

ALGERIAN-AMERICAN ASSOCIATION OF GREATER WASHINGTON

P.O. Box 65063, Washington DC 20035-5063

MINUTES OF THE BOARD OF DIRECTORS MEETING

March 9th, 2014

**6800 Fleetwood Road
McLean, VA 22101**

Board Members Present:

Abdenmour Azeddine (AA) – via conference call, Djamel Benelmouffok (DB), Naim Bentahar (NB), Dalila Bessaha (Dab), and Abdelrani Bessaha (AB), Nadira Boumechal (NaB), and Ghania Chouaf (GC).

Excused: Youcef Aïssi (YA)

Guests: Badrou Haddiden

The meeting started at 10:45 am and ended at 12:30 pm.

Agenda: The proposed agenda was approved as follows:

1. Approval of Agenda
2. Approval of Minutes of February 9th BOD Meeting
3. Assessment of Past Event – March 8 International Women’s Day
4. Treasurer Report
5. Administrative Matters
6. Upcoming Events
7. Miscellaneous

Minutes:

1. Approval of Agenda

The agenda submitted by the Secretary was approved.

2. Approval of the Minutes of February 9th BOD Meeting

The board approved the minutes without amendments.

3. Assessment of Past Event –March 8 International Women’s Day

Board members discussed the March 8 Event which celebrated the International Women's Day. They were of the view that the event was successful but noted however that:

- The timing of the event (5pm- midnight) was not appropriate with an early start and a late closure. Instead, a more appropriate timing would have been between 6-7 pm to 10 pm.
- Tables would have been set up to allow diners enjoy their meal.
- Kids were part of the crowd and could have been better supervised.
- A check list should have been conducted the day before.
- The coded access to the party room did not facilitate mobility.

A motion to congratulate the task team (DaB, NaB, and GC) was proposed by AB and seconded by DB. The motion was adopted unanimously.

In view of the above issues, the Board recommended that this facility not to be used for social events sponsored by AAAGW.

4. Treasurer Report

As of May 18th, AAAGW bank account balance is **\$5,602.32**, with two 2 expenses outstanding and related to the March 8 event: (i) a check for \$250 representing the balance on the couscous bill; and (ii) expenses for about \$120 for various supplies.

The Treasurer noted that the stream of spending since the beginning of the year is higher than the income flow, thus emphasizing the need for stepping up our efforts to expand our membership.

Since the beginning of the year, 37 people have renewed their membership, including two during the March 8th event. This compares favorably with membership at the same time during previous years.

To enroll more members, the Board decided:

- To establish a list of potential enrollees (the list will be drawn from previous membership lists in the AAAGW database).
- NB will send an e mail to all those people who have an electronic address.
- The treasurer will divide the list into sections to be assigned to each Board member for contact (phone, e-mail, etc..)
- Progress report on these efforts to be communicated to the Board at its next meeting.

5. Upcoming Events

- **Chaouli:** NB informed the Board that there is little information on a possible concert by this performer.
- **Fethi:** New York-based performer who could perform. AA will contact the performer and report to the Board. A possible venue for the concert could be the McLean Country Center.

Action: Abdennour to talk to the NY singer and band and explore any possibility of hiring them for a performance.

- **Spring Picnic:** With the budget approved by the Board and the supplies available, the event is thus in an advanced stage of preparation.
- **Cultural Fest:** Task manager is YA. This event is organized by the Howard County Library System. It provides a forum for the Algerian American community to be known from a cultural point of view. Youcef will be assisted by the Algerian-American community in Columbia, MD to ensure AAAGW participation. He will also contact the Algerian Embassy to discuss availability of cultural material to be displayed at the event.

Action: YA to coordinate with event organizers and contact embassy to secure if possible cultural material on Algeria that could be exhibited at the Cultural Fest.

6. Committees and Task Forces

Membership Task Force (MTF): The board invites YA to call another meeting of the MTF in the next 2-3 weeks for a stock-taking working session.

Website Task Force (WTF): The board took the following decisions:

- Recognize the excellent work done so far by Mohamed Chouaf.
- Invite the WTF to complete the work underway to make the website public
- Passed a motion to designate NB as the sole representative of the Board of Directors of AAAGW at the WTF with authority to make policy decisions to ensure the functioning of the renewed website.
- Call for a meeting of the WTF over the next two weeks.

7. Miscellaneous

- **IRS:** NB indicated he has no new development to report. IRS has acknowledged receipt of the request from AAAGW. Decision could be made within 90 days. Hopefully we receive an early approval.
- **Brochure:** Board members provided feedback. The document is fine and it is adopted.

- **Membership Card:** Board is of the view that the MTF will have to make a decision about this.
- **Hakima Amri:** Co-Author of Avicenna's Medicine: A New Translation of the 11th-Century Canon; With Practical Applications for Integrative Health Care.

Nadira will contact HA to discuss a book signing as part of a more comprehensive cultural event to attract large crowd.

- **Second key of PO Box:** AB will contact Samia, Smail and Hassina Amrane to inquire about the second key.

Action: AB will contact Samia, Smail and Hassina Amrane to inquire about the second key.

- **AAAGW Brochure:** Youcef will take the lead and will be helped in his work on the new brochure: he will be assisted by Abdennour.
- **Feedback from the Community Youth:** Mr. Badrou Haddiden attended the Board meeting as part of a new program to invite youths to provide feedback on the association's perception.

BH raised the following points:

- A member of the association should be designated to monitor postings if the latter is allowed by the WTF.
- Posting will have to be Pre-Approved.
- A car wash could be organized to collect funds for the AAAGW.

The agenda being covered, the meeting was adjourned at 12:30 PM

Action Items Summary Table

Action Item	Assigned To	Deadline	State
Amend the draft minutes of the December 15 th BOD meeting and send it to the BOD for review and approval.	Abdelrani	2/9/2014	Done
Inquire about the second mailbox key with the previous BOD.	Nadira	ASAP	Done
Provide the treasurer with the PayPal account credentials.	Nadira	ASAP	Done
Check with the cancellation policy of the Potomac Community Center in case of inclement weather that would require postponing the event.	Abdelrani	ASAP	Done
Submit a program and budget at the next BOD meeting.	Dalila	2/9/2014	Done
Post the table of upcoming events on the website.	Naim	2/9/2014	Done
Contact Hakima Amri (Ibn Roch/Averoes) for March 8 th event	Nadira	2/9/2014	Done
Abdenmour to contact the performer and explore future opportunities to perform in the DC area.	Abdenmour	2/9/2014	Done
Brochure draft to be submitted at the next BOD meeting.	Youcef	2/9/2014	Done
Submit a full expense report for Mouloud/Yennayer event	Naim	3/9/2014	Done
Contact New York –based singer and band and explore any possibility of hiring them for a performance.	Abdenour	Next BOD Meeting	Pending
Coordinate with the Culture Fest event organizers and contact the Algerian Embassy to secure, if possible, cultural material on Algeria that could be exhibited at the event.	Youcef	Next BOD Meeting	Pending
Contact Samia, Smail and Hassina Amrane to inquire about the second key.	Abdelrani	Next BOD meeting	Pending