



**Arab American Association of Engineers
and Architects**

Capital Area Chapter

<http://www.aaeadc.com/>
Email: aaeadc@aaeadc.com

Monthly Meeting Minutes

Date: 2/16/2013

Time: 10:00 AM –1:00 PM

Location: February Monthly Meeting

I. Learn & Network

- A. Norma Nashed gave a presentation about her organization, Restore a Child.
- B. Seanan Ammar gave a presentation about IRC provisions relating to braced walls.

II. Monthly Meeting 10:00 AM –1:00 PM

Attendees	Email
Dr. Hilal Jaber	HilalJaber@gmail.com
Najah Abdalla, AIA	NAbdalla@AbdallaArchitects.com
Amhed Morsi	EdMorsi@gmail.com
Helal Al Aghbar	Helalal@msn.com
Mohammad Elqadri	ElqadriMohammad@hotmail.com
Thoria Hassan *	Thoriash@gmail.com
Saba'a Atteyih	SAtteyih@yahoo.com
Seanan Ammar	SAmmar@ibexeng.net
Tahseen Bakeer *	Tahseen.Bakeer.PE@gmail.com
Nawras Taffal *	NTaffal@hotmail.com
Bashir Idilbi	Bashir.Idilbi@gmail.com
Walid Halboni *	WHalboni@gmail.com
Dailia Kubba	Dalia.Kubba@gmail.com
Abd Al-Hammadi	Aaalh10@gmail.com
Mazen Ayoubi *	Mazen.Ayoubi@aicarchitects.com
Eissa Haj-Hamad *	Eissa-a2000@yahoo.com
Sam Abdelfattah	Sam@MEPDesigns.com
Camille Abdul-Karim	
Emad Yasin *	JustXdoXit@hotmail.com
Sinan Rayyan	SamRayyan@yahoo.com

Mohammad Abulail	MohammadAbulail@yahoo.com
Bilal Al-Asarayreh	Bilal.Alsarayreh@gmail.com
Yasmina Raya	Yasmina.Raya@Gmail.com
Adnan Ghazzouli	Ghazz@verizon.net
Rabih Najib *	
Nader Abuhassan *	
Hafid Sungkar	Sungkar@verizon.net
Sam Kubba *	Sam_Kubba@yahoo.com

* Attended Executive Committee meeting that followed the scheduled monthly L&N meeting

III. Old Business

- A. ~~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.~~ The EC decided that Sam K. does not need to replace Sam A. on the association's bank account, but Nader A. should be added. It was also clarified that all checks issued by the association requires two signatures.

Action item: Nader A. and Eissa H. to meet this week and add Nader A.'s name to the association's bank account – open

- B. 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 to find out the reasons why previous members 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

- C. Eissa H. explained that Sam A. has all the 501-C 3 non-profit documentations. Mazen A. recommended hiring an attorney that specializes in filing for 501-C3 non-profit organizations. Mazen A. explained that he knows of an attorney that charges a flat fee of \$800 (\$400 retainer/\$400 at completion) for his services. The EC discussed the option of hiring the recommended attorney and decided to direct Mazen A. proceed with the process. Mazen A. requested that few members help him with this process and in particular in preparing the pertinent documentations. It was decided that Eissa H., Nader A., and Sam A. will assist Mazen A.

Action Items: Hire attorney and file for 501-C3 non-profit organization - open.

- D. Ziad S. and Sam K. proposed increasing the executive term by one year to two years. Eissa H. seconded the motion. Positive feedback was received and decision was made to

move forward with the process per the bylaws. Election of the committee chairmen was also proposed and agreed on, and decision was made to move forward. Both election items if passed will take effect in 2014.

Action Item: Eissa H. to draft proposal for by-laws amendment -open

- E. Ziad S. requested from the EC to submit the association's financial statement to the board of trustees, and also requested that a summary of the financial statement be presented at every monthly meeting. Ziad S. emphasized the importance of reminding ourselves that our association is a non-profit and that what revenues are generated should be spent on member services.

Eissa H. indicated that he is finalizing the financial statement for filing the association's tax return and he will forward a copy of the requested financial documents when the documents are finalized.

Eissa H. submitted the draft financial report to the attendees. Walid H. and Rabih N. requested that the financial report be categorized for different types of expenses, spending, and income.

Action Item: Eissa H. and Nader A. to coordinate on providing a categorized financial report, and submit to board of trustees after the report has been approved by the EC. Eissa H. to file associations tax return and file property taxes with the state of Maryland - open

- F. Qatar Airways tickets vouchers were reissued. The EC discussed alternates to auctioning the Qatar Airways tickets and dollar value given the ticket class, conditions and restrictions. The EC decided that a viable option is to raffle the tickets. The EC also decided that a dollar value of the tickets should be estimated and that regardless of the which method (auction or raffle) will be implemented, the minimum revenue the tickets should generate is \$1500, which is the price that the Qatar Airways would have paid to reserve their marketing table at the 2012 Gala.

Action Item: Emad Y. to consult with a travel agent to determine the value of tickets. EC to make a decision on whether to auction or raffle the tickets – open.

- G. Setting up an association Skype and LinkedIn account was discussed. It was agreed that both Skype and LinkedIn account be set up.

Action Item: Set up Skype and LinkedIn Account - open

- H. Khaled M. explained that he will be traveling to the Middle East and will be attending professional events as well as meeting and networking with professionals in that region. Khaled suggested that he can represent AAAEA DC and reach out to professional

engineer's organizations in UAE. It was agreed upon that Khaled M. will represent AAAEA DC.

Action Item: Nader will contact Khaled M. and draft letter directing Khaled M. to speak on behalf of the AAAEA Capital Area with emphasis on collaboration and experience exchange - closed

- I. Norma Nashed's February presentation was discussed. EC discussed and agreed that Norma's presentation should be provided to the EC to review prior to the day of presentation.

Action Item: Walid to request and provide the EC with Norma's presentation – closed.

- J. Sam K. indicated that the EC should try helping the Education Committee line up speakers for future monthly meetings. EC also discussed bringing in Khalil Zaied to present about doing business in Baltimore. EC also discussed other seminar topics (i.e. PE, RA and AIA registration)

Action Item: EC to help line up speakers. Tahseen B. to touch base and coordinate with Education Committee – open.

- K. Purchasing a projector and camera for AAAEA Capital Area was discussed. Sam K. approved the purchase of both a projector and camera.

Action Item: EC approved purchase of projector and camera. Eissa Purchased both items and submitted receipt to Nader A. – closed.

- L. EC discussed budget plan for 2013, and agreed that Walid H., Nader A., and Eissa H. will meet to discuss the 2013 budget plan before the February monthly meeting.

Action Item: Walid H., Nader A., and Eissa H. will meet and discuss the 2013 budget plan – open.

IV. New Business

- A. Adding a member suggestion box on the website was discussed. Rabih N. indicated that he needs information from the EC to implement this feature. Information includes text and field for the suggestion box, as well as logistics of forwarding, tracking, and filing the suggestions should also be considered and provided.

Action Item: EC to discuss suggestion box feature in the next conference call –open.

- B. The EC discussed adding members related items, activities, opportunities to the agenda of the meeting/conference following the date these items are received.

Action Item: Add members related items, activities, opportunities meeting/conference call agenda - open.

- C. Presentation scheduling was discussed. The education committee is currently setting up seminars for the upcoming monthly learn and network meetings. Rabih N. suggested limiting each meeting to one seminar (technical/or non-technical). The purpose of the this suggestions is to allow the seminar sufficient time and also to involve the members attending the monthly meetings in the discussions and decision made by the EC.
- D. Donating to the Restore a Child foundation was discussed. Rabih N. suggested that the association's attorney should be consulted in this matter to determine if this could create any legal issues. Also suggested by Rabih N. is that the EC should consider the association members' opinion in this matter.
- E. Thoria H. and Narwas T. joined the education committee.

V. Next Meeting

- A. The next meeting will be held on Saturday, March 23, 2013, at Central Branch located at 10375 Little Patuxent Pkwy, Columbia, Maryland 21044.

VI. Adjournment

- A. The monthly meeting was adjourned at 1:00 pm
- B. The EC meeting was adjourned at 2:30 pm.