

## Meeting Minutes

**DATE AND TIME:** July 30, 2016

Location: Silver Spring Library, Maryland

**INVITEES:** General Membership Meeting for “Learn and Network” and Discussion of ByLaws

**ATTENDEES: 18 Members and Guests**

**Ziad Sabra**, President

**Mohamad Jamal**, Vice  
President

**Nazha Sarkis**,  
Secretary

**Emad Yasin**, Treasurer



**Mohamad Shahine**, Chair of the Ad Hoc ByLaws Committee

**Rabih Najib**, Chair of IT and Communications

**Jamileh Mogin**, Education and Scholarship Committee Member

### **Agenda:**

**12:00 PM**      **Networking and Socializing**

**12:30 PM**      **Business Meeting (Financial Report, Next L&N Meeting, Scholarships, 2016  
Gala, 2017 Election)**

**1:00 PM**      **Technical Presentation: Organizing Contract Documents to Maximize  
Your Project's Outcome**

**1:30 PM**      **Overview of the Amendment to the AAAEA-Capital Area Bylaws**

**2:30 PM**      **Break/Networking**

**3:00 PM**      **Meeting Adjourns**

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**Presenter: Mr. Mohamad Jamal, P.E., MBA, CxA**

**President and Chief Mechanical Engineer, A.J. Adam Engineering, LLC.**

**Topic: Organizing Contract Documents to Maximize Your Project's Outcome.**

Mr. Jamal is a professional engineer registered in multiple states. He has extensive experience in the design of heating, ventilation, air conditioning, fire safety and plumbing systems, including new construction and renovations to a vast number of projects. He holds a Bachelor's degree in Architectural Engineering from Drexel University and a MBA from Loyola University -

Maryland. Serving as Chief Mechanical Engineer for A.J. Adam Engineering LLC, Mr. Jamal is responsible for overseeing all design projects, commissioning projects, and engineering studies for the company.

Mr. Jamal's topic was geared toward project managers, Owners, and design professionals. It covered the ins and outs of effective, high-quality Contract Documents (CDs) which makes sure project results are favorable. Mr. Jamal covered the fundamentals of Contract Documents, with an eye toward maximizing the benefits for the Owner, followed by an in-depth discussion of a series of real projects using successful strategies to minimize risk and maximize project outcome.

### **Amendment to the ByLaws**

This topic was covered by Dr. Mohamad Shahine who served as the Chair of the Ad Hoc ByLaws Committee. His PowerPoint presentation outlined the current ByLaws and the proposed changes to each Article in the current ByLaws. He explained why we choose to prepare an Amendment, how it is being developed, and how members can choose to vote on it. Questions were raised about whether members will vote on an Article by Article basis or vote on the whole document. Dr. Shahine explained that many of the Articles are interrelated and it will be very confusing for members if the vote wasn't all inclusive.

**Meeting Adjourned at 3:00 pm**

**Minutes prepared by Ziad Sabra**