC	10 MEETING#7	14 MEETING#8 4TH SEMINAR	11	9	13	11	SAT
SUN	10	14	14	11	16	13	11	15	12	10	14	12	SUN
MON	11	15 PRESIDENTS DAY	15	12	17	14	12	16	13	11 COLUMBUS DAY	15	13	MON
TUE	12	16	16	13	18	15	13	17	14	12	16	14	TUE
WED	13	17	17	14	19	16	14	18	15	13	17	15	WED
THUR	14	18	18	15	20	17	15	19	16	14	18	16	THUR
FRI	15	19	19	16	21	18	16	20	17	15 AAAEA	19	17	FRI
SAT	16 MEETING#1	20	20 MEETING#3 1ST SEMINAR	17 MEETING#4 2ND SEMINAR	22	19	17 2ND SOCIAL EVENT	21	18 MEETING#9	16 NATIONAL	20 MEETING#12 5TH SEMINAR	18 MEETING#13	SAT
SUN	17	21	21	18	23	20	18	22	19	17 CONFERENCE	21	19	SUN
MON	18 MLK JR. DAY	22	22	19	24	21	19	23	20	18	22	20	MON
TUE	19	23	23	20	25	22	20	24	21	19	23	21	TUE
WED	20	24	24	21	26	23	21	25	22	20	24	22	WED
THUR	21	25	25	22	27	24	22	26	23	21	25 THANKSGIVING	23	THUR
FRI	22	26	26	23	28	25	23	27	24	22	26	24	FRI
SAT	23	27	27	24	29	26	24	28	25 2ND PICNIC	23	27	25 CHRISTMAS	SAT
SUN	24	28	28	25	30	27	25	29	26	24	28	26	SUN
MON	25		29	26	31 MEMORIAL DAY	28	26	30	27	25	29	27	MON
TUE	26		30	27		29	27	31	28	26	30	28	TUE
WED	27		31	28		30	28		29	27		29	WED
THUR	28			29			29		30	28		30	THUR
FRI	29			30			30			29		31	FRI
SAT	30						31			30 MEETING#11			SAT
SUN	31									31			SUN
2010	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2010