

# ALGERIAN-AMERICAN ASSOCIATION OF GREATER WASHINGTON

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

## MINUTES OF THE BOARD OF DIRECTORS MEETING

December 15, 2013

**6800 Fleetwood Road, #1219  
McLean VA 22101**

### **Board Members Present:**

Youcef Aissi, Abdenour Azeddine, Djamel Benelmouffok, Naim Bentahar, Dalila Bessaha, Abdelrani Bessaha, Nadira Boumechal, and Ghania Chouaf

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

**Agenda:** The proposed agenda was approved as follows:

1. Transition from the 2013 Board to the 2014 Board
2. Calendar of Events for 2014
3. Committees and task forces
4. Miscellaneous

### **Minutes:**

#### **1. Progress in the transition from the 2013 Board to the 2014 Board**

1.1. Information to the community: about the election of a new Board

**Action: Press Release to be sent to Lawyers/VA registration; to be posted on the website of the association. Sent to members**

1.2. 2012 and 2013 GA minutes: to be sent to the members for review and adoption.

1.3. Revised 2013 Financial report: Edited version to reflect comments made by members at the GA to be sent to members in good standing.

1.4. Mailbox: One key with Abdenour/Djamel. The forward address will be kept.

1.5. Data on membership will be managed by the Treasurer/Secretary.

1.6. Data on membership will be available to all Board members.

1.7. Transfer of account signatures:

- Took place on Saturday 12/14/13 at Bank of America, Mclean, VA.
- One Debit card requested for the treasurer only, and will be issued in few weeks
- Smail, former president to send checkbooks to Naim.

**Action: Abdelrani will call Smail to raise the issue of the AAAGW assets, mailbox key and other issues to smooth the transition.**

**2. Calendar of Events for 2014**

2.1. The Board agreed on the list of social and cultural events below, including the designation of task managers.

Event	Date	Duration	Task Manager
Mouloud/Yennayer	Sun 01/19/2014	1:00 PM - 5:00 PM	Ghania
Women's Day	Sat 03/08/2014	6:30 PM - 12:00 AM	Dalila
Spring Picnic	Sun 05/25/2014	11:00 AM - 6:00 PM	Naim/Youcef
Ramadan Sahra	Sat 07/12/2014	9:00 PM - 12:00 AM	Rani
Aid El Fitr	Sat 08/02/2014	2:00 PM - 6:00 PM	Djamel
Aid El Adha	Sat 10/11/2014	2:00 PM - 6:00 PM	Abdenour
Annual Hafla	Sat 11/15/2014	7:00 PM - 12:00 AM	Youcef/Naim
GA of Members	Sun 12/07/2014	11:00 AM - 1:30 PM	Nadira/All

2.2. This program is tentative. It may change due to unforeseen circumstances. Task managers are asked to prepare preliminary budget, and program actions to be submitted to the Board for adoption.

**Action: Abdelrani to contact ACAA re Yennayer for coordination purposes.**

2.3. The Board briefly discussed the possibility of organizing other events, including:

- Cultural activity in coordination with Georgetown University – Abdelghani to contact : Osama Abi-Mershed, Associate Professor, Department of History Director, Center for Contemporary Arab Studies.
- Showing Movie and inviting movie director – Naim
- Hakima Amri: Ibn Sina biography translated by her in collaboration with Mones her husband - Nadira

**3. Committees and Task Forces**

3.1. **Calendar of Events for 2014** create a new database. Naim to coordinate with Committee and BOD exploring ways to improve memberships.

- 3.2. Communication with Task Forces: IRS, Website – Nadira
- 3.3. Outside Requests – focal point Nadira Action - Nadira to send membership data to Naim – bring forms to event
- 3.4. Financial standards – Nadira to send link to all
- 3.5. By-laws part of work program – will look at it later.

**Action: Updated by-laws to be placed on website.**

- 3.6. Website: updated by Naim. At Djamel’s request Nadira to add him to the website task force group – Done

**4. Miscellaneous**

- 4.1. Meeting of BOD – every third Sundays, place:

Month	Place chosen by
Jan 12 2014	Ghania
Feb 2014	Youcef
Mar 2014	Djamel
Apr 2014	Naim
May 2014	Abdenour
Jun 2014	Abdelghani/Dalila

- 4.2. Other:

- Business Cards
- Membership Cards
- Facebook Page
- AAAGW Brochure

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

## Action Items Summary Table

Action Item	Assigned To	Deadline	State
Press Release to be sent to Lawyers/VA registration; to be posted on the website of the association. Sent to members	Nadira/Naim	ASAP	Pending
Call Smail to raise the issue of the AAAGW assets, mailbox key and other issues to smooth the transition.	Abdelrani	ASAP	Pending
Contact ACAA re Yennayer for coordination purposes.	Abdelrani	ASAP	Pending
Send membership data to Naim – bring forms to event	Nadira	ASAP	Pending
Updated by-laws to be placed on website	Nadira	ASAP	Pending