



Engineering For the World We Live In

SOUTHERN CALIFORNIA CHAPTER  
OF THE  
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

2008-2009

Standing Committees

**PRESIDENT**

J. Michael Burke\*

Jai Agaram

Sudhir Agrawal

Bob Brennan

Susan Chen

Ishtiaq Chisti

Matt Church\*

Mike Gallagher

Dinesh Gandhi

Chad Herrick

Michael Kalemkaryan

David Kuo\*

Don La Marr

Clay Lampman\*

Pandora Lei

Russell Lieu

David McKinney

Ralph Panting

Mike Taylor

Jim Toda\*

Phil Trafton

Stella Zarakhovsky

**PRESIDENT-ELECT**

Karine Leblanc\*

**SECRETARY**

Andy Khechoumian, P.E.\*

**TREASURER**

Jeffrey Landreth\*

**Minutes**

**of the**

**Board of Directors' Meeting**

**A California Corporation**

**PAST PRESIDENT**

Narendra Amarnani, P. E.

**DIRECTORS**

Joe Ablay

Aaron Deutsch\*

Joey Jiron\*

Scott Neithercut

**SOL\*AIR EDITOR**

Scott Neithercut

**March 3, 2009**

\*Denotes those in attendance

**EXECUTIVE SECRETARY**

Mrs. Sue Colvin\*

P.O. Box 80133

San Marino, CA 91118

The meeting was called to order at 4:10 p.m. by Michael Burke at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California.

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**J. MICHAEL BURKE - PRESIDENT**

**Key Topics:**

- Jeffrey Landreth stated he had received from Society a response to his inquiry concerning the Chapter voting on motions by email. He reported Society had indicated the Chapter may vote on motions by email as long as all Board members were notified. It was decided all Board members are to be given 3 days to respond to the discussion on the email motion. Motions by email will be limited to emergency motions that cannot be delayed until the next meeting.

**Action Items:**

- Jeffrey Landreth will email the Board members the email motion information.
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## SECRETARY - ANDY KHECHOUMIAN

### Key Topics:

- MINUTES OF 2-03-09: The minutes of the February 3, 2009 meeting were reviewed.

**Motion No. 3-03-1208:** It was moved and seconded by Aaron Deutsch and Andy Khechoumian, respectively, to approve the minutes of February 3, 2009 as submitted. The motion carried.

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## TREASURER – JEFFREY LANDRETH

### Key Topics:

- Jeffrey Landreth reviewed the December Treasurer's Report. He stated he had reconciled the totals for the December Income and Expense Year to Date Plan. He reported the Annual Sum had not matched the Earned Income because the June Membership Income had been included. He has removed the June Income from Budget Summary.
- Jeffrey Landreth reviewed the January Treasurer's Report.
- The income from Table Tops for the Joint meeting was questioned. Jeffrey will inquire about this income and include the information in the March Treasurer's Report.
- Jeffrey Landreth reviewed the February Treasurer's Report.

### Action Items:

- Jeffrey Landreth will inquire about the Table Tops income from the Joint Meeting and include this information in the March Treasurer's Report.

**Motion No. 3-03-1209:** It was moved and seconded by Aaron Deutsch and Andy Khechoumian, respectively, to approve the December's Treasurer's Report as corrected.

**Motion No. 3-03-1210:** It was moved and seconded by Karine Leblanc and Andy Khechoumian, respectively, to approve the January Treasurer's Report as corrected.

**Motion No. 3-03-1211:** It was moved and seconded by Karine Leblanc and Andy Khechoumian, respectively, to approve the February Treasurer's Report as submitted.

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## MEMBERSHIP

### JOE ABLAY- DIRECTOR

**Chairs: Jai Agaram, Susan Chen, and Jim Toda**

### Key Topics:

- Jim Toda stated the memberships are slowing down.

- He announced two members have upgraded their memberships. They are Eddie Alejandre and John Sundahl.
  - Mike Burke thanked Jim Toda for his article in the March Sol\*Air.
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## **ROSTER – ANDY KHECHOUMIAN**

### **Product Directory – Chad Herrick**

#### **Key Topics:**

- Andy Khechoumian stated members are using the website to access the Roster.
- He reported corrections and additions will be included on the website Roster.
- Andy suggested next year members be given a deadline for paying their membership dues in order to be in the Roster.
- Mike Burke stated he will ask Scott Neithercut to include a notice in Sol\*Air stating that the Roster additions or corrections can be found on the website Roster.
- It was stated that members need to take the responsibility to update any changes in their membership information on line or by mail.

#### **Action Items:**

- Members are asked to update their membership information if changes are made.
  - Karine Leblanc to send a memo to Bob Brennan to send an email to the members asking them to update their membership information.
  - Mike Burke to ask Scott Neithercut to have a notice in Sol\*Air stating that the Roster additions and corrections can be found on the website Roster.
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## **BUDGET AND AUDIT**

### **JEFFREY LANDRETH - TREASURER**

#### **Chair: Phil Trafton**

#### **Key Topics:**

- Jeffrey Landreth stated as he had in an earlier email that he would like to consider a Budget Committee Meeting to review the Chapter's current financial position and re-allocate the budget if necessary. He commented it would only be a useful meeting if all Directors and Chairmen participated. There was a discussion about the Budget, and Mike Burke stated Jeffrey should evaluate the situation and decide whether to call a meeting to review the Budget. He asked Jeffrey to resend his Budget Summary and Recommendations which was first emailed on February 17, 2009.
- Jeffrey asked the Board and Chairs to review the Budget in their areas of concern and evaluate what is necessary and what needs to be trimmed.

**Action Items:**

- Jeffrey Landreth will resend his Budget Summary and Recommendations to the Board and Chairs. He asked everyone to review the Budget and look for any areas that need to be adjusted.
  - Jeffrey Landreth will decide whether to call a meeting to review the Budget in consideration of the changes in income and expenses.
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**FINANCE INVESTMENT**  
**JEFFREY LANDRETH - TREASURER**  
**Chair: PHIL TRAFTON**

**Key Topics:**

- Jeffrey Landreth reported the investments are down considerably.
  - Mike Burke stated Phil Trafton recommends keeping the investments where they are.
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**WEBSITE**  
**KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- Karine Leblanc stated the Board Meeting Minutes had been added to the website.
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**PROGRAMS**  
**KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- Karine Leblanc reported Sally Ehrmann will be given a special plaque and flowers at the dinner meeting to honor her for her 50 years of service in the MEP Engineering profession.
  - Karine stated each woman who attends Women’s Engineering Night will be given a red rose.
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**INSTALLATION DINNER**  
**KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- Karine Leblanc stated some checks have been received for the commitments to the Installation Dinner and more are being sent.
- Mike Burke asked Karine Leblanc to send the contract for the Installation Dinner to Jeffrey Landreth in order to be aware of any cash flow complications and to keep on file.

**Action Items:**

- Karine Leblanc asked to send the Installation Dinner contract to Jeffrey Landreth.
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**ATTENDANCE & RECEPTION  
AARON DEUTSCH – DIRECTOR****Key Topics:**

- Aaron Deutsch stated he will need to find 40 sponsorships for the students who will be attending the May dinner meeting.
- There was a discussion whether to have the May dinner at Castaways or Taix's Restaurant. It was decided the May meeting will be at Taix Restaurant where it is more cost effective.
- Aaron reported there has been a good ratio of attendance at the meeting with 50% engineers and 50% contractors and manufacturers. It was agreed that the Technical and Main Programs need to appeal to all who attend.
- Aaron suggested everyone should ask a variety of people what type program is of interest to them and incorporate this information into the plan for next year's programs.
- Aaron stated he needs \$100 petty cash in order to handle the cash transactions for the dinner or raffle tickets. It will be returned to the Treasurer at the end of the year.

**Action Items:**

- All Board members are asked to help find student sponsorships for the May meeting.
  - Aaron Deutsch to receive \$100 petty cash fund to be used for cash transactions at the dinner meeting.
  - Aaron to inform Scott Neithercut to include in Sol\*Air that the May Meeting will be held at Taix's Restaurant.
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**RAFFLE  
AARON DEUTSCH – DIRECTOR****Key Topics:**

- Aaron Deutsch reported he had sent numerous emails asking for raffle prize donations and received very few prizes. He indicated the raffle prizes at the dinners will be limited due to the lack of contributions.
  - Mike Burke suggested in the future placing in the budget approximately \$100 to be used to purchase raffle prizes for each dinner. He felt this would encourage more donations.
  - Aaron suggested it would be helpful next year to have a chair whose only responsibility would be to find raffle prizes donations.
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**PUBLIC RELATIONS and PUBLICITY**  
**SCOTT NEITHERCUT - DIRECTOR**  
**Chair: Stella Zarakhovsky**

Key Topics: None

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**HISTORIAN AND TECHNICAL ADVISOR**  
**JOE ABLAY - DIRECTOR**

Key Topics: None

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**PUBLICATION AND NEWSLETTER**  
**SCOTT NEITHERCUT – DIRECTOR**  
**Chair: Temporary Chair Scott Neithercut**

**Key Topics:**

- Mike Burke stated the Sol\*Air Newsletter was emailed this month and will be emailed in April and May because the printer went out of business.
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**EDWARD H. SCHMIDT GOLF TOURNAMENT - October 27, 2008**  
**JOEY JIRON - DIRECTOR**  
**Co-Chairs: David McKinney**

Key Topics: None

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**SPRING GOLF TOURNAMENT**  
**JOEY JIRON – DIRECTOR**  
**Chair: David McKinney**

**Key Topics:**

- Joey Jiron stated he had not had any response to his survey regarding the Spring Golf Tournament. He said he had received a few verbal commitments and suggested scaling down the tournament.
- Mike Burke stated he wanted to make a motion to cancel the golf tournament because he felt it was too much work, a dilution of what the Chapter is trying to accomplish, and would generate little revenue. There was not a second and therefore no vote.
- Jeffrey Landreth suggested teaming up with other chapters or a joint tournament with CRC. There was a discussion in favor of looking into a joint tournament. Mike Burke asked Joey Jiron to explore the possibility of a joint effort.

**Action Items:**

- Joey Jiron to explore the possibility of a joint golf tournament and email his finding to the Board.
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**SPRING SEMINAR – Date: Friday, March 27, 2009**

**JEFFREY LANDRETH -DIRECTOR**

**Chair: Matt Church**

**Key Topics:**

- Matt Church reported the Spring Seminar expenses are down. Erik Ring has agreed to do the seminar for no charge.
- Matt said the 2% Pay Pal charges were not included in the seminar fees, but the cost will be made up through the elimination of other expenses.
- Matt stated Spring Seminar announcements have been emailed, a flyer will be handed out at the meeting, and an announcement about the event will be made at the dinner meeting.
- Mike Burke asked everyone to make personal calls to encourage attendance at the seminar.

**Action Items:**

- The Board is asked to make personal calls to encourage attendance at the Spring Seminar.
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**STUDENT ACTIVITIES**

**KARINE LEBLANC – PRESIDENT-ELECT**

**Chair: PANDORA LEI**

Key Topics: None

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**RESEARCH PROMOTION**

**DIRECTOR – JOE ABLAY**

**Chair: Michael Kalemkaryan**

Key Topics: None

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**NOMINATIONS**

**Chairman: David Kuo**

**Key Topics:**

- David Kuo reported the Nominating Committee met on February 24, 2009 and had a slate of nominees for the 2009-2010 Board of Directors.
  - The nominees recommended for the 2009-2010 Board will be announced at the dinner meeting.
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**SCHOLARSHIP**  
**NARENDRA AMARNANI - PAST PRESIDENT**  
**Chairs: Ishtiaq Chisti and Clay Lampman**

Key Topics: None

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**HONORS AND AWARDS**  
**NARENDRA AMARNANI – PAST PRESIDENT**

**Key Topics:**

- Mike Burke reported Erin McConahey will be honored at the dinner meeting with a Chapter award for her excellent article in the ASHRAE Journal at the dinner meeting.
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**PAOE POINTS**  
**NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics: None

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**TECHNICAL, ENERGY, & GOVERNMENT ACTIVITIES (TEGA)**  
**NARENDRA AMARNANI – PAST- PRESIDENT**  
**Chair: Dinesh Gandhi**

Key Topics: None

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**WESTERN SECTION**  
**MICHAEL BURKE - PRESIDENT**

Key Topics: None

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**CRC**  
**KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**CHAPTER TECHNICAL TRANSFER COMMITTEE**  
**JOEY JIRON – DIRECTOR**

Key Topics: None



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**REFRIGERATION**  
**ANDY KHECHOUMIAN - DIRECTOR**  
**Chair: Russell Lieu**

Key Topics: None

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**NEXT MEETING DATE:** Tuesday, April 7, 2009 at 4:00 pm at the Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

**Motion No: 3-03-1212:** It was moved and seconded by Karine Leblanc and Jeffrey Landreth, respectively, to adjourn the meeting at 5:40 pm. The motion carried.

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Secretary

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Executive Secretary

