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ARAB AMERICAN ENGINEERS & ARCHITECTS ASSOCIATION  
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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