

**ALGERIAN-AMERICAN ASSOCIATION OF GREATER WASHINGTON**  
*P.O. Box 75910, Washington DC 20013 – [information@aaagw.org](mailto:information@aaagw.org)*

**MINUTES OF THE AAAGW BOARD MEETING**  
January 08th, 2023

**Location: ZOOM**

**DIRECTORS IN ATTENDANCE:** Nargess Lakehal-Ayat (President), Djamel Derradji (Vice President), Larbi Lezzam (Treasurer), Nacera Tahı (Director at Large), Anya Tahı (Director at Large). Elias Brahimi (Director at large).

**DIRECTORS ABSENT (excused):** Nabila Zerarka (Secretary), Nessma Benfares (Director at Large)

**AGENDA:**

1. Discuss AAAGW Board meetings ground rules moving forward.
2. Approve minutes of the previous two meetings (12/04/2022 & 01/04/2023).
3. Discuss feedback from community members about the ambiance of AAAGW events. Community members propose bringing in at least a DJ.
4. Yennayer Event preparation updates: Each member will update the team (2-4 minutes) without interruption about the progress of the preparation of the event.
5. Finalize the program of the event.
6. Discuss each member role in executing event activities.
7. Discuss FB posting and other social media platforms.
8. Assign tasks for the event's day.
9. Assign members to serve the dinner and discuss the process of serving.
10. Check if we received any volunteers to help with the event.
11. Other matters if any.
12. Check the calendar sent a while back, agree on meeting dates and select our next meeting date/ location.

**Fist Item:**

Board approved the previous minutes of the two last meetings 12/04/2022, 01/04/2023 after making some adjustments:

- a. Confirming the approval of new board of directors' member Nacera Tahy and treasurer Larbi Lazzam.
- b. Make corrections regarding attendees and absentees of the last two meetings.

### **Second Item:**

Discuss to add to the minutes the exact quantity of water, sodas, and all drinks to be purchased before purchase and making sure we receive all invoices/ receipts.

**Nabila, Nacera and Nargess will coordinate and decide on of the quantity then update the board.**

### **Third Item:**

Discussed the community feedback with regards to bringing a DJ for the Event. Nargess proposed a DJ for the Fee of \$400.00. Board members voted and approved to add the amount of \$400.00 to the Budget. Nargess prepared a playlist with all genres of music from all different parts of the country to provide the DJ. Anya & Elias will provide an additional play List to Nargess, so that she consolidates the full list.(Anyone is welcome to send music links by this Sunday 15<sup>th</sup>.)

### **Fourth Item:**

Present members updated the boar on the status of the preparation of the event and shared a few suggestions.

- a. Anya designed a flyer for the event, it was shown during the meeting and approved.
- b. Elias shared that he would set up the TIKTOK account and will start advertising for the event. (Approved tentatively – Elias left the meeting and was not back to continue the discussion) so, item – pending!
- c. Nacera suggested to be in charge of AAAGW Instagram account and board approved.
- d. Nacera & Anya volunteered to take care of the decoration of the event ballroom and board approved. Larbi & Nargess will take pictures and send them to Nacera when they go to visit the event room.
- e. Djamel sent Nargess a suitcase with the following items for the Silent Auction: 4 large paintings, 4 small paintings, 2 tall silver art frames, 2 small silver art frames, 2 Kabyle dresses, 3 Foutas, 1 silver khamsa, 2 Broches, 7 magnets and one desk stand with two Algerian flags. Djamel will get a book of recommendations to be put at the entrance of the event for feedback.
- f. Nargess will go to Michael's to frame the 4 large frames, then she will coordinate with Paula to set up the auction and everything related to the auction. Nargess will send a friendly reminder email to members to renew their membership (in-lieu of Nesma).
- g. Larbi – picked up boxes from Rania and Riad and from his storage and sent us an inventory. Coffee maker and hot water machine are working. Larbi will ask for room-dividers if any and update us.

- h. Nabila will consolidate her inventory with the one from Larbi. Nabila needs to confirm if she will oversee the Berber Riddles activity she proposed previously as well as the jersey raffle. (They were added to the program).

**Fifth & Sixth Item:**

Board discussed the program and execution of all activities, then finalized it. Please refer to the attached program Draft.

**Seventh Item:**

It was discussed during the updates and was included in item four.

**Eighth & Nine Item:**

Board discussed preliminary each member's task during the day of the event but because of absent members, this will be revisited. Please, refer to the attached draft of tasks distribution. Board discussed that Larbi & Nabila are best choices to serve dinner.

Other items:

- 1- Buy more bowls for Shorba
- 2- We need to print and bring to the event more membership forms, white envelopes, and a credit card reader.
- 3- Nargess will send an email to the Algerian Embassy. (Same email sent to the community).
- 4- A book for recommendations for people at the entrance.
- 5- Send a membership friendly reminder.
- 6- Meeting again on Monday at 7 pm, virtually.