



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)

P.O. BOX 391 ASHBURN, VA 20146

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Meeting Minutes

Date: 02/27/2010

Time: 10:00am TO 2:00pm

Location: Mallett Technology, Columbia, MD

RE: Executive Board Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: 03/20/2010

[time]: TBD

[Location]: Fairfax, VA

I. Introduction

The Executive Committee (EC) for the Arab American Association of Engineers and Architects (AAAEA) in the Capital Area (Maryland, District of Columbia and Virginia) held a meeting to discuss the formation of committees & other regular association business in the presence of 26 members.

II. Agenda

- Introduction and Signing Sheet
- Excel and Outlook for Managers Session
- Review of List of Committees
- Finalizing Committees Selection
- National Conference and Annual Dinner Update
- Committees Workshop Session

III. Announcements

No new Announcements

IV. Discussion

- The meeting started with introductions of the people in attendance.
- Rabih thanked Abed Khaskia for hosting the meeting at his office "Mallett Technology".

Microsoft Office for Managers Presentation

- Rabih Najib the president of AAAEA DC gave a presentation about Microsoft office products, Excel & Outlook.
- The presentation included valuable tips & tricks to enhance the productivity & performance of managers using these soft wares.
- Rabih suggested another detailed workshop session to implement the ideas presented. Date of session to be determined.

- The presentation ended at 11:45am

Break

- Attendees took a 15 min. break from 11:45am to 12:00pm.

Committees

- Rabih stressed that the association is in need of everybody's help to be able to accomplish the goals of the strategic plan.
- The membership & activities committees will be crucial for the development of the association.
- The IT & communication committee will be responsible for developing & improving the website.
- Ziad Sabra suggested a survey to get the members opinion on what kind of educational seminars would be of interest to them.
- Rabih noted that according to an earlier survey the most requested topics are Management & Engineering technical seminars.
- Rabih encouraged members who are interested in presenting a Technical topic of benefit to the members to contact him.
- Ziad noted that the strategic plan is exhaustive & we need to prioritize since time is of essence.
- Based on volunteers responses, the following committees were formed :

Membership Committee:

- Chair : Eissa Haj-Hamad(eissa_a2000@yahoo.com)
- Members: Walid Halboni (whalboni@yahoo.com), Ayad Bazlamit (ayadbaz@gmail.com), Mazen Dawoud (maz.dawoud@gmail.com), Yasser nasser (Engineering_Yasir@yahoo.com).

Education & Career Enhancement Committee:

- Chair : Anwar Maharmeh (Amaharmeh@gmail.com)
- Members: Hiyam Wakeem (Hiyam.Wakeem@gmail.com), Abed Khaskia (akhaskia@verizon.net), Emad Yasin (justxdoxit@hotmail.com), Hatem Abdelkader (hatemkader@verizon.net).

Finance Committee:

- Chair : Mohammad Ayyoubi (sayyouby@aol.com) [Tentative upon his acceptance]
- Members : Amer Jassem (ajassem@emsicpa.com)

IT & Communication Committee:

- Chair : Ayman Eloseily (Aeloseily@gmail.com)
- Members : Sae'd Rahwanji (srahwanji@verizon.net)

Activities Committee:

- Chair : Walid Halboni (whalboni@yahoo.com)
- Members : Hiyam Wakeem (Hiyam.Wakeem@gmail.com), Emad Yasin (justxdoxit@hotmail.com), Mohammad Ayyoubi (sayyouby@aol.com), Edd Morsi, Samir Alqutri (salqutri@gctonline.net), Abed Khaskia (akhaskia@verizon.net), Mariam Agrama (Mariam.Agrama@BaltimoreCity.gov), Abdallah zeen Derawa, Mohammed Sayyad (Mohammed.Sayyad@gmail.com), Sameh Jallad (sjallad@hotmail.com), Nasser Zureick

Policies & Procedures Committee:

- Chair : Jamil Kabbara (jim.kabbara@faa.gov)
- Members : Ayad Bazlamit (ayadbaz@gmail.com)

- The Chairs of each committee will need to submit their plan of action for 2010 by March 15, 2010.
- The Chairs need to contact the members of their committees & initiate action.
- Each committee will need to define milestones for its goals.
- Rabih noted that there is a need for fund raising activities.
- The Plans of action will be discussed & finalized for implementation in the next EB meeting.

General Discussion

- Rabih asked for volunteers to handle sending technical articles to Almuhandes News paper & keep them updated about our local news.
- Samir Alqutri noted that a friend of his is interested in giving a presentation about Geophysics & contributing a technical article about the subject to Almuhandes.
- Anwar Maharmeh volunteered to represent our local chapter in the National Educational Committee.
- Rabih noted that the declaration of the National Association would be on November 2011.
- Rabih noted that the National career Committee is working on developing their website that will contain all members' resumes & job postings from the USA & the Middle East.
- MJ noted that the next EB meeting would be held at Abe Shehab office in Fairfax on March 20, 2010.
- Hosni Abdelgelil, vice president of the Tri-state chapter will be visiting our area & he will be attending our next meeting.

Break

- Attendees took a 15 min. break from 1:10pm to 1:25pm.

The National Conference & Annual Dinner

- Sae'd Rahwanji started by an introduction presenting the work that has been done in the last month.
- Sae'd Rahwanji presented draft charts of the tasks required for the National conference in October.
- Two items will need to be determined by the end of March 2010, the Hotel & the speaker.
- The National Conference committee will hold its next meeting in Panera Bread at Silver Spring, MD on March 10, 2010 at 6:00pm.
- During the next meeting, three hotels will be selected for a tour.
- Ziad Sabra will research & suggest names for the master of ceremony & motivational speaker.
- Khalil Zaied will contact Martin west hotel for rates & availability.
- Emad Yasin will contact the Hyatt & Marriot Hotels in DC for rates & availability.

Action Items

- The Chairs of each committee will need to submit their plan of action for 2010 by March 15, 2010.
- The Chairs need to contact the members of their committees & initiate action.
- Each committee will need to define milestones for its goals.
- The National Conference committee will hold its next meeting in Panera Bread at Silver Spring, MD on March 10, 2010 at 6:00pm.
- Ziad Sabra will research & suggest names for the master of ceremony & motivational speaker.
- Khalil Zaied will contact Martin west hotel for rates & availability.
- Emad Yasin will contact the Hyatt & Marriot Hotels in DC for rates & availability.

Meeting Adjourned

- Meeting Adjourned at 2:10pm.

Attachments

- Annex 1: List of Attendees.

Mohammad R. Fridy
Secretary

Name
Abed Khaskia
Anwar Maharmeh
Ayad Bazlamit
Ayman Eloseily
Eissa Haj-Hamad
Emad Yasin
George Haddad
Hiyam Wakeem
Khalil Zaied
Manar Khaskia
Mohamad Labban
Mohamad Shahine
Mohammad Fridy
Mohammad Jawhar
Nader Abuhassan
Ossama Abdelfattah
Rabih Najib
Saadi Mousa
Sae'd Rahwanji
Samir Alqutri
Samir Khalil
Walid Halboni
Yasser Nasser
Yousef Hijji
Ziad Sabra