



Arab American Association of Engineers and Architects

Capital Area

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Meeting Minutes

Date: 1/13/2013

Time: 9:00 PM – 10:15PM

Location: Conference Call

I. Learn & Network

A. Not Applicable.

II. Executive Committee Conference Call **9:00 PM – 10:15PM**

Attendees:

Sam Kubba	President
Walid Halboni	Vice President
Nader Abuhassan	Treasurer
Eissa Haj-Hamad	IT Officer
Rabih Najib	
Tahseen Bakeer	Secretary

III. Old Business

A. The EC discussed scheduling Norma Nashed, President and Founder of Restore a Child to give a presentation about her foundation. The Executive Committee (EC) agreed that this presentation should be scheduled for the February monthly Learn and Network Meeting (L&N).

Action item: Walid H. contacted Norma and scheduled her presentation for the February presentation - closed

B. The EC discussed setting up the five committees and assigning a Chairman to each committee. EC requested from the previous EC members present at this conference call to recommend members they think will chair well. The five committees discussed were Education, Membership, Activities, IT, and Outreach. Suggestions were put forward for Committee Chairs and Committee

Members during the meeting. The EC also discussed sending a mass email to all members to see if any members are interested in chairing or co-chairing a committee.

Action item:

- **EC will approach candidates and will also send an email to all members to see if there are any member interested in joining any of the committees - open**
- **Sam K. will draft the mass email and send it to Rabih N. for emailing - open**
- **Educations Committee: Sam K. to contact Mazen Ayoubi - open**
- **Activities Committee: Sam K. to contact Hilal Jaber - open**
- **IT Committee: Rabih Najib - closed**
- **Outreach Committee: Sae'd Rahwanji - closed**
- **Membership Committee: Mohamad Shahine & Rabih Najib – closed**

C. EC discussed creating a standard Letterhead for the association. Sam K. indicated that he will email the rest of the EC a sample letterhead.

Action item: Sam K. will email sample letterhead – closed

D. Rabih N. recommended setting up a tentative calendar of events, but the final planning and scheduling of events should be performed by the Activity Committee.

Action item: EC to tentatively schedule events – open

E. EC discussed adding Sam K. and Nader A. to the association bank account. EC agreed that Eissa H. and Nader A., and Sam K. and Sam Abdelfattah (2012 EC President) will coordinate.

Action item: Add Sam K. and Nader A. to bank account – open

F. The EC discussed building membership by bringing in new members as well as retaining members. Walid H. explained that the EC needs to contact members that are not currently members but were at some point. Walid H. also indicated that the EC will need find out the reasons why previous members have left the association, and find out what the EC can do help regain and retain members.

Action Items: EC to discuss and implement plan to for increasing, retaining and bringing back membership - open

G. The EC discussed payment of membership fees, and that membership fees should be paid by the next L&N meeting, scheduled for January 19th, 2013.

Action Item: EC to send mass email reminding members to renew their membership - open

IV. New Business

- A. Walid H. proposed increasing regular membership by \$5 a year to \$55. Tahseen B. seconded the motion. Rabih N. explained that any changes to the bylaws should go through the proper protocol.

Action Item: EC to present proposed fee increase in a general meeting.

- B. Sam K. proposed increasing the executive term by one year to two years. Eissa H. seconded the motioned

Action Item: EC to present proposed fee increase in a general meeting.

- C. Eissa H. indicated that he will submit the tax documents to the tax preparer.

Action Item: Eissa H. to submit taxes documents to tax preparer.

- D. Eissa explained that Sam A. has all the 501-C 3 non-profit documentations

Action Items: Sam K. to contact Sam A. and request the documentation for filing 501-C3 non-profit documentations.

- E. EC discussed the Vision Plan and decided that a small in person meeting is required to go through the vision plan and work out the details. Nader offered to host Walid, Eissa, and Rabih to go over the Vision Plan presentation.

Action Items: Nader, Walid, Eissa, and Rabih to meet and finalize the vision plan presentation.

V. Next Meeting

- A. The next meeting will be held on Saturday, January 19th, 2013 at Howard County Public Library Miller Branch.

VI. Adjournment

- A. The meeting was adjourned at 10:15 PM.