



Minutes of Meeting of EAFEA

Date of meeting: May 4, 2011

Present were Kibour Ayichew, Sertsu G. Medhin, Bisrat T. Giorgis and Frehiwot Haile

Kbour opened the meeting and expressed to the group that the duties and responsibilities of his business and his recent engagement in a project in Ethiopia would make it difficult for him to serve as president of the Association. Sertsu assured him that he would step in his shoes whenever he is unable to attend meetings and/or fulfill the duties of his office. Kibour welcomed the offer of assistance and said he would continue to serve as president.

Following the introduction, the discussion centered on the following agenda items.

1. The New structure of the Association.

Kibour recalled the decision of the general membership to separate the functions of the Association and the Edir and acknowledged the expressed concerns of some members about the separation of the two organizations. Kibour then suggested a one-year moratorium to keep the status quo and allow the two organizations to operate under the umbrella of the Association, each operating consistent with its approved bylaws. Hence, the two organizations will continue to function as one unit, while their duties and responsibilities will be streamlined to fit their respective roles, which will be revisited in due course.

Accordingly, everyone agreed to the following restructuring and format of the functions of the Association and the Edir.

a. The elected officers of the Association and Edir would serve as follows:

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| Kibour Ayichew | President of the Association |
| Sertsu Medhin | Vice president of the Association |
| Bisrat T. Giorgis | President of the Edir |
| Getachew Desta | Vice President of the Edir |
| Frehiwot Haile | Treasurer of the Association |
| Tsehay Alemayehu | Secretary of the Association |
| Getachew Demissie | Auditor of the Association |

Joseph W. Yohannes External Relations & Webmaster of the Association and the Edir. Joseph was recommended to the membership of the Association by Gebeyhu W. Mariam about a year ago, but the paper work was not processed which will be attended to immediately. The position of External Relations and Webmaster is essential for the effective handling of the responsibilities of the Association and the Edir and the executive committee asked Yoseph to assume the position, subject to the approval of the general membership. Yoseph will help expand the membership drive, generate new sources of income and establish close networking with Ethiopian Airlines and other organizations. . Yoseph has served as Executive Officer of Commercial Division of Ethiopian Airlines for several years.

Any open vacancies will be filled as deemed necessary by the general membership.



- b. The executive committee and the general membership will continue to study the functioning of the two organizations to ensure that their activities are in full compliance with the law that regulates such organizations.
- c. The Executive Committee will apply for a new Tax Identification Number for the Edir and transfer all funds that currently belong to the Association to the account of the Edir. (The current Tax Identification Number belongs to the Association)
- d. Any remaining fund that may have been made to the Association (there is \$1000.00 paid to the Association by a member outside of the Washington, D.C. metropolitan area who is not a member of the Edir) would be retained by the Association
- e. An accounting policy and procedure manual will be developed in due course to make the accounting system more transparent and reliable and will be adopted after approval by the general membership.
- f. All future Edir membership dues will be deposited into the account of the Edir and any future Association dues paid to the Association will be deposited to the Account of the Association.
- g. All accounting from there on will be conducted separately: one for the Association and another one for the Edir and will be reported using their Tax Identification Numbers.

2. Payment of Dues

All members are required to pay their dues promptly and regularly to receive any benefits. If any member of the Edir fails to pay his/her dues for more than 90 days, in accordance with the bylaws of the Edir, their membership will be suspended. The executive committee asked the treasurer to set up a system such as PayPal to enable members to pay their membership dues on a regular basis and authorized her to enforce the bylaws of the Edir, including suspension of membership.

3. Auditing the Finances of the Association/Edir

The treasurer reported that the Auditor, Getachew Demissie, has agreed to audit the books of the Association and the Edir on May 27, 2011.

4. The Association and Edir Website

Joseph W. Yohannes has been assigned to update the website of the Association and the Edir on a regular basis. The committee has agreed to pay for his services when he raises an invoice after providing the service.

5. Email as a Primary Means of Communication

The executive committee agreed that from here on email would be used as a primary means of communication and all members are requested to provide their email addresses to receive any future communication.

6. Teleconference as an Alternative Means to Face-to-Face Meeting

The executive committee agreed to employ teleconferencing as an alternative to face-to-face communication whenever face-to-face meeting becomes difficult or impossible.

7. June 4 Meeting



Bisrat informed the group that the next general meeting will be at the residence of Tesfaye Mengistu and will be co-hosted by Alemu Kore and Mekonnen Yigzaw. A letter will be sent out in due course advising this event along with the time and street address of Tesfaye Mengistu

In conclusion, the president requested the executive committee to work hard with a renewed spirit and to create an atmosphere where members enjoy the Association and the Edir. .

Minutes taken by Sertsu G. Medhin