



Engineering For the World We Live In

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

2007-2008

Standing Committees

PRESIDENT  
Narendra Amarnani,  
P.E.\*

PRESIDENT-ELECT  
Michael Burke\*

SECRETARY  
Karine Leblanc\*

TREASURER  
Andy Khechoumian,  
P.E.\*

PAST PRESIDENT  
David M. Kuo, P.E.\*

DIRECTORS  
Aaron Deutsch\*  
Joey Jiron\*  
Jeffrey Landreth\*  
Russell J. Lieu, P.E.\*

SOL\*AIR EDITOR  
Scott Neithercut\*

EXECUTIVE  
SECRETARY  
Mrs. Sue Colvin\*  
P.O. Box 80133  
San Marino, CA 91118

Jai Agaram  
Sudhir Agrawal  
Bob Brennan  
Ryan Celaya  
Susan Chen  
Ishtiaq Chisti  
Mike Gallagher  
Chad Herrick  
Don La Marr  
Clay Lampman  
Pandora Lei  
Michael Levin  
Alex Munoz  
Ralph Panting  
Rene Peters\*  
Mike Taylor  
Phil Trafton\*  
Jim Winkles

Minutes  
of the  
Board of Directors' Meeting  
A California Corporation  
January 8, 2008

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

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KARINE LEBLANC – SECRETARY

1-08-08 MINUTES: The minutes of the December 18, 2007 meeting were reviewed.

Discussion: Jeffrey Landreth questioned if his name as Director for the Historian, Ralph Panting, was an error. It was clarified that it was not an error, and it should not be additional work for him. David Kuo offered his help, if needed.

Motion No: 1-08-1152: It was moved and seconded, by David Kuo and Aaron Deutsch, respectively, to approve the December 18, 2007 meeting minutes as submitted. The motion carried.

ACTION ITEMS:

- None

2-5-08 Discussion:

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Roster – Karine Leblanc  
Product Directory – Chad Herrick

1-08-08: Karine Leblanc reported the Product Directory is in good shape. She stated a mailing and an email would be sent to all people who have not paid their dues. Karine will send these notices by the end of next week.

Discussion: Aaron Deutsch offered to obtain the email addresses by phone for those members with unknown email addresses. Narendra Amarnani stated if a member has not paid their dues by the end of the year, they will be dropped from the roster. This statement will be included in the notices mailed or emailed.

David Kuo pointed out the chapter is doing a good job of getting attendance at the meeting, but an opportunity is being missed for pushing membership at the door. Karine Leblanc suggested the members be encouraged to pay their \$50 membership at the door and receive their dinner for \$35, rather than pay \$50 for their meal. David Kuo said a list of members needs to be provided to the people at the door. Aaron Deutsch commented if the paid membership list is provided, those who are not members can be approached to become members and given a membership form at that time. Narendra Amarnani said he would email the membership form to Mike Burke in preparation for the February meeting. Mike Burke said he would have 50 copies ready for the next meeting.

**ACTION ITEMS:**

- Karine Leblanc will send dues notices by mail and email by the end of next week.
- Karine will include in the mailing the statement that the member's name will be dropped from the roster if the dues are not paid by the end of the year.
- Karine Leblanc will send a list of members with unknown email addresses to Aaron Deutsch.
- Aaron Deutsch will obtain email addresses by phone for members with unknown email addresses.
- Karine Leblanc will mail the current membership list to Aaron Deutsch.
- Aaron Deutsch will use the membership list and membership forms at the door of the February meeting to approach those who have not renewed their membership.
- Narendra Amarnani will email the membership form to Mike Burke.
- Mike Burke will have 50 copies of the application form for the February meeting.

Motions: None

2-05-08 Discussion:

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Ballots – Karine Leblanc

Discussion: None

ACTION ITEMS:

- None

Motions: None

2-05-08 Discussion:

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Karine Leblanc  
Public Relations – Chair TBA

1-08-08: Narendra Amarnani asked for Public Relations suggestions.

Discussion: David Kuo pointed out the Women’s Engineer’s Night would qualify as Public Relations for PAOE points. Aaron Deutsch offered to send an email to all the female building property managers. He stated over one-half of the property managers are female, and as a result, 25-30 women might attend the February meeting. Karine Leblanc stated she would select a Public Relations Chairperson from the Committee Choice List. Karine proposed everyone take pictures of people at their dinner tables so they can be placed in Sol\*Air. This would show everyone having a good time and would be good Public Relations.

ACTION ITEMS:

- Aaron Deutsch to send an email to all female building property managers to promote Women’s Engineer’s Night.
- Karine Leblanc to recruit a Public Relations Chairperson from the Committee Choice List.
- Everyone encouraged to take pictures during dinners for Sol\*Air as a means of Public Relations.

Motions: None

2-05-08 Discussion:

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Home Page – Karine Leblanc

1-08-08: Karine Leblanc stated there has been very good use of the website, and the majority of people registered for the meeting on the website.

Discussion: Narendra Amarnani asked for any suggestions on ways to improve the website. He suggested there be a side discussion exploring how to revamp the website. Karine Leblanc felt it should not be a priority at this time but could possibly be discussed in the summer. Phil Trafton proposed a Scholarship Page be placed

on the website that would state the scholarships that are available in order to promote interest. The website would pop-up when students are doing a Google search for Scholarships. Karine Leblanc stated the winner's name, picture, and school could be put on the website and would promote additional interest. Narendra Amarnani suggested having an Obituary Column on the Website to acknowledge deaths of ASHRAE members within a few days of our being notified. Aaron Deutsch mentioned since there are so many Life Members, there could be an article in Sol\*Air giving a historical viewpoint of ASHRAE. Mike Burke stated if historical articles were needed, he could possibly be of help.

#### ACTION ITEMS:

- Phil Trafton to provide information on Scholarships that are available to Karine Leblanc for the website.
- Create an Obituary Column for the website.
- Look into providing historical articles for Sol\*Air.
- Send ideas or articles for website to Karine Leblanc.

Motions: None

2-05-08 Discussion:

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#### TREASURER – ANDY KHECHOUMIAN

1-08-08: Andy reported the corrections were made to the November Treasurer's Report. The correction of the \$425 for Scholarship Donation will be taken care of next month with a debit of \$120 from that account. Andy questioned the \$25 charge from Bank of America on the credit card account.

Discussion: Karine Leblanc explained the Bank of America charges are for not reaching the minimum for credit card charges. She offered to contact Andy and help clarify these charges. There was a discussion whether to use PayPal for these charges. It was stated that PayPal does not give a specific accounting of the charges, and it would be difficult for the Treasurer to keep an accounting for the Treasurer's Report. It was suggested to check into the costs of each system, including American Express. Narendra Amarnani suggested discussing these charges further at another time and looking into paying charges on line after considering costs and accounting problems.

Andy Khechoumian stated the December Treasurer's report only includes the financial information from the Tri County meeting that has been received to date. Under Income Accounts, Dinner (40300), the \$2,250 includes Table Tops plus dinner credit card charges. There was \$1,000 from Table Tops. There were no expenses as Tri County pays the expenses and sends the proceeds to the Chapter. More financial information is expected from Tri County as the accounts are reconciled. The Sol\*Air expenses (70600) were \$700.

Discussion: Aaron Deutsch commented there could have been more Table Tops but there wasn't enough room given the space provided. There was a discussion about the Sol\*Air expenses. Scott Neithercut explained there is a \$35 per page charge whether there are changes to the page or not. This has been the practice in the past. Narendra Amarnani asked about any expected upcoming expenses. Phil Trafton stated there was the prepayment for the Proud Bird in February, and Aaron Deutsch said he had purchased an American flag to take to the meetings since some venues did not have a flag. Phil Trafton discussed Scholarship Investments. He stated the stock market was not stellar, but the investments were holding their own. He expects a downturn for a while. The goal is for the fund to grow, so larger scholarships can be awarded. Mike Burke questioned whether any changes would be made in the portfolio. Phil Trafton stated the portfolio is very diverse, but he welcomes any comments. He will weigh them and discuss the suggestions with the other members of the committee. However, at this point, he does not have plans to change anything.

Motion No. 1-08-1153: It was moved and seconded by Karine Leblanc and David Kuo, respectively, to receive the December Treasurer's Report as submitted. The motion carried.

#### ACTION ITEMS:

2-05-08 Discussion:

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#### NARENDRA AMARNANI – PRESIDENT

1-08-08: Narendra Amarnani announced Jeffrey Landreth was on the ASHRAE website in New Faces in Engineering. The Board congratulated him for this accomplishment.

ACTION ITEMS: None

Motions: None

2-05-08 Discussion:

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#### MIKE BURKE – PRESIDENT-ELECT

##### Programs

1-08-08: Mike Burke summarized the upcoming meetings. The February meeting is filled. The March meeting has speakers whose topics complement each other. The meeting in April will not have a Technical Session, but it will have 3 Presentations by Utilities. Russell Lieu will not be the speaker at the April meeting, however Bob Levine, Russell Lieu's colleague, will be one of the speaker that night.

Discussion: Karine Leblanc asked Mike Burke to email Scott Neithercut about the change in speaker for the April meeting, so he can make the change in Sol\*Air. Narendra Amarnani asked Mike Burke to send bio and picture of the speakers for Sol\*Air. Russell Lieu will send the topic of Bob Levine's speech to Scott Neithercut. Andy Khechoumian stated he had looked into a venue in Glendale, but he found the restaurant's room was too small, lacked equipment, and had inadequate parking. Amar stated finding a restaurant in Glendale was an effort to accommodate the many members who live in Glendale and the San Fernando Valley. He said Taix's is available for the May meeting, if needed. Phil Trafton said members on the Westside have trouble getting to Taix's, however Taix's is central to most, they are accommodating, and their pricing has been stable. He also felt occasional changes are good. Aaron Deutsch said members in Simi Valley and Ventura have an easier time getting to the Glendale/Burbank area. Phil Trafton pointed out the Chapter pays for the students in May, and the cost of the dinner needs to be considered. Amar asked Andy to try to find a place for May that can hold 100 people and provides a bar setup. This information is needed by the February meeting. Andy asked for help finding a location for the May meeting.

**ACTION ITEMS:**

- Mike Burke to email Scott Neithercut about change in speaker for the April meeting.
- Mike Burke to send bio and picture of the speakers for Sol\*Air.
- Russell Lieu will send the topic of Bob Levine's speech to Scott Neithercut.
- Andy Khechoumian, with the help from others, will find a location for the May meeting by the February meeting.

Motions: None

2-05-08: Discussion

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JEFFREY LANDRETH - DIRECTOR  
Historian – Ralph Panting

1-08-08:

Discussion: None

ACTION ITEMS: None

Motion: None

2-05-08 Discussion:

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JEFFREY LANDRETH - DIRECTOR

## Spring Seminar – TBA

1-08-08: Jeffrey Landreth reported he had discussed the Spring Seminar with Erin McConnahey. Erin had suggested site tours with speakers and discuss projects in the area.

Discussion: Narendra Amarnani stated the seminar should be more educational and technical in order to get continuing education credit for license. It was pointed out that if the seminar qualifies for educational credit, it would be an attraction for members to attend. Mike Burke suggested it was learned from last year's experience that an early start in promoting the seminar would be helpful. Karine Leblanc felt it was important to have a location that doesn't charge such as ARUP that holds 80 people. Phil Trafton stated Trane had offered its facilities that hold about 120 people. Amar asked Jeffrey to pick 2-3 general topics and email ideas to BOD. Mike Burke pointed out information on the Spring Seminar needs to be in Sol\*Air in February.

### ACTION ITEMS:

- Jeffrey Landreth to find a location for Spring Seminar.
- Jeffrey Landreth to pick 2-3 general topics and email to BOD.
- Jeffrey Landreth will send information about Spring Seminar for Sol\*Air.

Motion: None

2-05-08 Discussion:

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## JEFFREY LANDRETH - DIRECTOR

Student Activities – Pandora Lei

1-08-08: Jeffrey Landreth reported 4 tours are planned for National Engineer's Week. He has 2 schools confirmed, 3 more schools are working out plans, and more schools are being contacted. As of now, around 100 students will attend. He asked that recommendations for speakers or topics be sent to him. Jeffrey stated he still needs help with the venue at the Convention Center as no students are signed up there. He also asked for suggestions for additional schools to be contacted.

Jeffrey reported he has been in contact with Cal Poly, San Luis Obispo, and they would like some speakers for on site program. Erin McConnahey was requested for a January 31 program at Cal Poly. There will be another speaker in April, but plans are not complete yet.

Discussion: Karine Leblanc suggested putting the names of the schools that are attending in Sol\*Air. It could be sent to the schools to promote interest. Narendra Amarnani suggested encouraging girls to attend E-Week. Karine Leblanc offered to give a speech to promote interest in engineering to the girls and suggested Pandora Lei might also give a presentation. Aaron Deutsch offered to contact schools in the Beverly Hills/Los Angeles area about the Convention Center venue.

ACTION ITEMS:

- Jeffrey Landreth to complete plans with schools for National Engineer's Week.
- Contact Jeffrey with ideas for additional schools to contact.
- Jeffrey Landreth will put names of schools in attendance in Sol\*Air.
- Karine Leblanc to give speech to girls at E-Week.
- Pandora Lei to be contacted about speech to girls at E-Week.
- Recommendations for speakers and topics to be sent to Jeffrey Landreth.
- Aaron Deutsch to contact Beverly Hills/Los Angeles schools about E-Week.

Motions: None

2-05-08 Discussion:

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JOEY JIRON - DIRECTOR  
Attendance & Reception – Aaron Deutsch

1-08-08:

ACTION ITEMS: None

Motions: None

2-05-08: Discussion

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JOEY JIRON - DIRECTOR  
Sol\*Air – Scott Neithercut

1-08-08: Scott Neithercut stated he needs articles for the February issue of Sol\*Air by Monday, January 14. Scott said he would write an article about the ASHRAE National Winter Meeting that he will be attending.

Discussion: Karine Leblanc suggested Scott take pictures at the meeting and email them to her to put on the website.

ACTION ITEMS:

- Articles needed for the February issue of Sol\* Air by January 14.
- Scott Neithercut to write article about ASHRAE National for Sol\*Air.
- Scott Neithercut to take pictures at ASHRAE National and email to Karine Leblanc.

Motions: None

2-05-08: Discussion:

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JOEY JIRON - DIRECTOR  
Golf Tournament – Rene Peters

1-08-08: Rene Peters stated no one has signed up for the Golf Tournament. There has been a flyer in Sol\*Air. He asked each Board Member to sign up for a foursome. Even though some do not play golf, they know someone who does. It is important to get people on board early in order to save the date. Rene asked if anyone had brought anything for the raffle.

Discussion: Aaron Deutsch reported that he had brought two bottles of wine for the raffle.

ACTION ITEMS:

- Each Board Member asked to sign up for a foursome.
- Raffle donations requested.

Motions: None

2-05-08 Discussion:

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AARON DEUTSCH - DIRECTOR  
Resource Promotion – Alex Munoz

1-08-08: Aaron Deutsch reported the hors d'oeuvres were sponsored by Mike Burke. Aaron made suggestions for developing Resource Promotion. He suggested a member could sponsor 10 dinners and have a small Table Top at the dinner. A member could sponsor students who normally are an expense to the chapter. The chapter could charge for the Table Tops.

Discussion: Karine Leblanc suggested it would be best to charge for the Table Tops. After a discussion, it was decided the Table Tops could be sponsored for \$150 each up to 3 Tables. Aaron Deutsch stated the sponsor for the hors d'oeuvres would have the opportunity to have a Table Top. Karine requested this information be placed in Sol\*Air.

ACTION ITEM:

- Table Tops to be charge \$150 per Table.
- Aaron Deutsch to place Table Top motion information in Sol\*Air.

Motion No. 1-08-1154: It was moved and seconded by Aaron Deutsch and Mike Burke, respectively, to have up to 3 Table Tops at \$150 per table per ASHRAE dinner. The motion carried.

2-05-08 Discussion:

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JEFFREY LANDRETH - DIRECTOR  
Scholarships – Ishtiaq Chisti, Clay Lampman

1-08-08:

Discussion: None

ACTION ITEMS: None

Motions: None

2-05-08 Discussion:

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DAVID KUO – PAST PRESIDENT  
Honors and Awards

1-08-08:

Discussion: None

ACTION ITEMS: None

Motions: None

2-05-08 Discussion:

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RUSSELL LIEU - DIRECTOR  
Chapter Technology Transfer Committee – Michael Taylor

1-08-08:

ACTION ITEMS: None

Motions: None

2-05-08 Discussion:

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RUSSELL LIEU - DIRECTOR  
PAOE Points – Narendra Amarnani

1-08-08:

Discussion: None

Motions: None

2-05-08 Discussion:

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RUSSELL LIEU - DIRECTOR  
Refrigeration – Jim Winkle

1-08-08:

Discussion: None

ACTION ITEMS: None

Motions: None

2-05-08 Discussion:

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Motion No: 1-08-1155: It was moved and seconded by David Kuo and Jeffrey Landreth, respectively, to adjourn the meeting at 5:25 PM. The motion carried.

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Secretary

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Executive Secretary

\* Denotes those in attendance

