



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

**AAEA Board Meeting Minutes
Wednesday January 14, 2009 at 5:30 PM
23rd Meeting**

1. Call meeting to order

Meeting was called to order at 6:00 pm at the Sahara Restaurant in Southfield.

2. AAEA Board Roll Call

Present: President - Ghassan Abdelnour
Secretary – Maria Sedki
Treasurer – Mahmoud El-Gamal
Director – Nidal Fakhoury
Director – Sermed Saif

Excused: President Elect – Maher Abbasi
Director – Sam Bahou
Director – Mustapha Hamood
Director – Awni Qaqish

3. Approval of Current Agenda

The Agenda was approved with no additions.

4. Treasurer's Report

Mahmoud El-Gamal provided the Board with the latest Treasurer's Report. The organization currently has a net worth of \$10,438.00. This however does not include the costs of the rental of the Arab American Museum for the annual dinner and some other payments from that night. A revised report will be presented at the next meeting that will include those payments.

5. 2009 Membership Dues

According to Mr. El-Gamal, only 10 members renewed their membership and paid their 2009 dues of \$50.00. A push needs to be made to collect 2009 dues. Mahmoud El-Gamal will work with Sermed Saif to issue a reminder to all members to pay their dues.

Dr. Nabil Grace stated that he would be interested in becoming a Trustee of the organization. Sermed Saif will provide Ghassan Abdelnour with an invitation letter to forward to Dr. Grace

6. 2009 Elections

2009 Elections are scheduled for the months of February and March. Opening the field for nominees for open positions will begin at the February monthly meeting. The actual elections will be held during the March monthly meeting.

Maher Abbasi who is the current President Elect will become the President. The position of President Elect will therefore be open. Director positions are open for all interested nominees. Mr. Awni Qaqish is

to be contacted to verify if the position of Treasurer or Secretary were open or if those are for 2 year terms.

An election committee will need to be established at the February meeting to run the elections.

7. Center for Arab American Philanthropy Grant

The Center for Arab American Philanthropy is providing grants to non-profit Arab American organizations to assist them in their "Capacity-Building and Operational Support". The grant amount ranges from \$5,000 to \$20,000.

The application process is extensive and requires a time commitment from the Board Members to fill out the paperwork and provide the necessary information. AAEA can request grant money for electronic and media equipment such as a laptop, projector, digital camera and other items needed for the monthly meetings and annual dinner.

The application is due by February 28, 2009. The Board therefore must make a decision whether to apply by Monday (January 19, 2009) and then make the commitment to work on submitting the application.

8. National Dues

The National Committee is requesting that all members of local chapters forward a part of their membership dues to the national committee to assist in the annual meetings in preparation to create the National Organization.

According to the AAEA by-laws, it is not possible to do so without a revision to the by-laws. The Board has therefore decided that until the National Organization has been established, a percentage of the membership dues will not be forwarded to the national committee. Once the National Organization is established, the AAEA by-laws will be revised (through a vote of the members) to establish payments.

The Board has agreed that in the meantime, the Board members will provide personnel donations to board members attending the national committee meetings.

9. Member Participation & Input Guidelines

A guideline for member participation has been drafted by Sermed Saif and is attached to these meeting minutes. It provides guidelines for participating in meetings. The Board is asked to review and comment on the guidelines. If approved, it will be included with the monthly Agenda and with new member packages.

10. 2009 Goals

The following is a list of the preliminary goals for the 2009 year:

- Two technical presentation
- Bowling Night
- Picnic
- Resume Work Shop
- Annual Dinner
- Develop National Website
- Establish involvement with local universities

11. Next Meeting

Mr. Sam Bahou will be asked if he is able to schedule his presentation on Estimating for the next meeting.

The next business meetings will be held on Wednesday, February 11, 2009, at 6:00pm. The location will be determined at a later date. 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.

12. Action Items

- Mahmoud El-Gamal will work with Sermed Saif to issue a reminder to all members to pay their 2009 membership dues.
- Sermed Saif will provide Ghassan Abdelnour with an invitation letter to forward to Dr. Grace to invite him to become a Trustee of the Organization
- Mr. Awni Qaqish is to be contacted to verify if the position of Treasurer or Secretary was open for the 2009 elections or if those are for 2 year terms.
- The AAEA Board is to decide whether to go after the Center for Arab American Philanthropy Grant by Monday, January 19, 2009.
- The Board is asked to review the Member Participation & Input Guidelines and provide comments to Sermed Saif by Friday, January 23, 2009.
- Sermed Saif will ask Sam Bahou if he is able to schedule his presentation on Estimating for the next meeting scheduled for February 11, 2009.

Business Meeting Adjourned at 8:00 pm

Written By: Maria Sedki, on January 15, 2009



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

**AAEA Board Meeting Minutes
Wednesday February 18, 2009 at 5:30 PM
24th Meeting**

1. Call meeting to order

Meeting was called to order at 5:50 pm at the Al-Ameer Restaurant in Dearborn Heights, MI

2. AAEA Board Roll Call

Present: President - Ghassan Abdelnour
 President Elect – Maher Abbasi
 Secretary – Maria Sedki
 Treasurer – Mahmoud El-Gamal
 Director – Nidal Fakhoury
 Director – Mustapha Hamood
 Director – Awni Qaqish
 Director – Sermed Saif

Excused: Director – Sam Bahou

3. General Introductions

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

4. Approval of Previous Meeting Minutes

Meeting minutes for the January 14, 2009, meeting were approved.

5. Approval of Current Agenda

The Agenda was approved with no additions.

6. Previous Action Items

- Mahmoud El-Gamal will work with Sermed Saif to issue a reminder to all members to pay their 2009 membership dues. **(Not Done)**
- Sermed Saif will provide Ghassan Abdelnour with an invitation letter to forward to Dr. Grace to invite him to become a Trustee of the Organization. **(Completed)**
- Mr. Awni Qaqish is to be contacted to verify if the position of Treasurer or Secretary was open for the 2009 elections or if those are for 2-year terms. **(Completed)**
- The AAEA Board is to decide whether to go after the Center for Arab American Philanthropy Grant by Monday, January 19, 2009. **(Not Done)**
- The Board is asked to review the Member Participation & Input Guidelines and provide comments to Sermed Saif by Friday, January 23, 2009. **(Not Done)**
- Sermed Saif will ask Sam Bahou if he is able to schedule his presentation on Estimating for the next meeting scheduled for February 11, 2009. **(Not Done)**

7. Member Participation & Input Guidelines

A guideline for member participation was developed by Sermed Saif and was discussed in the meeting. A copy is attached to these meeting minutes. It provides guidelines for participating in meetings.

8. President's Update

Ghassan Abdelnour briefly discussed the progress being done to establish the National Organization that the Michigan AAEA will be under. Also, the progress being done to create an overall web site.

9. Treasurer's Report

Mahmoud El-Gamal provided the Board with the latest Treasurer's Report. The annual dinner held at the Arab American Museum netted the organization \$1,248.00. An additional \$1,000 is likely to be collected from Adamo Demolition. Sam Bahou will be asked to collect the contribution.

The organization currently has a net worth of approximately \$11,800.00. This does not include the Adamo contribution.

Mr. El-Gamal requested a volunteer to audit the Treasurer's reports for the last year. Jamal Choukair volunteered and will try to have the audit completed by the next monthly meeting.

10. 2009 Membership Dues

According to Mr. El-Gamal, only 12 members renewed their membership and paid their 2009 dues of \$50.00. A push needs to be made to collect 2009 dues. Mahmoud El-Gamal will work with Sermed Saif to issue a reminder to all members to pay their dues. Also to remind them that they cannot be nominated to a Board position without being paid members in good standings in the organization. Also, members can not vote on the new Board without having paid their membership dues.

11. 2009 Elections

Maher Abbasi who is the current President Elect will become the President. The position of President Elect will therefore be open. Director positions are open for all interested nominees. The positions of Treasurer and Secretary are both 2-year terms. According to the by-laws, they must be staggered. Awni Qaqish will verify which of the two positions is open this year.

An election committee was established with Andre Hindo and Mahmoud Halwani as members. They will develop dates for when nominations must be submitted by (sometime in March) and when the election is to take place (most likely the April Board Meeting) with the new Board taking office by May. They will forward the information to Sermed Saif to e-mail to members.

A reminder to all members that only paid members can be nominated or can vote in the elections.

12. National Dues

The National Committee is requesting that all members of local chapters forward a part of their membership dues to the national committee to assist in the annual meetings in preparation to create the National Organization.

According to the AAEA by-laws, it is not possible to do so without a revision to the by-laws. After much discussion, a motion was placed to include an item on the 2009 Election Ballot requesting an increase in the annual membership dues from \$50.00 to \$60.00. The additional \$10.00 will be forward to the National Committee to assist in the establishment of the National Organization. The motion passed unanimously.

A second motion was placed giving Sermed Saif permission to issue an e-mail to all members requesting donations for the 2009 National Conference to be held in California in the fall. The motion passed unanimously.

13. All Else

A motion was placed by Awni Qaqish to transfer \$1,248.00 of the organization's funds to the AAEA Scholarship Fund. The motion passed unanimously. The Scholarship Committee was established with Mahmoud El-Gamal as chair and Salam Farjo and Najwa Abouhassan as members.

14. Public comment

Discussions were held on how to improve member participation including social and technical events.

Najwa Abouhassan will work with Awni Qaqish and Nidal Fakhoury through the Society of Women Engineers (SWE) to have a Design/Build Seminar held at Wayne State University this winter.

15. Next Meeting

The next business meetings will be held on Wednesday, March 11, 2009, at 5:30pm at Sahara Restaurant in Southfield.

12. Action Items

- Sam Bahou will be asked to collect the \$1,000 contribution check from Adamo Demolition.
- Mahmoud El-Gamal will work with Sermed Saif to issue a reminder to all members to pay their 2009 membership dues and to remind them that they can not be nominated to a Board position or vote in the elections without having paid their membership dues first.
- Jamal Choukair volunteered to audit the Treasurer's Report by the next monthly meeting.
- Awni Qaqish will verify which of the two positions (Treasurer or Secretary) is open for nominations this year.
- Andre Hindo and Mahmoud Halwani (Election Committee) will develop dates for when nominations must be submitted by (sometime in March) and when the election is to take place (most likely the April Board Meeting).
- Sermed Saif will e-mail the election schedule to all members.
- Sermed Saif will e-mail all members requesting donations for the 2009 National Committee Conference to be held in the fall in California.
- Najwa Abouhassan will work with Awni Qaqish and Nidal Fakhoury through the Society of Women Engineers (SWE) to have a Design/Build Seminar held at Wayne State University this winter.

Business Meeting Adjourned at 7:40 pm

Written By: Maria Sedki, on February 23, 2009



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

AAEA Board Meeting Minutes Wednesday June 10, 2009 at 5:30 PM

1. Call meeting to order

Meeting was called to order at 5:50 pm at the Al-Ameer Restaurant in Dearborn Heights, MI

2. AAEA Board Roll Call

Present: President - Maher Abbasi
President Elect – Sami Khaldi
Secretary – Maria Sedki
Director – Ghassan Abdelnour
Director – Nidal Fakhoury
Director – Awni Qaqish

Excused: Treasurer – Mahmoud El-Gamal
Director – Sam Bahou
Director – Sermed Saif

3. General Introductions

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

4. Handover to New AAEA Board

Ghassan Abdelnour, the outgoing president, thanked everyone for their support the previous year and passed the leadership of the organization to the new Board.

5. Approval of Current Agenda

The Agenda was approved with no additions.

6. Treasurer's Report

Mahmoud El-Gamal was not present, however he had provided a summary report which was read at the meeting by Maria Sedki. Thirty members had paid their dues for 2009. 12 members had also paid the additional \$10 national dues.

It was decided that Sermed Saif would e-mail paid members to ask them for the additional \$10.00 for national dues and e-mail all members and remind them to pay their 2009 dues.

7. Upcoming Calendar Events

August Picnic

It was decided that the picnic will be held at Camp Dearborn again. Maher Abbasi will reserve two sheds for either August 8th or August 1st. A discussion was held on whether to cater the event or have members do it themselves. Maher Abbasi will provide information at the next meeting on the costs for in-house catering and Andre Hindo will provide costs to have it catered. The board will decide at the next

meeting on which option to choose. Sermed will send out a flyer informing members of the event. A second flyer will be sent out after the July meeting with the costs, once decided at the meeting.

September Technical Presentation

Options were presented at the meeting for a September Technical Presentation. All ideas are to be forwarded to Andre Hindo who will coordinate the event and provide a Speaker by the next Board Meeting.

2009 Annual Dinner

An Ad-Hoc Committee was setup to organize the Annual Dinner. The committee members are:

Awni Qaqish
Sami Khaldi
Sam Bahou
Andre Hindo
Souheil Sabak
Najwa Abouhassan
Yara Alame

The Dinner is to be on either October 24th or October 31st. Awni Qaqish will work on reserving a Hall for either day. An update from the Committee is expected at the next meeting.

8. AAEA Committees

Many of the committees need to be re-activated with either new chairs or new members.

9. Student Chapter

Awni Qaqish is working with Najwa Abouhassan to establish a Student Chapter at Wayne State University. The Chapter should be established in the fall once students return to school.

10. All Else

Maher Abbasi stated that he is working with Ford Community College to setup a site visit for AAEA members to see their upgrades.

11. Public comment

Discussions were held on developing a Members Directory to be provided to members only to allow for better communication between members. The Directory would be updated yearly and would only include paid members.

Sami Khaldi stated that he would like to assist with updating and maintaining the website.

12. Next Meeting

The next business meetings will be held on Wednesday, July 8, 2009, at 5:30pm.

13. Action Items

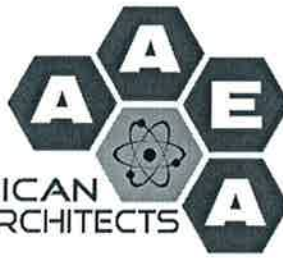
- Sermed Saif to e-mail paid members to ask them for the additional \$10.00 for national dues.
- Sermed to e-mail all members and remind them to pay their 2009 dues
- Maher Abbasi will reserve two sheds at Camp Dearborn for either August 8th or August 1st.
- Maher Abbasi will provide information at the next meeting on the costs for in-house catering of the Picnic
- Andre Hindo will provide information at the next meeting on the costs of catering of the Picnic.
- Sermed to send out a flyer informing members of the date and place of the Picnic.
- Andre Hindo will provide a Speaker for the September Technical Presentation by the next meeting.

- Awni Qaqish will work on reserving a Hall for the Annual Dinner on either October 24th or October 31st.
- The Annual Dinner Ad-Hoc Committee will provide an update on their progress at the next meeting.

Business Meeting Adjourned at 6:40 pm

A presentation by Dr. Saad Ghalib on CSO Treatment Shaft Technology was held immediately after the meeting.

Written By: Maria Sedki, on June 13, 2009



ARAB AMERICAN
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AAEA Meeting
Wednesday June 10, 2009

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ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

AAEA Board Meeting Minutes Wednesday July 8, 2009 at 5:30 PM

1. Call meeting to order

Meeting was called to order at 6:00 pm at the Al-Ameer Restaurant in Dearborn Heights, MI

2. AAEA Board Roll Call

Present: President - Maher Abbasi
 President Elect – Sami Khaldi
 Secretary – Maria Sedki
 Treasurer – Mahmoud El-Gamal
 Director – Ghassan Abdelnour
 Director – Sam Bahou
 Director – Nidal Fakhoury
 Director – Awni Qaqish
 Director – Sermed Saif

3. General Introductions

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

4. Approval of Previous Meeting Minutes

The June 10, 2009, meeting minutes were approved.

5. Approval of Current Agenda

The Agenda was approved with the following three additions:

- Web Site
- Al-Muhandes Newsletter
- Golf Outing

6. Previous Action Items

The Action Items from the previous meeting were discussed. Those that were not completed have been added to this month's action item list.

7. Treasurer's Report

Thirty One (31) members have paid their dues for 2009. 12 members have also paid the additional \$10 national dues.

Sermed Saif will e-mail paid members to ask them for the additional \$10.00 for national dues and e-mail all members and remind them to pay their 2009 dues.

8. Upcoming Calendar Events

August Picnic

The picnic is scheduled for August 8th, starting at noon at Camp Dearborn. Maher Abbasi has reserved two sheds.

A motion passed to have the event catered and to transfer \$500.00 from the AAEA funds to assist in the payments for the event. Prices for the event shall be as follows:

Adults (above 18 yrs)	\$10.00
Children (5 to 18 yrs)	\$5.00
Children (under 5 yrs)	Free

Sermed Saif to develop a flyer and e-mail it to all members notifying them of the date, location, and fees for the picnic.

2009 Annual Dinner

The Ad-Hoc Committee which is made of the following members is to continue working on the annual event:

Awni Qaqish
Sami Khaldi
Sam Bahou
Andre Hindo
Souheil Sabak
Najwa Abouhassan
Yara Alame

The current fall back date for the event is Friday, October 30th. However, an attempt will be made to move it to the following week. The committee will work on finding a speaker, date, and location for the event and submit it at the next meeting for Board approval.

9. HFCC Field Trip

Sami Khaldi briefly explained the field trip to the Henry Ford Community College storm management construction site. It was agreed to schedule the visit for Thursday, July 30th at 8:00 am. Sami Khaldi will verify date and time with the college. Sermed Saif will issue an e-mail notice once confirmed by Sami.

10. National Outreach Committee Visit

The National Outreach Committee had scheduled to visit the association on July 11, 2009. Due to limited availability by Board members, the visit has been postponed. Sermed Saif and Maher Abbasi will coordinate with the National Outreach Committee to schedule the visit or conference call.

A motion passed that should the National Outreach Committee members come to Michigan, AAEA will host them.

A motion passed to send Sermed Saif and Maher Abbasi to the National meeting the weekend of October 16, 2009, and cover their travel expenses.

Sermed Saif will e-mail members asking for donations to the National Outreach Committee

11. Student Scholarship

The Board agreed to setup two (2) \$1,000.00 scholarships for students. Currently \$1,250.00 is available in the scholarship fund. A Motion passed in the meeting to transfer an additional \$750.00 to the scholarship fund to increase it to the agreed upon \$2,000.00.

A special thanks to Najwa Abouhassan for all her efforts in developing the scholarship and its criteria.

Sermed Saif will e-mail all members notifying them of the scholarship. He will also post the scholarship information on the web site. Awni Qaqish and Najwa Abouhassan will post the scholarship information at all local schools.

Once the applications have been submitted, the Scholarship Committee will review them and submit a recommendation to the Board for final approval.

12. Student Chapter

Awni Qaqish is working with Najwa Abouhassan to establish a Student Chapter at Wayne State University. The Chapter should be established in the fall once students return to school. Dr. Ussman is assisting the association in finding a Professor to become the advisor for the Chapter.

13. All Else

Web Site:

Sermed Saif requested that Maher Abbasi forward pictures from the presentation at Wayne State University to him in order to post on the AAEA web site.

Al-Muhandes Newsletter:

Sami Khaldi is our coordinator with Al-Muhandes Newsletter. All articles and announcements should be sent to him to forward to the news letter.

Golf Outing:

The Arab American Chamber of Commerce 15th Annual Golf Outing is scheduled for August 10, 2009. If a foursome from AAEA is interested in playing (AAEA will not cover the group), please contact Sermed Saif.

14. Public comment

Souheil Sabak requested that an attempt be made to streamline the meetings and thus reduce the length of the meetings.

15. Next Meeting

The next business meetings will be held on Saturday, August 8, 2009, at 11:00 am at Camp Dearborn, prior to the picnic.

16. Action Items

- Sermed Saif to e-mail paid members to ask them for the additional \$10.00 for national dues.
- Sermed Saif to e-mail all members and remind them to pay their 2009 dues
- Sermed Saif to develop a flyer and e-mail it all members notifying them of the date, location, and fees for the AAEA Picnic.
- Sermed Saif will issue an e-mail notifying members of the date and time of the site visit to the HFCC construction site, once confirmed by Sami Khaldi
- Sermed Saif and Maher Abbasi will coordinate with the National Outreach Committee to schedule their visit or conference call.
- Sermed Saif to e-mail members asking for donations to the National Outreach Committee
- Sermed Saif to e-mail all members notifying them of the scholarship.
- Sermed Saif to post the scholarship information on the web site.

- The Annual Dinner Committee will work on finding a speaker, date, and location for the Annual Dinner and submit it at the next meeting for Board approval.

- Awni Qaqish and Najwa Abouhassan to post the scholarship information at all local schools.

- Maher Abbasi to forward pictures from the presentation at Wayne State University to Sermed Saif in order to post on the AAEA web site.

Business Meeting Adjourned at 7:45 pm

A presentation by Steve Matheny From Contech Corporation was held immediately after the meeting.

Written By: Maria Sedki, on July 10, 2009



ARAB AMERICAN
ENGINEERS & ARCHITECTS

AAEA Meeting
Wednesday July 8, 2009

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ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

AAEA Board Meeting Minutes Wednesday September 16, 2009 at 6:00 PM

1. Call meeting to order

Meeting was called to order at 6:20 pm at the offices of TYJT in Detroit, MI

2. AAEA Board Roll Call

Present: President - Maher Abbasi
President Elect – Sami Khaldi
Secretary – Maria Sedki
Director – Awni Qaqish

Absent: Treasurer – Mahmoud El-Gamal
Director – Ghassan Abdelnour
Director – Sam Bahou
Director – Nidal Fakhoury
Director – Sermed Saif

A quorum was not present therefore votes could not be taken at this meeting/

3. Approval of Previous Meeting Minutes

Could not be done due to the lack of a quorum

4. Approval of Current Agenda

Could not be done due to the lack of a quorum

5. Previous Action Items

The Action Items from the previous meeting were discussed. Those that were not completed have been added to this month's action item list.

6. Treasurer's Report

Mahmoud was absent, therefore the Treasurer's Report was not presented.

7. Annual Dinnder

The Ad-Hoc Committee which is made of the following members has been working hard on the annual event:

Awni Qaqish
Sami Khaldi
Sam Bahou
Andre Hindo
Souheil Sabak
Najwa Abouhassan

Yara Alame

The date and location has been chosen as has the main speaker and event theme. The Committee is working on getting sponsors and getting ready to issue the invitation out to members.

8. Student Scholarship

We have four applications so far in for the scholarship. The due date for the applications is the end of September. Once all the applications are in, the committee will review them and the scholarship will be awarded at the Annual Dinner.

9. Student Chapter

Awni Qaqish is working with Najwa Abouhassan to establish a Student Chapter at Wayne State University. We need 5 students to set up the chapter. Dr. Ussman is assisting the association in finding a Professor to become the advisor for the Chapter.

The hope is to have the next AAEA meeting hosted by the student chapter at Wayne State University.

10. National Conference

Sermed Saif, Maher Abbasi, and Sami Khaldi will be attending the conference scheduled for October 16th through 18th.

11. Web Site:

The Board decided that updating and maintaining the web site become a priority of this committee after the annual dinner. To further that goal, Awni and Sami are working with a computer programmer in the hopes that she would join the organization and volunteer to assist with the web site.

The Web Site status will become a regular feature on the Board Agenda to keep the focus on it.

12. Next Meeting

The next business meetings will be held on Wednesday, October 14, 2009 at 6:00 at Wayne State University with a presentation to follow at 7:00 pm.

16. Action Items

- Sermed Saif to e-mail paid members to ask them for the additional \$10.00 for national dues.
- Sermed Saif to e-mail all members and remind them to pay their 2009 dues
- Sermed Saif to e-mail members asking for donations to the National Outreach Committee
- The Annual Dinner Committee to finalize work and get sponsors.
- Sermed Saif to e-mail members with the annual dinner flyer.
- Awni Qaqish and Najwa Abouhassan to continue working on establishing the Wayne State University Student Chapter.
- Sami Khaldi and Awni Qaqish to work on getting a volunteer to help with the web site

Business Meeting Adjourned at 7:00 pm

Written By: Maria Sedki, on September 18, 2009



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AAEA Board Meeting Minutes Wednesday October 14, 2009 at 6:00 PM

1. Call meeting to order

Meeting was called to order at 6:00 pm at the Al-Amir Restaurant in Inkster, MI

2. AAEA Board Roll Call

Present: President - Maher Abbasi
President Elect – Sami Khaldi
Secretary – Maria Sedki
Treasurer – Mahmoud El-Gamal
Director – Ghassan Abdelnour
Director – Nidal Fakhoury
Director – Awni Qaqish

Absent: Director – Sam Bahou
Director – Sermed Saif

3. General Introductions

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

4. Approval of Previous Meeting Minutes

The September 16, 2009, meeting minutes were approved.

5. Approval of Current Agenda

Skipped

6. Previous Action Items

The Action Items from the previous meeting were discussed. Those that were not completed have been added to this month's action item list.

7. Treasurer's Report

\$2,000.00 has been put aside for the scholarship fund as discussed. Also a check for \$580.00 was sent out to the National Outreach Committee. The money was donated by the Board members as well as other AAEA members.

8. National Outreach Committee

Maher Abbasi, Sami Khaldi and Sermed Saif will be attending the meeting in New Jersey. Mr. Saif will be there on Thursday 10/15/09. Mr. Abbasi and Mr. Khaldi will follow the following day.

Previously \$500.00 had been approved by the Board to fund the trip. A motion at the meeting was passed to increase the funds by \$175.00 to a total of \$675.00. Receipts for the participants will be required for the records.

9. Annual Dinner

Awni Qaqish gave a detailed summary of the status of the work to date. The event is scheduled for Friday, November 6, 2009, at Farmington Hills Manor. The guest speaker is Dr. Mumtaz Usmen, the interim dean of WSU College of Engineering.

The following are items that require additional work:

- Continue with the effort to get sponsors. Need names and checks. Due Date: No later than 10/29
- Continue the effort of selling individual tickets. Due Date: No later than 10/29
- Name tags: need volunteer to type the names on the name tags. Due date Now
- Sermed: Need to post the banquet event on the Web site. URGENT
- Sami: to purchase the speaker gift with the engraved note. Due date 10/23
- Reception Table: Need an organizer to help Najwa and the volunteers. Due date 10/23
- Andre: to confirm the entertainment. Due date 10/23
- Andre: find who can develop the DVD to project the sponsors names. Due date 10/23

10. Student Scholarship

The Board agreed to setup two (2) \$1,000.00 scholarships for students. Two applications have been submitted.

11. Student Chapter

Awni Qaqish is working with Najwa Abouhassan to establish a Student Chapter at Wayne State University. Dr. Ussman is assisting the association in finding a Professor to become the advisor for the Chapter.

12. All Else

Mr. Khaldi discussed that Lawrence Tech University would be interested in establishing an AAEA Student Chapter.

Mr. Abbasi stated that he has study guide DVD's for the EIT and PE Exams that could be used by fellow members. He also suggested setting up training courses for computer programs

13. Next Meeting

The next business meetings will be held on Wednesday, November 18, 2009 at 6:00

14. Action Items

- Sermed Saif to e-mail all members and remind them to pay their 2009 dues
- The Annual Dinner Committee to finalize work and get sponsors.
- Sermed Saif to post the Annual Dinner on the Web.
- Awni Qaqish and Najwa Abouhassan to continue working on establishing the Wayne State University Student Chapter.
- Sami Khaldi and Awni Qaqish to work on getting a volunteer to help with the web site

Business Meeting Adjourned at 7:25 pm

Written By: Maria Sedki, on October 19, 2009



ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION
www.aaeausa.com

AAEA Board Meeting Minutes Wednesday November 18, 2009 at 6:00 PM

1. Call meeting to order

Meeting was called to order at 6:25 pm at Papa Elias Pizza Buffet Restaurant in Garden City, MI

2. AAEA Board Roll Call

Present: President - Maher Abbasi
President Elect – Sami Khaldi
Secretary – Maria Sedki
Treasurer – Mahmoud El-Gamal
Director – Nidal Fakhoury
Director – Awni Qaqish
Director – Sermed Saif

Absent: Director – Ghassan Abdelnour
Director – Sam Bahou

3. Approval of Previous Meeting Minutes

The October 14, 2009, meeting minutes were approved.

5. Approval of Current Agenda

The meeting minutes were approved

6. Previous Action Items

The Action Items from the previous meeting were discussed. Those that were not completed have been added to this month's action item list.

7. Annual Dinner

Attendees

It was not possible to determine exactly how many attendees were present at the Annual Dinner. The manager at the Farmington Hills Manor assumed 172 attendees.

Financial Report

We are still missing checks from three sponsors. Assuming we receive them, we will have \$10,550 from sponsors and \$1,475 from individuals and students, for a total of \$12,025. The expenses totaled \$8,654.74. Net Profit = \$3,370.26

Feedback and Lessons Learned

Overall there was positive feedback from the guests. There was a good number of sponsors and a large number of attendees. The following were some of the lessons that should be considered for next year:

- *In-Advance*
Work on getting sponsors should be done much earlier into the planning of the dinner. This would allow time to properly prepare the program and print the necessary information
- *Registration*
 - Need better control of the registration procedure to make sure that everyone signs in and pays. Examples included having the sign in closer to the door and collecting tickets at the door.
 - Board Members should be involved in the registration and welcoming of guests.
 - Have membership applications available
- *Welcome Gift*
The process of handing out the welcome gift needs to be re-evaluated. Should be done professionally either as part of the sign-in or should be placed at each seat prior.
- *Hall*
 - Verify if any other events would be occurring at the same time in adjacent rooms.
 - Review hall layout in advance and determine location of podium
 - Provide a good sound system for MC and speakers
 - If entertainment (Music) is going to be included, it should be low and soft to allow for networking
- *Program*
 - Program must be setup in advance, scripted, and must be adhered to by everyone
 - Need a strong MC to maintain control of audience and speakers
 - Introduction of the Board should be done early into the program
 - Recognition of the sponsors should be done early into the program – Should consider having plaques for the sponsors to come up and receive as part of program
 - Include a recognition of important guests in the program (should be reviewed in advance to verify that no one is forgotten)
 - Include a thank you to the Annual Dinner Committee as part of the program
 - The guest speaker should be allotted max of half an hour for their speech.
 - The guest topic should not be too technical
 - A door prize/raffle to be awarded at the end of the program is an option to make sure that people stay until the end.
 - Care should be taken when allowing politicians/candidates running for office to speak during a program (should be evaluated in advance)

Thank you Letters

Mr. Abbasi will issue the thank you letters to the sponsors in the next week.

8. Student Chapter

Skipped

9. E-mails

The number of e-mails being sent between Board Members is becoming too much. Please do not e-mail everyone when responding to a question.

10. Next Meeting Guest Speaker

Skipped

11. All Else

The Arab American Chamber of Commerce had requested that AAEA sponsor a table at their next function. The motion to sponsor a table did not pass.

12. Public Comment – 3 min max

Skipped

13. Next Meeting

The next business meetings will be held on Wednesday, January 13, 2009 at 6:00

14. Action Items

- Maher Abbasi to issue the "Thank you" letters to all sponsors of the Annual Dinner
- Sermed Saif to e-mail all members and remind them to pay their 2010 dues
- Awni Qaqish and Najwa Abouhassan to continue working on establishing the Wayne State University Student Chapter.
- Sami Khaldi and Awni Qaqish to work on getting Ms. Amirah Kaid to help with the web site

Business Meeting Adjourned at 8:00 pm

Written By: Maria Sedki, on November 19, 2009