



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION

**AAEA Board Meeting Minutes
Wednesday March 14, 2008 at 5:15 PM
17th Meeting**

Call meeting to order

Meeting was called to order at 5:30 p.m. at GAV & Associates, Inc. offices in Farmington Hills.

AAEA Board:

Present: President - Ghassan Abdelnour
Treasurer - Mahmoud El-Gamal
Secretary – Maria Sedki
Director – Mustapha Hamood

Excused: President Elect – Maher Abbasi
Director – Sam Bahou
Director – Nidal Fackoury
Director – Awni Qaqish
Director – Sermed Saif

Goals for 2008

The Board discussed goals that the Board would like to focus on and achieve this year. The following is a summary of the goals:

- Increase membership to 200 by the end of the year
- Re-activate AAEA Committees
- Focus on Social Events specifically the AAEA Annual Dinner

Membership

Originally 108 members joined AAEA. As of this week only 54 members and two students paid their 2008 dues.

One of the goals of the board is to increase membership to 200 by the end of the year. To reach this goal, the board has decided to do the following:

- Mahmoud El-Gamal will contact previous members to renew their memberships
- Ghassan Abdelnour will focus efforts on inviting new members from Ford, Chrysler, and GM and will use the AAEA standard invitation letter as a start.
- Mustapha Hamood will work on getting new members into the association
- Mahmoud El-Gamal will focus on getting students from Oakland University, Wayne State University, and Lawrence Tech University to join as student members.

Active Committee's

The following are current active committees that need to be re-vitalized. New Board Members have been assigned as chairs to committee's that have lost their Board Member chair:

- Programs / Functions Committee (Chair: Sam Bahou, Members: Andre Hindo)
- Newsletter / Magazine Committee (Chair: Awni Qaqish, Members: Needed)
- Membership / Recruiting Committee (Chair: Mustapha Hamood: Members: Needed)
- Website Committee (Chair: Sermed Saif, Members: Needed)
- Education Committee (Chair: Mahmoud El-Gamal, Members: Needed)
- Public Relationship (Chair: Nidal Fakhoury, Members: Needed)

It will be the responsibility of the Committee Chairs to recruit members into their committees. Each Committee Chair will provide an update on the status of their committee activities at the monthly meetings.

By-Laws

The new members of the Board are not very familiar with the By-laws of the Association. As a result, Awni Qaqish will be asked to forward the latest AAEA By-Laws to the Board. The Board members are asked to read and get familiar with the By-Laws prior to the next meeting.

2008 Calendar

It was decided to hold the Board Meetings on a regular date and time. The meetings will be held on the 2nd Wednesday of every month at 5:30 pm with a general meeting and dinner to follow.

The following are the dates for the meetings:

- June 11, 2008
- July 9, 2008
- August 13, 2008
- September 10, 2008
- October 8, 2008
- November 12, 2008
- December 10, 2008

If possible, the meetings will be held at Al-Ameer Restaurant in Inkster. The Board Meeting, which is open to everyone, will be from 5:30 to 6:30 pm. The meeting will adjourn at 6:30 pm. There will be a half hour of socializing from 6:30 to 7:00, with dinner served at 7:00 pm.

Andre Hindo will be asked to coordinate the schedule with Al-Ameer restaurant.

AAEA Social Events

The AAEA Board will focus on having monthly social events. The current calendar was not revised. Two specific social events were discussed: The June Backgammon Social Event and the Annual Formal Dinner.

June Backgammon Social Event

The event will be scheduled for either Tuesday, June 3, 2008, or Wednesday, June 4, 2008, depending on availability. It will be held at the Dearborn Center. Andre Hindo will reserve the hall and confirm the date.

The event will be free. However, sandwiches, drinks and sweets will be available for a fee.

Maria Sedki and Sermed Saif will issue the invitations to the members by Friday, May 16, 2008. RSVP's will be accepted through Friday, May 30th. Mustapha Hamood will coordinate the purchase of the deserts and materials. Andre Hindo will be asked to coordinate the purchase of the sandwiches from Al-Ameer.

Annual Formal Dinner

The formal dinner should be held in late October or early November, prior to the Thanksgiving Holiday. Work on the dinner should start soon. Coordination for the dinner will be discussed during the next meeting.

Action Items

- Sermed Saif to Update the AAEA Application form on the website to include instructions for printing the form, filling it out, and mailing the form with a check to the address on the application.
- Mahmoud El-Gamal to e-mail the latest membership roster to Ghassan Abdelnour.
- Mahmoud El-Gamal to contact previous members to renew their memberships
- Sermed to add Mr. Haitham Sarsam to the e-mail list and Mahmoud to add him to the roster.
- Sermed to e-mail Ghassan the standard AAEA introduction and invitation letter in word format with the AAEA letterhead on it.
- The new Committee heads are responsible to recruit assistance from the members and are to give updates on the status of their committees at each meeting.
- Awni Qaqish to forward the latest AAEA By-Laws to the Board.
- The Board to read and get familiar with the By-Laws prior to the next meeting.
- Andre Hindo will be asked to coordinate the Monthly Meetings with Al-Ameer restaurant.
- Andre Hindo and Sam Bahou to finalize the date for the Backgammon social event in early June, Maria Sedki and Sermed to issue e-mail invitations, and Mustapha Hamood to purchase deserts and needed items for event. Andre Hindo to purchase the sandwiches.

Meeting Adjourned at 6:30 pm

Written By: Maria Sedki, on May 15, 2008



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION

**AAEA Board Meeting Minutes
Wednesday June 11, 2008 at 6:00 PM
18th Meeting**

1. Call meeting to order

Meeting was called to order at 6:10 pm at the Ford Community & Performing Arts Center.

AAEA Board:

Present: President - Ghassan Abdelnour
President Elect – Maher Abbasi
Secretary – Maria Sedki

Director – Sam Bahou
Director – Nidal Fakhoury
Director – Mustapha Hamood
Director – Awni Qaqish
Director – Sermed Saif

Excused: Treasurer - Mahmoud El-Gamal

2. Approval of Previous Meeting Minutes

Meeting minutes, for the May 14, 2008, meeting were approved.

3. Approval of Current Agenda

Agenda was approved.

4. Previous Action Items

- Sermed Saif to Update the AAEA Application form on the website to include instructions for printing the form, filling it out, and mailing the form with a check to the address on the application. **Completed**
- Mahmoud El-Gamal to e-mail the latest membership roster to Ghassan Abdelnour. **Completed**
- Mahmoud El-Gamal to contact previous members to renew their memberships. **Ongoing**
- Sermed to add Mr. Haitham Sarsam to the e-mail list and Mahmoud to add him to the roster. **Completed**
- Sermed to e-mail Ghassan the standard AAEA introduction and invitation letter in word format with the AAEA letterhead on it. **Completed**
- The new Committee heads are responsible to recruit assistance from the members and are to give updates on the status of their committees at each meeting. **Ongoing**
- Awni Qaqish to forward the latest AAEA By-Laws to the Board. **Completed**
- The Board to read and get familiar with the By-Laws prior to the next meeting. **Ongoing**
- Andre Hindo will be asked to coordinate the Monthly Meetings with Al-Ameer restaurant. **Not Done**
- Andre Hindo and Sam Bahou to finalize the date for the Backgammon social event in early June, Maria Sedki and Sermed to issue e-mail invitations, and Mustapha Hamood to purchase deserts and needed items for event. Andre Hindo to purchase the sandwiches. **Completed**

5. 2008 Membership Dues

Mahmoud El-Gamal was not present to provide an update of the number of paid members. However, a copy of his records was available. Currently, the association has 59 paid members, up from last month but less than the 106 that originally joined the association in 2006.

Memberships must be finalized a minimum of one month before the next elections.

6. Goals for 2008

The Board had previously developed three goals that they would like to focus on and achieve this year.

- Increase membership to 200 by the end of the year:
 - To that end, Mahmoud El-Gamal is contacting previous members in order to have them renew their memberships.
 - Ghassan Abdelnour has sent introduction letters to GM, DTE, and Ford. He has received positive feedback from all three firms. The next step would be to schedule meetings with representatives from each firm.
 - Mr. Fouad Abou Ghaida was a previous member of AAEA and is currently working at Chrysler. Mustapha Hamood will contact him to start a relationship with Chrysler.
 - Mr. Salah Zoma at PES has excellent relationships with DTE, Andre Hindo will contact him to assist in the discussions with DTE.
 - Ghassan Abdelnour, Maher Abbasi, and Awni Qaqish attended a dinner at Lawrence Technological University (LTU). There were approximately 200 Arabic students. They provided a 45 minute presentation. Mr. Haitham Sarsam, who is currently a student at LTU was the contact person and took pictures. Mr. Sarsam will forward the pictures to Sermed Saif, who in turn, will forward the pictures with an attached article to Al-Muhandes Newsletter.

- Re-activate AAEA Committees
The Committees have been re-activated and each Chair will discuss their committee status under Item 8.

- Focus on Social Events specifically the AAEA Annual Dinner
Will be discussed under Item 7.

7. Upcoming Calendar Events

The June Backgammon Social Event will occur immediately following the Board meeting.

The Dearborn Arab International Festival is June 21, 22, and 23. AAEA will not have a booth at the event; however, members are encouraged to attend.

July Technical Presentation: AAEA is attempting to schedule a technical presentation on Design/Build Projects at LTU. Awni Qaqish will be the presenter. The presentation is being coordinated by Haitham Sarsam. There is the possibility that the presentation would move to the fall, if so, than Sam Bahou will move his technical presentation on Estimating and Contracting from September to July.

July Social Event: Originally, a golf outing was scheduled for July. However, it was decided at the meeting to move the Picnic from August to July. The Picnic is scheduled for July 26, 2008. Sam Bahou and Andre Hindo will coordinate the event and will report to the Board at the next business meeting on the status of the Picnic. Maria Sedki will forward information on the previous picnic to Sam and Andre.

Annual Formal Dinner: The formal dinner will be scheduled for either October 11th or October 25th of this year. Sam Bahou and Andre Hindo will coordinate the event and will report to the Board at the next business meeting on the status.

8. AAEA Committee's

Each Chair briefly discussed the status of their Committee:

- Programs / Functions Committee (Chair: Sam Bahou, Members: Andre Hindo) - Previously discussed under Item 7.
- Newsletter / Magazine Committee (Chair: Awni Qaqish, Members: Needed) – Awni would like members to submit articles or updates to him. He will review them and upon approval of the President, will forward them to the National Newsletter “Al-Muhandes”.
- Membership / Recruiting Committee (Chair: Mustapha Hamood: Members: Needed) – Mustapha would like some volunteers to join and assist him in contacting and recruiting people. He would like to target NTH Consultants, Wayne County, and DWSD as a start. (Nidal Fakhoury, Mahmoud Halwani, Abdul Abbas, Marwan Abou Hamdan,
- Website Committee (Chair: Sermed Saif, Members: Needed) – The AAEA Website has been updated. Sermed will provide a link to Al-Mohandas newsletter on the website. If anyone is not receiving a copy of the newsletter on a monthly basis, please contact Sermed. Ali Ibrahim and Chadi Shaya volunteered to join the committee.
- Education Committee (Chair: Mahmoud El-Gamal, Members: Needed) – No report was presented since Dr. El-Gamal was absent, however, Haitham Sarsam volunteered to join the committee.
- Public Relationship (Chair: Nidal Fakhoury, Members: Needed). Nidal Fakhoury will help in recruiting staff at Wayne County and will work to spread the information on the organization. Business cards will be printed out with the AAEA website.
- National Outreach Committee (Chair: Sermed Saif) – The Committee has met three times, twice in Chicago and once in Detroit. Next meeting is in Chicago in October. Members from 20 States are interested in forming the National Organization. AAEA will fall under the National Organization. The National Organization should be launched in 2011.

Each Committee Chair will provide an update on the status of their committee activities at the next monthly meeting.

Awni Qaqish stated that in accordance with the By-Laws, a Financial Committee must be created to report on the status of the AAEA finances. The Committee will be created and headed by Mahmoud El-Gamal.

9. All Else

Awni Qaqish suggested that each committee start keeping a record of their activities and a format so that the next round of members can follow and not have to recreate things.

10. Next Meeting

The monthly business meetings will be held the second Wednesday of each month. It was decided that for now they should be held at Al-Ameer Restaurant in Inkster. The Board Meeting, which is open to everyone, will be from 5:30 to 6:30 pm. The meeting will adjourn at 6:30 pm. There will be a half hour of socializing from 6:30 to 7:00, with dinner served at 7:00 pm.

Andre Hindo was asked to coordinate the schedule with Al-Ameer restaurant.

Next Meeting is scheduled for July 9, 2008 at 5:30 pm at Al-Ameer Restaurant in Inkster

11. Action Items

- Mahmoud El-Gamal to continue contacting previous members to renew their memberships
- Mustapha Hamood will contact Mr. Fouad Abou Ghaida to start a relationship with Chrysler.
- Andre Hindo will contact Mr. Salah Zoma at PES to assist with DTE.
- Haitham Sarsam will forward the pictures from the LTU night to Sermed Saif
- Sermed Saif will forward the LTU night pictures with an attached article to Al-Mohandas
- Haitham Sarsam will work with Awni Qaqish on scheduling the Design/Build Presentation at LTU for July.
- If the LTU Technical Presentation does not occur in July, Sam Bahou will present on Estimating instead.
- Sam Bahou and Andre Hindo will coordinate the Picnic scheduled for July 26th and will report to the Board at the next business meeting on the status of the Picnic.
- Maria Sedki will forward information on the previous picnic to Sam Bahou and Andre Hindo.
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner in October will report to the Board at the next business meeting on the status.
- Sermed Saif will provide a link to Al-Muhandes newsletter on the AAEA Website.
- Sermed Saif will work on getting Business Cards printed out for AAEA
- The Finance Committee will be created and headed by Mahmoud El-Gamal.
- Andre Hindo will coordinate the Monthly Meetings with Al-Ameer restaurant.

Business Meeting Adjourned at 7:05 pm

Written By: Maria Sedki, on June 13, 2008



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

**AAEA Board Meeting Minutes
Wednesday July 9, 2008 at 5:30 PM
19th Meeting**

1. Call meeting to order

Meeting was called to order at 5:50 pm at the Al-Ameer Restaurant in Inkster.

2. AAEA Board Roll Call

Present: President - Ghassan Abdelnour
President Elect – Maher Abbasi
Secretary – Maria Sedki
Treasurer - Mahmoud El-Gamal

Director – Sam Bahou
Director – Nidal Fakhoury
Director – Awni Qaqish

Excused: Director – Mustapha Hamood
Director – Sermed Saif

3. General Introductions

Everyone present introduced themselves and what company they represent. A sing-in sheet was also passed around and is attached to these minutes.

4. Approval of Previous Meeting Minutes

Meeting minutes for the June 11, 2008, meeting were approved.

5. Approval of Current Agenda

Agenda was approved.

6. Previous Action Items

- Mahmoud El-Gamal to continue contacting previous members to renew their memberships. **(Ongoing)**
- Mustapha Hamood will contact Mr. Fouad Abou Ghaida to start a relationship with Chrysler. **(Not Done)**
- Andre Hindo will contact Mr. Salah Zoma at PES to assist with DTE. **(Completed)**
- Haitham Sarsam will forward the pictures from the LTU night to Sermed Saif **(Not Done)**
- Sermed Saif will forward the LTU night pictures with an attached article to Al-Mohandas **(Not Done)**
- Haitham Sarsam will work with Awni Qaqish on scheduling the Design/Build Presentation at LTU for July. **(Not Done)**
- If the LTU Technical Presentation does not occur in July, Sam Bahou will present on Estimating instead. **(Not Done)**

- Sam Bahou and Andre Hindo will coordinate the Picnic scheduled for July 26th and will report to the Board at the next business meeting on the status of the Picnic. **(Ongoing)**
- Maria Sedki will forward information on the previous picnic to Sam Bahou and Andre Hindo. **(Completed)**
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner in October will report to the Board at the next business meeting on the status. **(Ongoing)**
- Sermed Saif will provide a link to Al-Muhandes newsletter on the AAEA Website. **(Completed)**
- Sermed Saif will work on getting Business Cards printed out for AAEA **(Ongoing)**
- The Finance Committee will be created and headed by Mahmoud El-Gamal. **(Completed)**
- Andre Hindo will coordinate the Monthly Meetings with Al-Ameer restaurant. **(Completed)**

7. President's Update

Ghassan Abdelnour emphasized again the importance of working to increase our membership especially through the activities of the committees which will be discussed in more detail under items 8 through 10.

Haitham Sarsam was asked to forward to Sermed Saif a list of the Arab students at LTU to include in the AAEA mailing list.

AAEA is ordering business cards to be used by the Board. Sermed Saif was in the process of ordering them. Sermed will be asked on the status of the business cards.

8. 2008 Membership Dues

According to Mahmoud El-Gamal, in 2006, the AAEA membership was 106. We currently have 59 paid members up from 44 a few months ago.

A list of previous members will be divided between the Board members. They will be asked to contact the previous members to encourage them to re-join the association.

9. Upcoming Calendar Events

The July Technical Presentation originally scheduled on Design/Build Projects at LTU has been postponed until the fall semester. As a result, the technical presentation on Estimating and Contracting will be scheduled next. Sam Bahou will be presenting. The presentation is scheduled for the next Business Meeting (August 13, 2008). Nidal Fakhoury will develop a flyer for the technical presentation and forward it to Sermed to send out.

AAEA Picnic: The AAEA picnic is scheduled for Saturday, August 2, 2008, at Camp Dearborn, in Wixom. Sam Bahou and Andre Hindo will finalize the information in the next week. Sermed Saif will be asked to send out an e-mail on 7/11/08 notifying everyone of the picnic. Mahmoud El-Gamal will develop a flyer for the picnic and forward it to Sermed to send out.

Annual Formal Dinner: The formal dinner will be scheduled for either October 11th or October 25th of this year. Sam Bahou and Andre Hindo will coordinate the event and will report to the Board at the next business meeting on the status.

Sermed Saif will forward to Al-Muhandes newsletter as well as the Arabdetroit.com website the flyers for both the technical event and the picnic.

10. AAEA Committee's

Each Chair briefly discussed the status of their Committee:

- Membership / Recruiting Committee (Chair: Mustapha Hamood: Members: Mahmoud Halwani, Abdul Abbas, Marwan Abou Hamdan) – Mustapha absent so no update was presented

- Financial Committee (Chair: Mahmoud El-Gamal, Members: Needed) – Mahmoud stated that currently the only funding source for the association is membership dues. Also, very little money is being spent by the association. Mahmoud will present the 2008 budget at the next meeting as well as the Treasurer's Report.
- Education Committee (Chair: Mahmoud El-Gamal, Members: Needed) – Very little is being done right now with the summer break, however, once the new semester starts the committee will work on targeting student members at both LTU and Wayne State University. Chadi Shaya volunteered to join the committee.
- Publication Committee (Chair: Awni Qaqish, Members: Needed) – No articles or information has been forwarded to Awni to submit to the National Newsletter "Al-Muhandes". Members are asked to send articles to Awni.
- Activities Committee (Chair: Sam Bahou, Members: Andre Hindo) - Previously discussed under Item 9.
- Website Committee (Chair: Sermed Saif, Members: Ali Ibrahim) – The AAEA Website has been updated to include a link to Al-Muhandes and includes new job listings.
- Public Relationship (Chair: Nidal Fakhoury, Members: Needed). Nidal Fakhoury will help in recruiting staff and will work to spread the information on the organization. Chadi Shaya volunteered to join the committee.
- National Outreach Committee (Chair: Sermed Saif) – Sermed was absent; however; he provided a written summary of the progress of the committee which was read at the meeting:
 - The Steering Committee met on 7/7/08 and discussed the progress of the sub-committees. Proposed Logo & Name requested again from the members via email - Deadline is 7/31/08.
 - National convention is still a go at Chicago. Cost of accommodations are covered by the Chicago Association. Ghassan Abdelnour and Sermed Saif will be attending
 - Report of progress is in draft status right now but will be distributed once final.

Each Committee Chair will provide an update on the status of their committee activities at the next monthly meeting.

11. All Else

Awni Qaqish provided a summary of the history of AAEA and its goals to the new members in attendance.

12. Public Comments

A question was asked if people of non-arab decent can join AAEA. They can join as Support Members but not as Active Members, which means that they can participate in all activities but can not become Board Members

It was suggested that the AAEA website address be included in the Agenda and Meeting Minutes, also, that a space for e-mail addresses be added to the sign-in sheet.

13. Next Meeting

The next business meetings will be held on Wednesday, August 13, 2008 at Al-Ameer Restaurant in Inkster. The Board Meeting, which is open to everyone, will be from 5:30 to 6:30 pm. The meeting will adjourn at 6:30 pm. There will be a half hour of socializing from 6:30 to 7:00, with dinner served at 7:00 pm.

14. Action Items

- Sermed Saif to provide an update on the status of the AAEA business cards.
- Mahmoud El-Gamal will divide the list of previous members between the Board members. The Board members will be asked to contact the previous members to encourage them to re-join the association.
- Mustapha Hamood will contact Mr. Fouad Abou Ghaida to start a relationship with Chrysler.
- Haitham Sarsam will forward to Sermed Saif a list of the Arab students at LTU to include in the AAEA mailing list.
- Sam Bahou will provide a technical presentation on Estimating at the next Board Meeting scheduled for August 13, 2008.
- Nidal Fakhoury will develop a flyer for the technical presentation and forward it to Sermed to send out.
- Sam Bahou and Andre Hindo will finalize the details for the August 2nd Picnic.
- Sermed Saif will send out an e-mail on 7/11/08 notifying everyone of the picnic.
- Mahmoud El-Gamal will develop a flyer for the picnic and forward it to Sermed to send out.
- Sermed Saif will forward to Al-Muhandes newsletter as well as the Arabdetroit.com website the flyers for both the technical event and the picnic.
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner in October will report to the Board at the next business meeting on the status.
- Mahmoud El-Gamal will present the 2008 budget at the next meeting as well as the treasurer's report.
- Maria Sedki will add the AAEA website address to the Agenda and Meeting Minutes, and will add a space for e-mail addresses to the sign-in sheet.

Business Meeting Adjourned at 7:00 pm

Written By: Maria Sedki, on July 10, 2008



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

AAEA Board Meeting Minutes
Wednesday August 13, 2008 at 6:00 PM
20th Meeting

1. Call meeting to order

Meeting was called to order at 6:05 pm at the Al-Ameer Restaurant in Inkster.

2. AAEA Board Roll Call

Present: President - Ghassan Abdelnour
President Elect – Maher Abbasi
Secretary – Maria Sedki
Director – Nidal Fakhoury
Director – Mustapha Hamood
Director – Sermed Saif

Excused: Treasurer – Mahmoud El-Gamal
Director – Sam Bahou
Director – Awni Qaqish

3. General Introductions

Everyone present introduced themselves and what company they represent. A sing-in sheet was also passed around and is attached to these minutes.

4. Approval of Previous Meeting Minutes

Meeting minutes for the July 9, 2008, meeting were approved.

5. Approval of Current Agenda

A motion was put to add a discussion on moving the start date of the business meetings from 5:30 pm to 6:00 pm under item 11. Motion carried. The Agenda was then approved with the addition.

6. Previous Action Items

- Sermed Saif to provide an update on the status of the AAEA business cards. **(Not Done)**
- Mahmoud El-Gamal will divide the list of previous members between the Board members. The Board members will be asked to contact the previous members to encourage them to re-join the association. **(Not Done)**
- Mustapha Hamood will contact Mr. Fouad Abou Ghaida to start a relationship with Chrysler. **(Not Done)**
- Haitham Sarsam will forward to Sermed Saif a list of the Arab students at LTU to include in the AAEA mailing list once the semester starts. **(Not Done)**
- Sam Bahou will provide a technical presentation on Estimating at the next Board Meeting scheduled for August 13, 2008. **(Not Done)**

- Nidal Fakhoury will develop a flyer for the technical presentation and forward it to Sermed to send out. **(Not Done)**
- Sam Bahou and Andre Hindo will finalize the details for the August 2nd Picnic. **(Completed)**
- Sermed Saif will send out an e-mail on 7/11/08 notifying everyone of the picnic. **(Completed)**
- Mahmoud El-Gamal will develop a flyer for the picnic and forward it to Sermed to send out. **(Completed)**
- Sermed Saif will forward to Al-Muhandes newsletter as well as the Arabdetroit.com website the flyers for both the technical event and the picnic. **(Not Done)**
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner in October will report to the Board at the next business meeting on the status. **(Not Done)**
- Mahmoud El-Gamal will present the 2008 budget at the next meeting as well as the treasurer's report. **(Completed)**
- Maria Sedki will add the AAEA website address to the Agenda and Meeting Minutes, and will add a space for e-mail addresses to the sign-in sheet. **(Completed)**

7. President's Update

The AAEA Picnic was held on August 2, 2008, at Camp Dearborn in Milford. Over 60 people attended the picnic. By all accounts, the picnic was a great success. Thanks to Sam Bahou, Andre Hindo, and Maher Abbasi for putting the event together.

People who took pictures at the picnic are asked to forward them to Sermed Saif. Who will post them on the website and forward them to Al-Muhandes newsletter as well as the Arabdetroit.com website

Ghassan Abdelnour emphasized again the importance of working to increase our membership especially through the activities of the committees.

8. Treasurer's Report

Mahmoud El-Gamal was not present at the meeting. However, he had forwarded the Treasurer's Report and the 2007-2008 Budget. According to the report, the 2008 Budget should provide a surplus of \$10,868.00 assuming an additional 20 members will pay dues this year.

9. Upcoming Calendar Events

Neither Sam Bahou nor Andre Hindo were present at the meeting to provide an update. Both continue to work on the October Formal Dinner. An update on the event will be provided at the next meeting.

The technical presentation on Estimating and Contracting which was scheduled for this meeting has been postponed due to the absence of Sam Bahou. The presentation is scheduled for the next Business Meeting (September 10, 2008). Nidal Fakhoury will develop a flyer for the technical presentation and forward it to Sermed to send out.

10. AAEA Committee's

Due to the absence of most of the committee chairs, the Committee update has been postponed until the next meeting.

11. All Else

A motion was put on the floor to move the start of the monthly business meetings from 5:30 pm to 6:00 pm due to traffic. Motion carried.

Due to the start of Ramadan in September, a request was made to postpone the start of the September 10, 2008, monthly meeting to 7:30 pm with food being brought at 8:30 pm. Assuming enough members attend the meeting, the start time will move to 7:30 pm.

12. Public Comments

A question was asked if members would be willing to help newcomers with developing their resumes and assisting them in navigating the job market process. It is one of the goals of the Education Committee to do so and to provide mentoring for newcomers or young engineers graduating college.

13. Next Meeting

The next business meetings will be held on Wednesday, September 10, 2008 at Al-Ameer Restaurant in Inkster. The Board Meeting, which is open to everyone, will be from 7:30 to 8:30 pm. The meeting will adjourn at 8:30 pm. Dinner will be served at 8:30 pm.

14. Action Items

- Sermed Saif to provide an update on the status of the AAEA business cards.
- Mahmoud El-Gamal will divide the list of previous members between the Board members. The Board members will be asked to contact the previous members to encourage them to re-join the association.
- Mustapha Hamood will contact Mr. Fouad Abou Ghaida to start a relationship with Chrysler.
- Haitham Sarsam will forward to Sermed Saif a list of the Arab students at LTU to include in the AAEA mailing list.
- Sam Bahou will provide a technical presentation on Estimating at the next Board Meeting scheduled for September 10, 2008.
- Nidal Fakhoury will develop a flyer for the technical presentation and forward it to Sermed to send out.
- People who took pictures at the picnic are asked to forward them to Sermed Saif.
- Sermed Saif to post the picnic pictures on the website and forward them to Al-Muhandes newsletter as well as the Arabdetroit.com website
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner in October will report to the Board at the next business meeting on the status.

Business Meeting Adjourned at 6:45 pm

Written By: Maria Sedki, on August 14, 2008



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

AAEA Board Meeting Minutes
Wednesday October 8, 2008 at 6:30 PM
21th Meeting

1. Call meeting to order

Meeting was called to order at 6:30 pm at the Al-Ameer Restaurant in Inkster.

2. AAEA Board Roll Call

Present:

President Elect – Maher Abbasi
Secretary – Maria Sedki
Director – Mustapha Hamood
Director – Awni Qaqish
Director – Sermed Saif

Excused:

President - Ghassan Abdelnour
Treasurer – Mahmoud El-Gamal
Director – Sam Bahou
Director – Nidal Fakhoury

3. General Introductions

Everyone present introduced themselves and what company they represent. A sing-in sheet was also passed around and is attached to these minutes.

4. Approval of Previous Meeting Minutes

Meeting minutes for the August 13, 2008, meeting, were approved.

5. Approval of Current Agenda

The Agenda was approved with no additions.

6. Previous Action Items

- Sermed Saif to provide an update on the status of the AAEA business cards. **(Not Done)**
- Mahmoud El-Gamal will divide the list of previous members between the Board members. The Board members will be asked to contact the previous members to encourage them to re-join the association. **(Not Done)**
- Mustapha Hamood will contact Mr. Fouad Abou Ghaida to start a relationship with Chrysler. **(Need to Continue)**
- Haitham Sarsam will forward to Sermed Saif a list of the Arab students at LTU to include in the AAEA mailing list. **(Not Done)**
- Sam Bahou will provide a technical presentation on Estimating at the next Board Meeting scheduled for September 10, 2008. **(Not Done)**

- Nidal Fakhoury will develop a flyer for the technical presentation and forward it to Sermed to send out. **(Not Done)**
- People who took pictures at the picnic are asked to forward them to Sermed Saif. **(Completed)**
- Sermed Saif to post the picnic pictures on the website and forward them to Al-Muhandes newsletter as well as the Arabdetroit.com website. **(Not Done)**
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner in October will report to the Board at the next business meeting on the status. **(See Item 9)**

7. President's Update

Ghassan Abdelnour was not present at the meeting. Item postponed until next meeting.

8. Treasurer's Report

Mahmoud El-Gamal was not present at the meeting. Item postponed until next meeting.

9. Upcoming Calendar Events

A meeting was held between Sam Bahou, Andre Hindo, and Awni Qaqish to discuss the 2008 Annual Dinner. They propose to have the dinner at the Arab American Museum on Saturday, November 22, 2008. The hope is to have the Honorable Mayor Ken Cockrel Jr. as the main speaker. An engineering speaker is needed as well.

A motion was passed to proceed with the plans to hold the meeting on November 22, 2008.

Mr. Hindo and Mr. Bahou will need volunteers to help them plan the event. Also sponsors are needed to support the event.

The technical presentation on Estimating and Contracting which was scheduled for this meeting has been postponed due to the absence of Sam Bahou. The presentation will be re-scheduled for another time.

The technical presentation at Lawrence Tech University on Design/Build will be scheduled for late October or early November. Mr. Qaqish will be the main speaker and will work on scheduling it through the school with the assistance of Mahmoud El-Gammal and Suleiman Barada.

10. AAEA Committee's

Membership/ Recruiting: No work has been done since the last update.

Financial: Mahmoud El-Gamal was not present at the meeting – No update available.

Education: Mahmoud El-Gamal was not present at the meeting – No update available.

Publication: Only one issue of the AAEA newsletter has been published (in 2007). The Committee needs volunteers to put a second edition together.

Activities: Update presented under item 9.

Website: A link to resume and job listing has been added to the website. The Committee needs volunteers to assist in the maintenance of the website.

Public Relationship: Nidal Fakhoury was not present at the meeting – No update is available

National Outreach: The 3rd annual meeting will be held in Chicago on October 17, 2008. Three members from this organization will attend. Representatives from 12 states will attend the meeting with the goal of establishing a national umbrella organization.

11. All Else

A motion was put on the floor "to allow membership dues paid starting on October 10, 2008, to cover the annual membership dues for the 2009 year and to require the formal revisions of the bylaws prior to October 10, 2009, to allow for membership dues to be based on a 12 month period". Motion carried.

12. Public Comments

Abdul-Ghani Mekkaoui asked for a clarification of an incident that occurred earlier in the day. Awni Qaqish and Sermed Saif provided a brief summary of the incident.

Mahmoud Halwani provided information on the American Society of Civil Engineers (ASCE) Diversity Symposium II which will be held on October 16, 2008, from 9:00 am to 1:30 pm at the Detroit Science Center in Detroit. If interested, people can register at www.ascesoutheast.org/event.htm.

13. Next Meeting

The next business meetings will be held on Wednesday, November 12, 2008 at Al-Ameer Restaurant in Inkster. The Board Meeting, which is open to everyone, will be from 6:00 to 7:00 pm. Dinner will be served at 7:00 pm.

14. Action Items

- Sermed Saif to provide an update on the status of the AAEA business cards.
- Mahmoud El-Gamal will divide the list of previous members between the Board members. The Board members will be asked to contact the previous members to encourage them to re-join the association.
- Sermed Saif to post the picnic pictures on the website and forward them to Al-Muhandes newsletter as well as the Arabdetroit.com website
- Sam Bahou and Andre Hindo will coordinate the AAEA Annual Dinner to be held on November 22, 2008, at the Arab American Museum and will report on their progress to the Board at the next business meeting.
- Awni Qaqish will coordinate a Design/Build Technical Seminar to be held at LTU with the assistance of Mahmoud El-Gammal and Suleiman Barada.
- AwniQaqish will work with the Board on revising the bylaws to allow membership dues to be valid for a 12 month period. The bylaws will be brought to the general assembly for a vote.

Business Meeting Adjourned at 7:45 pm

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