



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: 05/22/2010

Time: 10:00am TO 1:30pm

Location: Alpha Corporation
1800 Washington Blvd, Suite 425,
Baltimore, MD 21230

RE: Executive Board Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: 06/12/2010 (Tentative)

[time]: TBD

[Location]: TBD

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 committee's updates & other regular association business in the presence of 10 members.

II. Agenda

- Introduction
- Energy Presentation by Mr. Theodore Atwood
- Committees Updates
- By-Laws Update
- National Conference and Annual Dinner Update
- Financial Updates
- Scholarship Program Initiative Update

III. Announcements

- Mr. Khalil Zaided was appointed to the Board of Trustees.
- Hazami Barmada was selected to be the Mistress of Ceremony at the Annual Dinner.

IV. Discussion

- Meeting started at 10:20am
- Rabih welcomed the attendees and gave a couple of minutes for everybody to introduce himself.
- Bruce Hallgarth vice president of Alpha Corporation welcomed everybody and gave a brief overview of his company products and services.

Energy Presentation

- Ted Atwood gave a presentation about Energy Policies from 10:40 am to 11:40 am.

Break

- Attendees took a 10 min. break from 11:40am to 11:50am.

Committees Updates

Membership Committee:

- The Chair Eissa Haj-Hamad gave the attendees an update
- A renewal notice letter and membership form was sent to all non paid members. A total of 20 letters were mailed.
- Eissa and Rabih discussed how to update the email list/ data base more efficiently.
- Rabih noted that the National website will get launched in a test phase on June 01, 2010. All Members will be able to renew their memberships and pay their dues online. The data base will be updated automatically.
- Five members paid their dues during the picnic but did not fill the membership form and consequently the data base did not get updated.
- Eissa will follow up with these members & email all required information to Rabih.

Finance Committee:

- No updates, acting chair Sam Abdelfattah did not attend the meeting.

Activities Committee:

- No updates, the Chair Walid Halbouni did not attend the meeting.

Education & Career Enhancement Committee:

- No updates, The Chair Anwar Maharmeh did not attend the meeting.

Policies & Procceedures Committee:

- No updates, the chair Jamil Kabbara did not attend the meeting.

The National Conference & Annual Dinner

- The Chair Saed Rahwanji gave the attendance an update.
- The second hotel payment due on May 18, 2010 for \$2600 was paid last week.
- There will be a payment of \$1000 due soon for the event website & tickets.
- The association will need to raise between \$2000-\$3000 in the upcoming month to cover the expenses of the annual dinner.
- Sae'd suggested starting early selling of tickets to the members.
- Only 30 tickets will need to be sold to cover the upcoming expenses.
- Mohammad Fridy to prepare the event registration form and email to Rabih.

- Rabih to send an email to all members announcing the early selling of the dinner tickets by Monday May 24, 2010.
- Sae'd announced that Hazami Barmada will be the Mistress of Ceremony at the Annual Dinner.
- Sae'd presented the annual dinner website update which is scheduled to go live by first week of June.
- Rabih noted that the National representative speech should be limited to 5min.
- The event program will be modified to better fit the Event key note speaker availability.
- Rabih and Jamil kabbara met with Secretary Ray Lahood scheduling manager and delivered the invitation for the Secretary to be the Key note speaker.
- Rabih noted that June 04, 2010 is the anticipated time to receive a confirmation from Secretary Lahood,
- Khalil Zaid contacted the office of the Governor of MD and discussed the possibility of having him at the dinner as Key note speaker.
- Khalil noted that if Ray Lahood accepted to be the Key note speaker, then the invitation for the governor will be withdrawn.
- Khalil noted that the Deputy Secretary of Economic Development of the state of MD can be the second speaker (Industry Speaker) at the dinner. Khalil will ask him to provide a Bio.
- Eissa suggested that we add a 3rd engineering speaker at the dinner.
- Sae'd noted that there will be a Cruise on Sunday organized by Anwar Maharmeh following the day of the dinner as part of the national conference entertainment activities. An update regarding the cruise is anticipated for the next EB meeting.
- Khalil suggested looking at other alternatives to the cruise since this has been done before in two National Conferences.
- Khalil suggested possibly organizing a Crab lunch during the cruise.
- Saed noted that there will be two types of name tags, one with clips and another with straps depending on the cost.
- Khalil noted that we need to put together a package for sponsorship.
- Mohammad Fridy noted that we should be approaching engineering firms first rather than embassies so that the dinner would not turn into a political event.
- Rabih noted that approaching embassies should be for contribution to the scholarship program instead of the dinner event.

General Discussion

- Rabih noted that our next event will be held at June 12, 2010 at 2:00pm for a showing of the soccer game between USA and England in the world cup. Two locations were suggested, Dave & Buster's (D&B) in Columbia, MD and River Hill.
- Sae'd will check on the availability and rates of D&B.
- MJ will check on the availability and rates of River Hill.
- Eissa noted that there should be a single point of contact for every event to better manage the event.
- Rabih suggested the following Fund raising activities :
 - Dinner in a Middle Eastern restaurant in Manassas where part of the revenue will go to the association.
 - Organizing a group to go to the game between Milan and Manchester if the association can get group rate tickets then sell it to its members for a higher rate.
 - Conducting a raffle on a TV or electric appliance.
 - Getting early sponsorships from embassies or companies.
- Next Monthly meeting can be held on June 12, 2010 before the soccer game event.
- Sameer al qutri met with 3 Arab embassy representatives regarding dinner sponsorship and scholarships.
- Mohammad Fridy noted that we should be approaching engineering firms first rather than embassies so that the dinner would not turn into a political event.

- Rabih announced the appointment of Khalil Zaied at the Board of Trustees for the association.

Meeting Adjourned

- Meeting Adjourned at 1:30 pm.

Attachments

- Annex 1: List of Attendees.

Mohammad R. Fridy
Secretary

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Name
Ahmed Morsi
Bruce Hallgarth
Eissa Haj-Hamad
Eyad Mizian
Khalil Zaied
Mohamad Labban
Mohammad Fridy
Rabih Najib
Sae'd Rahwanji
Ted Atwood
Yousef Hijji
Ziad Sabra