



Conference-Call Minutes

DATE AND TIME: April 10th, 2017

Location: Conference Call, 8:00pm EST. dial info: 641-715-0861 , Access Code: 379849

INVITEES: Executive Board

ATTENDEES:

Mohamad Jamal, President

Abdallah Adas, Vice-President

Eissa Haj-Hamad, Treasurer

Mohamad Shahine, Secretary

Mohammad Ayyoubi, PR Virginia

Jamileh Mogin, PR Maryland DC

Momdouh Elsakka, Education and Scholarship Committee Chair

Jina Al-Assadi, Membership Committee Chair

Asma Soliman, Activities Committee Chair

Items of Discussion:

1. Mailbox access / checking the mail
 2. A quick review of the previous teleconference meeting minutes for any follow up actions
 3. Treasurer financial report & tax filing - Eissa
 4. Standing Committee Chairs' Quarterly Updates:
 - a. Membership - Jina
 - b. Education - Mamdouh
 - c. Social - Asma
 - d. I.T. – Rabih
 - i. Can we simplify the online enrollment process?
 5. PRs Update:
 - a. Youth Committee – Inviting the chair person to our meetings?
 - b. Outreach with other organizations
 - c. Sponsorship & Tax incentives.
 6. Calling for a Board of Trustees meeting
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Call Started at 8:00pm

The items of discussion were prepared and distributed ahead of the call by our President Mr. Mohamad Jamal.

Item1:

Mailbox access will be done on weekly basis, where Mohamad Shahine and Eissa will check the mailbox on alternate weeks.

Item2:

EB quickly reviewed and discussed the previous teleconference meeting minutes. A side discussion started about reviving the University of Maryland-College Park student chapter, Jamileh is planning to follow-up on this with our student chapter members at College Park.

Item 3:

Mr. Mohamad Jamal, Mr. Abdallah Adas and Mr. Eissa Haj-Hamad all have now access to the bank account.

Eissa indicated that the laptop and the printer are in good shape and won't be replaced, ink toner was bought. MS office subscription is needed (Rabih to buy).

Financial review and filing will be done by May 15 deadline, the paperwork for last year was supplied by Ziad to Eissa. Eissa also completed Quarter 1/2017 summary of financial report, the details of this report will be shared with Mohamad Jamal and Ziad.

Item4:

Standing Committee Chair reports:

- a- Membership: Jina will coordinate with Rabih on how to handle automatic renewal for members. Jina will also provide updated membership numbers to the Executive Committee on Saturday 04/15.

Abdallah mentioned that he has a list of >100 members in an Excel spreadsheet for membership solicitation, he will reformat the list and share it with the rest of the Executive Board, Jina and Eissa will refine the list to distinguish between existing paying members and potential candidates for new memberships. The refined version of this list will be shared with Jamileh and Mohammed Ayyoubi for outreach and PR activities.

- b- Education: Mamdouh discussed upcoming Learn&Network sessions, May 20th session is set where Nawras will deliver his talk.
Scholarship application solicitation announcement will go out by end of May.
There will be no Learn&Network meeting in June due to the holy month of Ramadan.
We are looking for potential speakers for the July Learn&Network meeting (Any suggestions are greatly appreciated).
- c- Social: Asma updated the Executive Board on the status of activities starting with the Bowling night, and the planning for the Virginia picnic on April 30th, this committee is in the process of selecting a caterer for this event.
- d- IT: Rabih was not present, so a follow-up discussion to take place on Saturday April 15th, on the relationship between the National and Local chapter.

Item5:

- a- Youth Committee: Jamileh will manage the establishment of youth Ad-Hoc committee that will be chaired by Rami Halboni who is one of our student members.
- b- Ms. Mogin will spearhead discussions with outside groups such as NAAWA, Engineers without borders, Young Engineers and others.
- c- Mr. Ayyoubi will take the lead on contacting Virginia Tech and George Mason University.

Item6:

Mr. Mohamad Jamal will coordinate efforts with Dr. Ziad Sabra to get in touch with the board of trustees to inform them about the new By-laws and start the nomination process for the new board of trustees.

Conference Call Adjourned at 9:45 pm

Minutes prepared by Mohamad Shahine