

WAAEA Meeting Minutes
January 15, 2006

1. Call meeting to order:

- Aziz Aleiow called the meeting to order at 2:45 PM at his house after he treated us for delicious lunch he prepared. Thank you Aziz. Mahmoud Malas and Sami Obaid were absent.

2. Review agenda:

- There was one amendment to the agenda. Aziz Aleiow added one item regarding preparation for the kick-off meeting

3. Review previous meeting minutes (December 30, 2005) Minutes were approved.

4. Review final draft of Mission statement and by-laws:

- ◆ Nader Jaber moved to discuss few corrections to the by-laws. The following corrections were approved:
 - Keep the name of the organization as decided in the previous meeting.
 - Replace the word "Association" in the by-laws with the word "Organization."
 - Add a definition of "Engineers" to the by-laws.
 - Add page numbers.
 - Review for consistency.
 - Sandra Aleiow to review the final by-laws document.
- Emad Abu Tabanjeh checked on Internal revenue Code section 501 (c) (3) and section 170 (c) (2) referenced in the By Laws.
- Fadi Al Khatib checked with AAAEA regarding membership card.
- Steering committee decided to remove Article II, section 8 from the by-laws. Fadi to check if there is any reference in the By-laws to this section.
- Agenda for this meeting was discussed and approved by committee members. Committee agreed to prepare 3 materials for handout: Mission Statement, By- Laws, and membership application.

5. Review final draft for invitation letter:

Wessam Daoud to draft an invitation letter that will accompany the package for prospective members. Wessam to forward this letter for Steering committee review by 1/16/06.

6. Review preparation for 1st general meeting:

Aziz Aleiow moved to postpone the meeting date to February 4, 2006 to allow for more proper preparation. Motion was seconded and approved by committee members. Fadi Alkhatib to reschedule the location reservation.

7. Kick-off meeting:

Aziz instructed committee to start preparing for this meeting to be scheduled early summer.

8. Website:

Fadi Al-Katib checked with AAAEA regarding the possibility of utilizing their website to announce our activities. AAAEA will allow us to use their website to post information regarding our organization.

9. Membership Application:

Wessam Daoud prepared the application form for committee review. Logo, e-mail, web address and mailing address to be added.

10. Association registration and Logo:

Emad Abtabanjeh filed with the state of Wisconsin to register the organization. Papers are expected by the end of the month. Emad also prepared a logo for the association. Logo was reviewed by the association and approved.

11. Action Items:

- Fadi Alkhatib to prepare a flyer to advertise for our next 1st general meeting on February 4, 2006. Flyer to be reviewed by committee members as soon as 1/18/06 and be ready for distribution by 1/20/06.
- Fadi Alkhatib to arrange for reschedule of reservation of a room at UWM EMS building for general meeting.
- Emad Abu Tabanjeh to finalize logo and send it to Wessam Daoud to add to documents produced by the organization.
- Wessam Daoud to get a P.O. box as a permanent mailing address. Secretary to keep key for now.

- Wessam to open a temporary e-mail address for the organization with Google mail.
- Emad Abutabanjeh to prepare a PowerPoint slides for our February 4th meeting. Aziz Aleiow to discuss with Chicago group their participation in the February meeting.

12. Next Meeting Location & Date:

Next meeting will be held on 1/29/05 at 1:30 PM at UWM Union. Steering Committee Members will be notified. Aziz Aleiow suggested blocking off steering committee meetings for the remainder of the year. Meetings to be held monthly on Sundays in the afternoon. Wessam Daoud to prepare a schedule and notify Steering Committee members.

13. Adjourn: Meeting adjourned at 4:15PM.

Written By: Wessam Daoud on January 16, 2006