



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS

www.aaea-mi.com

AAEA Board Meeting Minutes Tuesday, January 15, 2012 at 6:00 PM

1. Call meeting to order

Meeting was called to order at 6:02 pm at Sole Construction's offices in Westland, MI.

2. AAEA Board Roll Call

Present: President - Maria Sedki
President Elect – Aboud Atiyeh
Secretary/Director – Chade Wehbe
Treasurer – Mahmoud El-Gamal
Director – Souheil Sabak
Director – Awni Qaqish
Director – Nidal Fakhoury
Trustee – Ali Dib

Excused: Director – Ghassan Abdelnour
Trustee – 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 Current Agenda

The agenda was approved.

5. Approval of Previous Meeting Minutes

The previous meeting minutes were approved.

6. Previous Action Items

- Aboud Atiyeh will be added to the bank form to be able to sign checks in Mahmoud's absence. **(Completed)**
- Awni Qaqish will submit an article on the Annual Dinner to Al-Muhandus newsletter. **(Not Completed. To Remain as an Action Item)**
- Mahmoud will send out an invoice to each of the three sponsor firms reminding them of their obligations to the annual dinner. **(Completed)**
- Maria will send an email to our accountant asking him on the status of the 501.3C application as well as the 2012 tax return. **(Not Completed. To Remain as an Action Item)**
- At our next Board Meeting, an Ad-Hoc committee will be setup to audit the treasurer's report. **(Completed)**

- Awni and Mahmoud will start working on the new scholarship in the hopes of getting it out during the Winter Semester. **(Completed)**
- Souheil will work on creating a milestone schedule for the 2013 dinner so that work can begin early on it. **(Not Completed. To Remain as an Action Item)**
- Geed will develop a summary sheet of website suggestions and questions and e-mail them to the Board for answers. **(Completed)**
- Andre Hindo was nominated to chair the Ad-Hoc Election Committee and to start working on it. **(Completed)**

7. Standing Committees

The following Standing Committees gave an update of their current progress:

a. Finance Committee – Treasurer’s Report

Mahmoud El-Gamal stated that we have not received the sponsor checks from Ghafari (\$1,000), Lakeshore (\$1,000), or National Environmental (\$500). It was decided that Andre Hindo would contact Ghafari and National Environmental and try to collect.

Assuming the above three donations are not collected; our net loss from the annual dinner will be \$597.91.

We had many expenses in 2012. We began the year with a total net worth of \$18,570.00 and finished the year with a total net worth of \$17,264.32.

An Ad-Hoc committee was created to audit the treasurer’s report. Its members are Ghassan Dahoui and Ahmed Osman. They will provide a report at the next meeting.

b. Membership / Recruiting Committee

2013 Membership dues are due in March. We had 30 paid members in 2012.

c. Activity Committee

About Atiyeh stated that he can host a dinner at Sole for the March meeting and is open for suggestions for guest speakers

Ahmed Ali and About Atiyeh volunteered to organize a golf outing this summer

About Atiyeh, Chady Wehbe, and Wally Hamdan volunteered to organize the picnic

d. Student Scholarship Committee

Awni and Mahmoud have started working on the new scholarship program. They hope to have it out to the Universities in February.

Hassan Saab will provide Mahmoud with information on a contact at the University of Michigan and University of Detroit.

e. Publication Committee

Awni Qaqish will re-send a report about the 2012 banquet to Al-Muhandes.

8. Ad Hoc Committees

a. 2013 Elections

The 2013 election schedule is as follows:

- Geed and Chady to issue a notification to all members that nominations have to be submitted by March 1, 2013.
- The elections will be held at our next Meeting, scheduled for March 12, 2013.
- To be nominated for any board position or to vote, one must have paid their 2013 dues and be in good standing with the organization.

The open positions are as follows:

- President Elect
- Secretary
- Director (4 open positions)

b. Annual Dinner

Souheil will work on creating a milestone schedule for the 2013 dinner so that work can begin early on it.

Aboud will be in Washington DC in March and will attempt to get Mr. Lahoud as our guest speaker. The event is scheduled for early October. Based on Aboud's results, the size and location of the hall will be determined.

c. Website Committee National Committee

Geed and Chady have put a lot of work into the website with the help of Mr. Fakhoury.

A resolution was passed to have them develop a program that would give existing members a refund for each new member they bring in.

d. National Issues

Awni forwarded our comments on the revised by-laws to the National Committee.

9. Student Chapter

No Change

10. New Business

None

11. Public Comment – 3 min max

None

12. Next Meeting

The next business meetings will be held on Tuesday, February 12, 2013, at 6:00 pm, at Al-Ameer in Inkster

13. Action Items

- Awni Qaqish will submit an article on the Annual Dinner to Al-Muhandus newsletter.
- Andre Hindo would contact Ghafari and National Environmental and try to collect on their obligations to the annual dinner.
- Maria will send an email to our accountant asking him on the status of the 501.3C application as well as the 2012 tax return.
- The Audit Ad-Hoc committee will provide a report of its audit of the Treasurer's report at the next meeting.

- Hassan Saab will provide Mahmoud with information on a contact at the University of Michigan and University of Detroit.
- Souheil will work on creating a milestone schedule for the 2013 dinner so that work can begin early on it.
- Geed and Chady will develop a program that would give existing members a refund for each new member they bring in.
- Geed and Chady, working with Andre Hindo to issue information on the elections including deadlines and open positions.

Business Meeting Adjourned at 6:53 pm

Written By: Maria Sedki, January 17, 2013



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS
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**AAAEA-MI Board Meeting
Tuesday, April 9, 2013 at 6:00 PM
MEETING AGENDA**

1. Call Business Meeting to Order (Atiyeh)
2. AAEA Board Roll Call (Wehbe)
3. General Introductions (Atiyeh)
4. Approval of Agenda (Atiyeh)
5. Approval of Previous Meeting Minutes (Atiyeh)
6. Previous Action Items (Wehbe)
7. Standing Committees
 - a. Finance Committee – Treasurer’s Report (El-Gamal)
 - b. Membership / Recruiting Committee (Bahou/Hindo)
 - c. Activity Committee
 - Golf Outing (Atiyeh/Ali)
 - Picnic (Atiyeh/Ali/Wehbe)
 - d. Student Scholarship Committee (El-Gamal)
 - e. Publication Committee (Qaqish)
8. Ad Hoc Committees
 - a. 2013 Annual Banquet (Sabak)
 - b. Website Committee (Wehbe/Latif)
 - c. National Conference (Qaqish)
9. Student Chapters (Qaqish)
10. New Business (Atiyeh)
11. Public Comment – 3 min max (Atiyeh)
12. Next Meeting, May 07, 2013
13. Meeting Adjourned (Atiyeh)

AAEA Board:

President - Aboud Atiyeh
President Elect - Nidal Fakhoury
Secretary - Chady Wehbe
Treasurer - Mahmoud El-Gamal

Director - Ghassan Abdelhour
Director - Geed Latif
Director - Awni Qaqish
Director - Souheil Sabak
Director - Maria Sedki

Trustee - Sam Bahou
Trustee - Ali Dib



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS
www.aaea-mi.com

AAEA Board Meeting Minutes Tuesday, March 12, 2013 at 6:00 PM

1. Call meeting to order

Meeting was called to order at 6:03 pm at Farmington Hills Manor, Farmington Hills, MI

2. AAEA Board Roll Call

Present: President - Maria Sedki
President Elect – Aboud Atiyeh
Secretary/Director – Chady Wehbe
Treasurer – Mahmoud El-Gamal
Director – Souheil Sabak
Director – Awni Qaqish
Director – Nidal Fakhoury

Excused: Trustee – Sam Bahou, Ali Dib

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.

3- a. 2013 Elections Result

The election result as follows:

- President Elect: Nidal Fakhoury
- Secretary: Chady Wehbe
- Director: Ghassan Abdelnour, Geed Latif, Awni Qaqish, Souheil Sabak, Maria Sedik.
- Trustee: Sam Bahou, Ali Dib.

4. Approval of Current Agenda

The agenda was approved.

5. Approval of Previous Meeting Minutes

The previous meeting minutes were approved.

6. Previous Action Items

- Aboud Atiyeh will be added to the bank form to be able to sign checks in Mahmoud's absence.
(Completed)

- Awni Qaqish will submit an article on the Annual Dinner to Al-Muhandus newsletter. **(Not Completed. To Remain as an Action Item)**
- Mahmoud will send out an invoice to each of the three sponsor firms reminding them of their obligations to the annual dinner. **(Completed)**
- Maria will send an email to our accountant asking him on the status of the 501.3C application as well as the 2012 tax return. **(Not Completed. To Remain as an Action Item)**
- At our next Board Meeting, an Ad-Hoc committee will be setup to audit the treasurer's report. **(Completed)**
- Awni and Mahmoud will start working on the new scholarship in the hopes of getting it out during the Winter Semester. **(Completed)**

7. Standing Committees

The following Standing Committees gave an update of their current progress:

a. Finance Committee – Treasurer's Report

Mahmoud El-Gamal provided the Board with Treasurer's report.

b. Activity Committee

About Atiyeh volunteered to organize a golf outing this summer @ Hartland Glen, June 18, 2013

d. Student Scholarship Committee

Awni and Mahmoud have started working on the new scholarship program. They hope to have it out to the Universities in February.

e. Publication Committee

Awni Qaqish will re-send a report about the 2013 banquet to Al-Muhandes.

b. Annual Dinner

Save the date for the Annual Dinner: October 4 ,2013 @ Laurel Manor, Livonia, MI

c. Website Committee National Committee

Geed and Chady have put a lot of work into the website with the help of Mr. Fakhoury.

8. Student Chapter

No Change

9. New Business

None

10. Public Comment – 3 min max

None

11. Next Meeting

The next business meetings will be held on Tuesday, February 12, 2013, at 6:00 pm, at Sole Construction.

12. Action Items

- Awni Qaqish will submit an article on the Annual Dinner to Al-Muhandus newsletter.
- Maria will send an email to our accountant asking him on the status of the 501.3C application as well as the 2012 tax return.
- The Audit Ad-Hoc committee will provide a report of its audit of the Treasurer's report at the next meeting.

Business Meeting Adjourned at 6:53 pm

Written By: Chady Wehbe, April 08, 2013



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS

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**AAAEA-MI Board Meeting
Tuesday, April 9, 2013 at 6:00 PM
MEETING AGENDA**

1. Call Business Meeting to Order (Atiyeh)
2. AAEA Board Roll Call (Wehbe)
3. General Introductions (Atiyeh)
4. Approval of Agenda (Atiyeh)
5. Approval of Previous Meeting Minutes (Atiyeh)
6. Previous Action Items (Wehbe)
7. Standing Committees
 - a. Finance Committee – Treasurer’s Report (El-Gamal)
 - b. Membership / Recruiting Committee (Bahou/Hindo)
 - c. Activity Committee
 - Golf Outing (Atiyeh/Ali)
 - Picnic (Atiyeh/Ali/Wehbe)
 - d. Student Scholarship Committee (El-Gamal)
 - e. Publication Committee (Qaqish)
8. Ad Hoc Committees
 - a. 2013 Annual Banquet (Sabak)
 - b. Website Committee (Wehbe/Latif)
 - c. National Conference (Qaqish)
9. Student Chapters (Qaqish)
10. New Business (Atiyeh)
11. Public Comment – 3 min max (Atiyeh)
12. Next Meeting, May 14, 2013
13. Action Items (Wehbe)
14. Meeting Adjourned (Atiyeh)
15. Guest Speaker

AAEA Board:

President - Aboud Atiyeh
President Elect – Nidal Fakhoury
Secretary – Chady Wehbe
Treasurer - Mahmoud El-Gamal

Director – Ghassan Abdelhour
Director – Geed Latif
Director – Awni Qaqish
Director – Souheil Sabak
Director – Maria Sedki

Trustee – Sam Bahou
Trustee – Ali Dib



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS
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AAEA Board Meeting Minutes **Tuesday, April 09, 2013 at 6:00 PM**

1. Call meeting to order

Meeting was called to order at 6:03 pm at Sole Construction's offices in Westland, MI.

2. AAEA Board Roll Call

Present: President - Aboud Atiyeh
President Elect – Nidal Fakhoury
Secretary/Director – Chady Wehbe
Treasurer – Mahmoud El-Gamal

Director – Souheil Sabak
Director – Awni Qaqish
Director – Geed Latif
Director – Ghassan Abdlenoor
Director – Maria Sedki

Trustee – Ali Dib
Trustee – Sam Bahou

Excused: Ghassan Abdelnour, Souheil Sabak, 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 Current Agenda

The agenda was approved.

5. Approval of Previous Meeting Minutes

The previous meeting minutes were approved.

• Standing Committees

The following Standing Committees gave an update of their current progress:

a. Finance Committee – Treasurer's Report

Mahmoud presented the Treasurer's Report.

b. Membership / Recruiting Committee / Student Chapters

Awni suggested inviting students to join with Discount, Awni flows up with Laurence Tech.

c. Activity Committee

Aboud Atiyeh stated the Golf outing was reserved on June 18, 2013 at Hartland Glen Golf Course. Members should contact Aboud for Reservation.

Aboud Atiyeh, Chady Wehbe, and Ali volunteered to organize the picnic, the Picnic Date is the last Saturday of August 2013; Location to follows.

d. Student Scholarship Committee

Awni and Mahmoud are working with Wayne State and university for the Scholarship.

e. Publication Committee

Awni Qaqish will send the result of the election and the meeting minutes to be posted.

• **Ad Hoc Committees**

b. Annual Dinner

Paid \$500 deposit for the Annual Dinner.

c. Website Committee National Committee

Geed and Chady have put a lot of work into the website with the help of Mr. Fakhoury.

Geed suggested to advertise the website, creates a chat, LinkedIn, and Career page.

d. National Issues

The National conference in TEXAS on November 15, 16, 17, 2013.

• **Student Chapter**

No Change

• **New Business**

None

• **Public Comment – 3 min max**

None

• **Next Meeting**

The next business meetings will be held on Tuesday, May 13, 2013, at 6:00 pm, at Al-Ameer in Inkster

Action Items

- Chady to join ESD on behalf of AAAEA and get info for group
- Awni to get list of AAAEA members and email addresses from Geed and send to Al-Muhandis
- Ali and Mahmoud to contact new accountant and start the process again
- Mahmoud to send a list of last year's members that have not paid yet to the board to contact them
- Ali to work on booking a place for the August 24th picnic
- Geed to put a notice on the website concerning the golf outing on June 18th, with Ali's contact info to reserve a foursome
- Souheil to begin scheduling the bi-weekly Annual Dinner Committee meetings to start the planning of the dinner
- Aboud to contact Lahoud to see if he would be willing to be our speaker this year
- Audit committee needs to complete the audit of our finances ASAP

Business Meeting Adjourned at 6:53 pm

Written By: Chady Wehbe, May 13, 2013



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Tuesday, May 13, 2013 at 6:00 PM
MEETING AGENDA**

1. Call Business Meeting to Order (Atiyeh)
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 4. Approval of Agenda (Atiyeh)
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 - a. Finance Committee – Treasurer’s Report (El-Gamal)
 - b. Membership / Recruiting Committee (Bahou/Hindo)
 - c. Activity Committee
 - Golf Outing (Atiyeh/Ali)
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 - c. National Conference (Qaqish)
 9. Student Chapters (Qaqish)
 10. New Business (Atiyeh)
 11. Public Comment – 3 min max (Atiyeh)
 12. Next Meeting, June 11, 2013
 13. Action Items (Wehbe)
 14. Meeting Adjourned (Atiyeh)
- AAEA Board:
President - Aboud Atiyeh
President Elect - Nidal Fakhoury
Secretary - Chady Wehbe
Treasurer - Mahmoud El-Gamal
- Director - Ghassan Abdelhour
Director - Geed Latif
Director - Awni Qaqish
Director - Souheil Sabak
Director - Maria Sedki
- Trustee - Sam Bahou
Trustee - Ali Dib



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS
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AAEA Board Meeting Minutes **Tuesday, May 13, 2013 at 6:00 PM**

1. Call meeting to order

Meeting was called to order at 6:00 pm at Al Ameer restaurant, Ford Road.

2. AAEA Board Roll Call

Present: President - Aboud Atiyeh
President Elect – Nidal Fakhoury
Secretary/Director – Chady Wehbe
Treasurer – Mahmoud El-Gamal

Director – Souheil Sabak
Director – Awni Qaqish
Director – Geed Latif
Director – Ghassan Abdlenoor
Director – Maria Sedki

Trustee – Ali Dib
Trustee – Sam Bahou

Excused: Geed Latif, Mahmoud El-Gamal, 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 Current Agenda

The agenda was approved.

5. Approval of Previous Meeting Minutes

The previous meeting minutes were approved.

• Standing Committees

The following Standing Committees gave an update of their current progress:

a. Finance Committee – Treasurer's Report

Treasurer's Report was approved

b. Membership / Recruiting Committee / Student Chapters

Awni suggested inviting students to join with Discount, Awni flows up with Laurence Tech. Andre having hard time to recruit new members.

c. Activity Committee

Aboud Atiyeh stated the Golf outing was reserved on June 18, 2013 at Hartland Glen Golf Course. Members should contact Aboud for Reservation.

Aboud Atiyeh, Chady Wehbe, and Ali volunteered to organize the picnic, the Picnic Date is the last Saturday of August 2013; suggested location "cross wind Marsh". We should send email "save the date for the picninc"

d. Student Scholarship Committee

Awni and Mahmoud are working with Wayne State and university for the Scholarship.

e. Publication Committee

Awni Qaqish will send the result of the election and the meeting minutes to be posted.

• **Ad Hoc Committees**

b. Annual Dinner

Paid \$500 deposit for the Annual Dinner. Looking for speaker

c. Website Committee National Committee

Geed and Chady have put a lot of work into the website with the help of Mr. Fakhoury.

Geed suggested to advertise the website, creates a chat, LinkedIn, and Career page.

d. National Issues

The National conference in TEXAS on November 15, 16, 17, 2013.

• **Student Chapter**

No Change

• **New Business**

None

• **Public Comment – 3 min max**

None

• **Next Meeting**

The next business meetings will be held on Tuesday, July 11, 2013, at 6:00 pm, at sole construction

Action Items

1. Chady to fill out ESD application on behalf of AAAEA and forward to Mahmoud to submit with payment
2. Awni to update list of AAAEA members with e-mail addresses and forward to Al-Muhandis
3. Chady to add "Organization Status & Taxes" as an item on the Agenda until issue is resolved
4. Mahmoud, Maria, and Ali to contact accountant to determine status of taxes
5. Mahmoud to contact the Lawyer to begin process of updating organization status
6. Maria to collect all meeting minutes in hard copy format and store for record keeping
7. Awni and Maria to contact Sermed Saif and determine what old records he has and collect them for record keeping
8. Ali to work on booking Crosswinds Farms for this year's picnic on August 24th
9. Awni to forward golf information to Geed to post on website and to send out as a mass email to AAAEA members and non-members. Contact person for golf outing is Ahmad Ali
10. Annual Dinner Committee to begin meeting – First task is to pick speaker.
11. Audit committee to complete the audit of our finances for 2012 ASAP
12. Geed to post on website info on picnic and to send out as a mass email to AAAEA members and non-members.
13. Membership Committee (Aboud/Dia/Andre) to meet and brainstorm to attract more members
14. Geed to proceed with Consultant Directory – allow room on form for company logo
15. Souheil to work with Haitham and Geed to improve our search engine marketing

Business Meeting Adjourned at 7:08 pm

Written By: Chady Wehbe, June 11, 2013



ARAB AMERICAN ASSOCIATION OF ENGINEERS & ARCHITECTS

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**AAEA-MI Board Meeting
Tuesday, August 13, 2013 at 6:00 PM
MEETING AGENDA**

1. Call Business Meeting to Order (Atiyeh)
2. AAEA Board Roll Call (Wehbe)
3. General Introductions (Atiyeh)
4. Approval of Agenda (Atiyeh)
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 - c. National Conference (Qaqish)
9. Student Chapters (Qaqish)
10. New Business (Atiyeh)
11. Public Comment – 3 min max (Atiyeh)
12. Next Meeting, September 17, 2013
13. Action Items (Wehbe)
14. Meeting Adjourned (Atiyeh)

AAEA Board:

President - Aboud Atiyeh
President Elect – Nidal Fakhoury
Secretary – Chady Wehbe
Treasurer - Mahmoud El-Gamal

Director – Ghassan Abdelhour
Director – Geed Latif
Director – Awni Qaqish
Director – Souheil Sabak
Director – Maria Sedki

Trustee – Sam Bahou
Trustee – Ali Dib