



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)
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Meeting Minutes

Date: 03/12/2011

Time: 10:00am TO 2:00pm

Location: Alpha Corporation
21351 ridge top cir.
Sterling, VA

RE: General Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: TBD
[time]: TBD
[Location]: TBD

The Executive Board (EB) for the Arab American Association of Engineers and Architects (AAAEA) in the Capital Area (Maryland, District of Columbia and Virginia) held a general meeting to discuss regular association business.

I. Agenda

- a. Introduction (Start 10:00)
- b. Qatar Airways Airline Tickets
- c. Committees updates
 - i. Financial
 - ii. Activities
 1. Picnic, May 14, 2011
- d. Education
 - i. Engineers Club presentation on 5/5
 - ii. LEED presentation on 3/15
 - iii. Scholarship Program
- e. Membership
 - i. Membership Renewal
 - ii. Student Chapter at University of Maryland
 1. Meeting on 4/4
 2. Arabian Night 4/9
- f. 2011 Gala Dinner event
- g. Outreach activities and funding
- h. Chicago NSC meeting 5/27-5/29

II. Introduction

- Meeting started at 11:00am
- Rabih welcomed the attendees and gave a couple of minutes for everybody to introduce himself.

III. Discussion

- Qatar Airways tickets were auctioned on our website. The highest bid was \$7200 won by Mohammad Sakr for both tickets.
- Sam gave an update for the financial committee:
 - Sam is currently handling the work of this committee but we need to organize a financial committee.
 - Tax return was getting prepared. A CPA has asked for \$350 to prepare the taxes.
 - Samir suggested that we hire Miller Missmar who is owned by an arab American to prepare the taxes.
 - Anwar suggested that we use Amer Jassem who is an associate member.
 - Sam will ask Amer for a quote to prepare the tax returns
 - Rabih noted that we need to get a financial report every month.
- Activities committee
 - Chairman & members were not present
 - Rabih noted that the Next picnic will be held in cedar Lane Park in MD.
 - Anwar is organizing a bowling in VA to be partially sponsored by the association.
 - The association participated in the Middle East chamber of commerce event to celebrate the re-election of the governor of MD. Seventeen members of the association participated.
 - Rabih noted that we need to post on our website the link to partner associations.
- Education Committee
 - Mazen Ayoubi gave an update
 - LEED seminar is scheduled on March 15th, 2011.
 - Next event is about starting your own business by Dr. Ziad Sabra.
 - We are applying to get the association to issue continuous education credits to go against registration/ licensing in VA, MD & DC.
 - The association is discussing with the Continuous Education College to prepare a CEC day long seminars.
 - The scholarship program is still under preparation.
 - Anwar suggested that we open up the scholarship program to high school students.
 - Mo. suggested that we form a mentorship group that helps members get their architectural and engineering registration.
 - Rabih noted that we need to have more volunteers to launch & lead the mentorship program.
 - Education committee will try to recruit members for the mentorship program.
 - Sae'd gave an update regarding an upcoming event in the Baltimore engineering club about emotional intelligence scheduled on May 5th evening.
 - Mazen noted that we should investigate if we can get CEC for this seminar.

Break

- The Attendees took a break from 12:00 to 12:40pm

IV. Discussion (Continued)

- Membership Committee
 - Chairman Eissa Haj Hamad was not present.
 - Rabih noted that all members need to renew their membership.
 - Sae'd gave an update regarding the student chapter in University of MD.
 - A general meeting to launch the student chapter will be held on April 4th. The membership committee is preparing a presentation.

- The organization of Arab students at the University of MD will be hosting the Arabian night on April 9th. The association will participate and donate some money to support the event.
- 2011 Gala Dinner event
 - Sae'd gave an update.
 - Mo., Rabih & Sae'd will lead the committee.
 - Sae'd is negotiating with the Marriot hotel at green belt to get the same rate as last year.
 - The committee will hold a meeting soon to brainstorm all the logistics for the Gala.
 - Samir suggested that the theme for the event would be " Moving forward "
 - Some members are trying to get a Hilary Clinton as a key note speaker.
 - Anwar suggested that we get somebody from the government of Virginia to speak at the event.
- Outreach Activities
 - Sae'd noted that we need to form partnerships with other associations and participate in their functions.
 - The association will need to allocate a fund for outreach.
 - Anwar suggested that we subsidize 50% of the participation fee for our members to participate in outreach events.
 - Rabih suggested that we have \$1000 as a tentative budget for the outreach activities.
 - Rabih suggested that we participate and sponsor the Arab heritage festival in Gaithersburg, MD on April 17th. Sam volunteered to help organizing the table.
 - Sae'd noted that the Baltimore grand Prix will be held in September and as an association we will encourage our members to participate as volunteers.
- National Steering Committee meeting
 - Rabih noted that the NSC will hold a meeting in May and our local chapter will need to have the representative attend.
 - The local association will finance the ticket for our member and the National will cover all expenses for the required member.
 - The optional member will not be covered at all by the association.
 - Rabih volunteered to participate and pay for all expenses.
 - Mo. Fridy and Rabih will represent our chapter in the NSC meeting in May.
- Rabih presented the constant contact profile update on our email list.
- Rabih opened the floor for discussion.
 - Samir announced the establishment of his new company Geotechnical Solutions.
 - Amer Jassem announced his accounting company.

Meeting Adjourned

- Meeting Adjourned at 2:00 pm.

Attachments

- Annex 1: List of Attendees.

Mohammad R. Fridy
Secretary

Meeting Attendees (March 12, 2011)

No.	Name
1	Adnan Ghazzouli
2	Ahmed Morsi
3	Amer Jassem
4	Anwar Maharmeh
5	Hafid Sangkar
6	Hilal Jaber
7	Mazen Ayoubi
8	Mohammad Fridy
9	Najah Abdalla
10	Ossama Abdelfattah
11	Rabih Najib
12	Sae'd Rahwanji
13	Sam Kubba
14	Sameh Jallad
15	Samir Alqutri