

# **ALGERIAN-AMERICAN ASSOCIATION OF GREATER WASHINGTON**

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

## **MINUTES OF THE BOARD OF DIRECTORS MEETING**

January 12, 2014

**7208 Sipes Lane  
Annandale, VA 22003**

### **Board Members Present:**

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

Excused: Djamel Benelmouffok

The meeting started at 10:45 am and ended at 12:20 pm.

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

1. Approval of the Minutes of December 15 BOD Meeting
2. Transition from the 2013 Board of Directors
3. Events Preparation
4. Committees and Task Forces
5. Miscellaneous

### **Minutes:**

#### **1. Approval of the Minutes of December 15 BOD meeting**

The board approved the minutes with 3 minor amendments. It was also decided to post on the association website (i) the press release announcing the election of a new Board: and (ii) the 2013 GA Minutes.

**Action: Rani to amend the draft minutes of the December 15 BOD meeting and send it to the BOD for review and approval.**

#### **2. Transition from the 2013 Board of Directors**

Nadira met Smail and got the checkbooks and the mailbox key. Nadira will inquire with the previous BOD for the second mailbox key.

**Action: Nadira to inquire about the second mailbox key with the previous BOD.**

The treasurer informed the BOD that the balance in the association bank account amounted to \$5,950 as of December 8, 2013, the day the new BOD was elected. He informed the BOD that he was not yet received the Bank Card from Bank of America.

**Action: Nadira to provide the treasurer with the PayPal account credentials. To enhance unauthorized access to the bank account, the treasurer will create new credentials to access AAAGW bank account as well as the PayPal account.**

### **3. Events Preparation**

#### **3.1. Mouloud/Yennayer 2964 Event (Jan 16, 2014)**

The Board recognized Ghania for her excellent work in handling the preparation of the event. The following items were discussed:

- The Potomac Center was rented from 1:30 pm to 6 pm. As per the center's regulations, the room can be accessed one hour before and one after the official rental time.
- Cups, napkins, table cloths, and all items needed during the event will be acquired by Ghania. In addition, Nadira will also bring the 200 cups (for hot and cold beverages) of each kind that she retrieved from the previous board.
- Coffee and tea will be prepared by Ghania.
- Music will be performed by the Gibraltar band.
- Preparation of the room: Bard members and the band are expected to be there at 1:30 pm.
- Youcef will man a table at the door and will handle membership issues.
- Communication: Board members are expected to inform around about the event. Nadira to send reminder of the event to the community by Thursday Jan 16, 2014.
- President to welcome members and introduce the Board members after a short speech.
- Ghania will bring a selection of music for musicians to play during breaks.
- In case of snow, the event will be postponed to a later date.

**Action: Rani will check with the cancellation policy of the Potomac Community Center in case of inclement weather that would require postponing the event.**

#### **3.2. Upcoming Events**

The next event will be Women's Day expected to be held on March 8<sup>th</sup>, 2014. Dalila is designated as the event Task Manager. Nadira suggested organizing a Book

Signing session with Hakima Amri (Ibn Roch/Averoes) during March 8th event celebration.

**Action: Dalila to submit a program and budget at the next BOD meeting.**

**Action: Naim to post the table of upcoming events on the website.**

**Action: Nadira to contact Hakima Amri (Ibn Roch/Averoes).**

#### **4. Committees and Task Forces**

The Board will closely coordinate with the task forces created by the GA. On the membership task force, Youcef will be the lead Board of Director to gather the task force.

#### **5. Miscellaneous**

##### 5.1. Reducing the volume of email messages sent to the BOD forum.

Given the high volume of emails exchanged between members of the BOD, it was agreed to reduce the volume by sending concise messages and adding appropriate text in the subject line to indicate is intended for limited circulation or for the entire BOD. This will improve the fluidity and the email exchange.

##### 5.2. Respond to the request of the Algerian Singer from New York City to perform in DC

**Action: Abdennour to contact the performer and explore future opportunities to perform in the DC area.**

##### 5.3. Survey of AAAGW assets

Abdennour will discuss the collection of AAAGW remaining assets with our former President. Alternatively, Rani will prepare a memo to send to the previous president to request his assistance in gathering the assets of the association.

##### 5.4. Membership Cards for Members

After a brief debate, the BOD voted down the proposal.

##### 5.5. AAAGW Brochure

Youcef will take the lead if coming with a draft of the brochure and submit his proposal to the BOD for review and approval. Youcef will be assisted by Abdenour.

**Action: Draft to be submitted at the next BOD meeting.**

The agenda being covered, the meeting was adjourned at 12:20 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	Done
Call Smail to raise the issue of the AAAGW assets, mailbox key and other issues to smooth the transition.	Abdelrani	ASAP	Done
Contact ACAA re Yennayer for coordination purposes.	Abdelrani	ASAP	Done
send membership data to Naim – bring forms to event	Nadira	ASAP	Done
Updated by-laws to be placed on website	Nadira	ASAP	Done
Amend the draft minutes of the December 15 BOD meeting and send it to the BOD for review and approval.	Abdelrani	2/9/2014	Pending
Inquire about the second mailbox key with the previous BOD.	Nadira	ASAP	Pending
Provide the treasurer with the PayPal account credentials.	Nadira	ASAP	Pending
Check with the cancellation policy of the Potomac Community Center in case of inclement weather that would require postponing the event.	Abdelrani	ASAP	Pending
Submit a program and budget at the next BOD meeting.	Dalila	2/9/2014	Pending
Post the table of upcoming events on the website.	Naim	2/9/2014	Pending
Contact Hakima Amri (Ibn Roch/Averoes) for March 8 <sup>th</sup> event	Nadira	2/9/2014	Pending
Abdennour to contact the performer and explore future opportunities to perform in the DC area.	Abdennour	2/9/2014	Pending
Brochure draft to be submitted at the next BOD meeting.	Youcef	2/9/2014	Pending