



Engineering For the World We Live In

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

2008-2009

PRESIDENT
J. Michael Burke*

PRESIDENT-ELECT
Karine Leblanc*

SECRETARY
Andy Khechoumian, P.E.*

TREASURER
Jeffrey Landreth*

PAST PRESIDENT
Narendra Amarnani, P. E.*

DIRECTORS
Joe Ablay
Aaron Deutsch*
Joey Jiron*
Scott Neithercut

SOL*AIR EDITOR
Scott Neithercut

Standing Committees

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

Minutes

of the

Board of Directors' Meeting

A California Corporation

January 6, 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 Les Freres Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

J. MICHAEL BURKE - PRESIDENT

Key Topics:

- Michael Burke stated that he would like to address the issue of the application of the By Laws. Specifically, he would like to review the following questions:
 - What constitutes a Board meeting, and how is a Board meeting called?
 - Who can call a special Board meeting?
 - Who has the responsibility for approval and execution of contracts?
 - What is the definition of responsibilities of the Treasurer and Audit committee?
- He commented he felt in the past the Board had not consistently followed the By Laws and felt there is a need to address this issue. He stated the Board should follow the By Laws or if necessary the By Laws need to be changed.

Narendra Amarnani took exception to the comment that in the past the Board had not consistently followed the By Laws.

- Mike reviewed the By Law referring to calling a special meeting.
- There was a discussion whether email motions were in keeping with the By Laws. It was stated email motions have been used for the past number of years and by Society when time is of the essence. Don La Marr suggested contacting Corporate or Regional and providing a written report about the appropriateness of email motions. Jeffrey Landreth was asked to obtain this clarification from Society. It was decided to address this topic at the February meeting after more information is gathered.
- Mike Burke reviewed the By Law referring to the review and signing of contracts. He emphasized any contracts with financial, legal, and/or insurance ramifications need to be presented to the President and the Board for their review and approval. Don La Marr stated the documents should be retained by the Treasurer.
- In regards to contracts, Mike stated he was concerned about liability insurance for ASHRAE events. Narendra Amarnani reported that all liability implications at ASHRAE venues are covered by Society.
- Mike Burke asked the Board members and Past Presidents to support the By Laws and function within the scope of the By Laws.
- Mike reiterated the importance of using the check request forms and good record keeping for bookkeeping and auditing purposes.

Action Items:

- Jeffrey Landreth to prepare a written clarification from Society about the use of email motions.
 - Email motions will be addressed at the February meeting.
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SECRETARY - ANDY KHECHOUMIAN

Key Topics:

- MINUTES OF 12-16-08: The minutes of the December 16, 2008 meeting were reviewed.

Motion No: 1-06-1203: It was moved and seconded by Aaron Deutsch and Karine Leblanc, respectively, to approve the minutes of December 16, 2008 as submitted. The motion carried.

TREASURER – JEFFREY LANDRETH

Key Topics:

- Jeffrey Landreth reviewed the November Treasurer’s Report. He reported all the Action Items in the December minutes had been completed.
- Jeff reviewed the December Treasurer’s Report. He stated the income for the month was good and came from Chapter Dues, the Ed Schmidt Golf

Tournament, and Sol*Air. Jeffrey stated the major expenses were from the Roster and the Membership Promotion mailing. He reported he had not received the final accounting information for the Tri County Dinner, and he will update the December report as soon as the data is received. Don La Marr stated any money received is recorded in the month it is received even though the event may have been in the previous month.

- Aaron Deutsch reported Tri County's portion of the dinner Pay Pal fees will be passed on to them as they did not have a credit card machine.
- There was a discussion about the Edward H. Schmidt Golf Tournament excess. There is a discrepancy between the Tournament records and the Treasurer's Report. David McKinney will work with Jeff to clarify the discrepancy. Mike Burke was concerned about retaining the excess in the ASHRAE account. Don La Marr stated the excess isn't a tax issue for the present and can be moved to the Scholarship Fund near the end of the fiscal year. Mike Burke will contact the accountant Ernie Hicks to confirm the disposition of the tournament excess.
- There was a discussion on whether Pay Pal charges for specific events should be included in Expense Pay Pal Charges (#72210). It was decided that big events, such as the Ed Schmidt Golf Tournament, would be charged to the event or listed separately in the Treasurer's Report.
- It was agreed followed through on a prior commitment to reimburse Kacie McLamb for CRC expenses incurred last year.

Action Items:

- The December Treasurer's Report will be updated and reviewed for approval at the February meeting.
- Kacie McLamb will be reimbursed for CRC expenses incurred last year.
- David McKinney and Jeff Landreth to clarify the Golf Tournament discrepancy.
- Pay Pal charges from specific larger ASHRAE events will be charged to the event or listed separately in the Treasurer's Report.
- Karine Leblanc to confirm the advertising income for Income Website (#40710).
- Mike Burke to contact Ernie Hicks to confirm the disposition of the Ed Schmidt Tournament excess.

Motion No: 1-06-1204: It was moved and seconded by Karine Leblanc and Andy Khechoumian, respectively, to approve the November Treasurer's Report as corrected. The motion carried.

MEMBERSHIP

JOE ABLAY- DIRECTOR

Chairs: Jai Agaram, Susan Chen, and Jim Toda

Key Topics:

- Jim Toda reported the membership mailing and phone calls had been successful.

- He stated there have been 5 new Society and Chapter members. Narendra Amarnani stated this will earn PAOE points.
- He asked all Board members and Past Presidents to continue making phone calls to those who have not paid their membership.
- Board members were asked to give to Jim Toda the names of members who have moved, have disconnected numbers, or are deceased in order to update the mailing list.
- The names of deceased members will be sent to Karine Leblanc for the Website and to Scott Neithercut to be listed in Sol*Air.

Action Items:

- All Board members and Past Presidents are asked to continue making phones to unpaid members.
 - Jim Toda will send an email to all Board members asking them to advance from Associate Member to Full Member.
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ROSTER – ANDY KHECHOUMIAN
Product Directory – Chad Herrick

Key Topics:

- Andy Khechoumian reported the remaining Rosters will be mailed to the new members.
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BUDGET AND AUDIT
JEFFREY LANDRETH - TREASURER
Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENT
JEFFREY LANDRETH - TREASURER
Chair: PHIL TRAFTON

Key Topics: None

WEBSITE
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

PROGRAMS
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

INSTALLATION DINNER
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Mike Burke asked Karine Leblanc to send a copy of the Installation Dinner contract to Jeffrey Landreth in order for the Treasurer to anticipate cash flow.
 - Don La Marr stated all financial contracts need to be filed with the President and retained by the Treasurer.
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ATTENDANCE & RECEPTION
AARON DEUTSCH – DIRECTOR

Key Topics:

- Aaron Deutsch reviewed the attendance for the November Tri County Meeting. Aaron stated he will email the dinner numbers to the Board. The Tri County Meeting was considered a success because the attendance was slightly higher than expected. Table Tops were down from last year.
- The attendance for the January meeting will be down. He stated the attendance was poor because many companies are no longer subsidizing the dinners due to the economy.
- He reported the March meeting will be held at the Proud Bird.

Action Items:

- Aaron Deutsch to send Tri County dinner numbers to the Board.
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RAFFLE
AARON DEUTSCH – DIRECTOR

Key Topics:

- Aaron Deutsch reported he had little response to the email about raffle prize donations.
 - Aaron stated he had 5 prizes for January and 2 for February.
 - He commented high end prizes encourage more raffle ticket purchases.
 - Aaron stated he had sent an email to 14 people asking them to commit to 2 raffle prizes each. Karine Leblanc suggested that Bob Brennan send out an email asking for dinner raffle prizes donations.
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PUBLIC RELATIONS and PUBLICITY
SCOTT NEITHERCUT - DIRECTOR
Chair: Stella Zarakhovsky

Key Topics:

- Mike Burke thanked Clay Lampman and Stella Zarakhovsky for placing a synopsis of an article on Energy Efficiency by William Harrison in Indoor Comfort.
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HISTORIAN AND TECHNICAL ADVISOR
JOE ABLAY - DIRECTOR

Key Topics:

- A Technical article will be submitted for the February Sol*Air.
 - Joe Ablay will give an update in February on the Legacy of J.L. Hengstler and Associates historical article
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PUBLICATION AND NEWSLETTER
SCOTT NEITHERCUT – DIRECTOR
Chair: Temporary Chair Scott Neithercut

Key Topics: None

EDWARD H. SCHMIDT GOLF TOURNAMENT - October 27, 2008
JOEY JIRON - DIRECTOR
Co-Chairs: David McKinney
Key Topics: None

SPRING GOLF TOURNAMENT
JOEY JIRON – DIRECTOR
Chair: David McKinney

Key Topics:

- There was a discussion as to whether to have the Spring Golf Tournament. Aaron Deutsch recommended the Chapter defer the tournament to May and to reevaluate the decision in March. An email will be sent to the members to inquire who is interested in the Spring Golf Tournament if it is moved to May and if they would be willing to commit to the golf tournament.
- A short article will be submitted in the February issue of Sol*Air.

Action Items:

- An email will be sent to members to inquire if they would be interested in the Spring Golf Tournament if it is postponed until May and if they would be willing to commit to the tournament.
 - A short article on the Spring Golf Tournament will be submitted in the February issue of Sol*Air.
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SPRING SEMINAR – Date: Saturday, March 14, 2009**JEFFREY LANDRETH -DIRECTOR****Chair: Matt Church****Key Topics:**

- Jeffrey Landreth reported on the progress the Spring Seminar.
- He stated the speaker Erik Ring will charge \$40 to \$50 per person. Matt Church recommended holding the seminar at Taix Restaurant for \$35 per person. This will include the space, Pay Pal expenses, and the food which will include breakfast and lunch. The total cost for the Chapter would be \$85 per person. He stated The Gas Company will be holding the same seminar and will be charging \$350. Jeffrey stated the Chapter could charge \$250. Matt Church is looking into educational credit.
- Karine Leblanc suggested holding the seminar at the Energy Resource Center in order to save on costs. Jeff indicated the costs of providing breakfast and lunch at the ERC would be approximately \$20.
- Narendra Amarnani expressed concern about the possibility of infringing on USGBC regulations by using their approved instructor. It was decided that Matt Church should check with Ron Sweet to help clarify if this is a conflict.

Action Items:

- Jeffrey Landreth and Matt Church to gather more information and make final decisions for the Spring Seminar.
 - If Board members have any suggestions for the Spring Seminar, they are asked to email them to Jeffrey Landreth and Matt Church.
 - Matt Church to confirm if attendees will receive educational credit for seminar.
 - Matt Church to check with Ron Sweet to clarify if the Chapter is infringing on USGBC regulations by using their approved instructor.
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STUDENT ACTIVITIES**KARINE LEBLANC – PRESIDENT-ELECT****Chair: PANDORA LEI****Key Topics:**

- Mike Burke stated YEA will be addressed next month.
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**RESEARCH PROMOTION
DIRECTOR – JOE ABLAY
Chair: Michael Kalemkaryan**

Key Topics: None

**SCHOLARSHIP
NARENDRA AMARNANI - PAST PRESIDENT
Chairs: Ishtiaq Chisti and Clay Lampman**

Key Topics: None

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

Key Topics:

- Narendra Amarnani reported he would like to recognize Erin McConahey for her article in the ASHRAE Journal.
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**PAOE POINTS
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics:

- Amar stated the Chapter had earned the following PAOE Points:
Chapter Operations = 590 Par = 500
CTTC = 10 Par = 750
Historian = 200 Par = 200
Membership= 275 Par = 485
Student Activities = 0 Par = 500
 - Amar and David Kuo asked Board members to advance from an Associate Member to a Full Member.
 - Amar stated more needs to be accomplished with Student Activities.
 - Amar asked the Committee Chairs to notify him if they are doing any work on a National basis as this will earn PAOE points for the Chapter.
 - He would also like to be notified who will be attending the ASHRAE Winter Conference in Chicago for additional PAOE points.
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**TECHNICAL, ENERGY, & GOVERNMENT ACTIVITIES (TEGA)
NARENDRA AMARNANI – PAST- PRESIDENT
Chair: Dinesh Gandhi**

Key Topics: None

**WESTERN SECTION
MICHAEL BURKE - PRESIDENT**

Key Topics: None

**CRC
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

**CHAPTER TECHNICAL TRANSFER COMMITTEE
JOEY JIRON – DIRECTOR
Chair: Temporary Chair Joey Jiron**

Key Topics: None

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

Key Topics: None

NEXT MEETING DATE: Tuesday, February 3, 2009 at 4:00 pm at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California

Motion No: 1-06-1205: It was moved and seconded by Joey Jiron and Andy Khechoumian, respectively, to adjourn the meeting at 5:40 pm. The motion carried.

Secretary

Executive Secretary

