



Engineering For the World We Live In

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

2009-2010

Standing Committees

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Sudhir Agrawal

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Margaret Motagally  
Ron Sweet  
Phil Trafton\*  
Stella Zarakhovsky

SOL\*AIR EDITOR  
Christopher Zabaneh\*

Minutes

of the

Board of Directors' Meeting

A California Corporation

January 12, 2010

\*Denotes those in attendance

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

The meeting was called to order at 4:15 p.m. by Karine Leblanc at Taix French Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

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**PRESIDENT - KARINE LEBLANC**

**OPENING COMMENTS**

**Key Topics:**

- Karine Leblanc reported ASHRAE Society has an optional service to invoice and collect members' Society and Chapter dues at the same time. She commented using this service would save the Chapter mailing costs and be more convenient for members to pay their Society and Chapter dues at one time. Society will reimburse the Chapter for the dues collected on a monthly basis. This service will begin with the 2010/2011 fiscal year billing. Karine stated the decision to use this service needs to be made at the February 2 meeting in order to meet Society's deadline.
- There was a discussion about the positive aspects and the ramifications of using this service. Concern was expressed about how to handle the publication and

distribution of the Roster if members pay throughout the year on their anniversary date. There was a motion made to have Society begin collecting dues for the Southern California Chapter but still use email notices for Chapter members not assigned to the SoCal area. It was suggested that all members be notified by email of this change in payment. A decision was made to table the motion on this service until the February meeting. Karine will research a way to handle the concern about the publication and distribution of the Roster.

- Karine reported the vast majority of people are using “credit card on site” when indicating dinner payment. She stated this is very time consuming and causes confusion. Karine suggested members pay for their dinner by Pay Pal prior to the meeting or pay by cash or check only at the door. There would be not more credit card purchases. If the prepaid member cannot attend the meeting, the payment will be extended to a future meeting. The Board agreed this would be the new policy for the dinner payment. Chris Zabaneh will place a notice of this new payment method in Sol\*Air and on the website.

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## **PRESIDENT-ELECT – ANDY KHECHOUMIAN**

### **PROGRAMS**

#### **Key Topics:**

1. Andy Khechoumian reviewed the scores for the December Program Evaluation.
2. Karine asked Andy to send the December Program Evaluation to Society in order to receive PAOE Points for having a Distinguished Lecturer.
3. Andy indicated he had the February speaker’s bio, but he is waiting for the picture.

#### **Action Items:**

1. Andy Khechoumian to send the February speaker’s picture.
2. Andy to send December Program Evaluation to Society to earn Distinguished Lecturer PAOE Points.

### **INSTALLATION DINNER – June, 2010**

#### **Key Topics:**

1. Andy Khechoumian reported he is considering holding the Installation Dinner on Friday, June 25, 2010 because the cost would be less on a Friday night. He is hoping to keep the cost to approximately \$75 per person.

#### **Action Items:**

1. Andy Khechoumian will explore a new location for the Installation Dinner and establish a budget and date.
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## SECRETARY – JEFFREY LANDRETH

### MINUTES OF 12-01-2009

- The Minutes of the December 1, 2009 meeting were reviewed. Karine Leblanc stated the cost for Installation Dinner should be a *maximum* of \$150 per person.

**Motion No.1-12-1240:** It was moved and seconded by Jeffrey Landreth and Scott Neithercut, respectively, to approve the Board Meeting Minutes of December 1, 2009 as corrected. The motion carried.

### ROSTER

**Key Topics:** None

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## TREASURER – AARON DEUTSCH

### TREASURER'S REPORT

#### Key Topics:

1. Aaron Deutsch reviewed the September Treasurer's Report. A motion was made to approve the September Treasurer's Report.
2. Aaron Deutsch reviewed the October Treasurer's Report. Aaron reported the Dinner Income (#40300) and Scholarship Donation – Raffle (#40400) are incomplete because the dinner receipts and the Pay Pal receipts have not reconciled. Aaron will compare the Dinner Excel sheet with the Pay Pal deposits and complete the report. Aaron will determine the amount for Sol\*Air Income (#40500) and delete the amount for Resource Donation Income (#41100). The amounts under Chapter Stationery Expense (#70200) and Printing and Mailing Expense-Sue Only will be clarified. Aaron will email the completed report to the Board for their approval by email.
3. Aaron reviewed the November Treasurer's Report. Aaron will confirm the final amounts for Dinner Income (#40300) and Scholarship Donation – Raffle Income (#40400) after credit card payments are complete. Aaron will clarify the amount for the Website Expense (#70420) and the Dues Notice Expense (#72500). He will email the completed November Treasurer's Report to the Board for their email approval.
4. The December Treasurer's Report will be reviewed at the February meeting.
5. Phil Trafton inquired if Edison had been billed for their contribution to the publication of Sol\*Air. Edwin Hornquist will inquire about the name and phone number of the contact person at Edison, and Aaron will send a bill to Edison.

#### Action Items:

1. Aaron will reconcile amounts and finalize the October Treasurer's Report.
2. Aaron will confirm amounts and finalize the November Treasurer's Report

3. Aaron to email the completed October and November Treasurer's Report to the Board for their email approval.
4. Edwin Hornquist will send the name and phone number of the Edison contact person to Aaron in order to bill Edison for their contribution to Sol\*Air publication.

**Motion No.1-12-1241:** It was moved and seconded by Jim Toda and Jeffrey Landreth, respectively, to approve the September Treasurer's Report as submitted. The motion carried.

## **BUDGET AND AUDIT**

**Chair: Phil Trafton**

**Key Topics:** None

## **FINANCE INVESTMENTS**

**Chair: Phil Trafton**

**Key Topics:**

1. The January Scholarship Investment Report was distributed for the Board's review.

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## **DIRECTOR – SCOTT NEITHERCUT**

## **NEWSLETTER**

**Editor: Christopher Zabaneh**

**Key Topics:**

1. Christopher Zabaneh reviewed the January Sol\*Air and stated there were four technical articles for this issue. He had made a few changes to the layout and the darkness of the background in order to improve readability.
2. It was emphasized Sol\*Air would have a full page each month for the Lifetime Achievement Award Honoree.
3. The February Sol\*Air cut off date will be January 15.
4. It was stated that there was a need to establish a maximum of number of pages per issue of Sol\*Air in order to keep on budget for the rest of the year.
5. Scott Neithercut suggested encouraging more advertisements for Sol\*Air in order to increase the Sol\*Air's budget.
6. Karine reported there will be an article in next month's Insight regarding all the Lifetime Achievement Awards given by the Chapter.

## **PUBLIC RELATIONS**

**Co-Chairs: Christopher Zabaneh and Stella Zarakhovsky**

**Key Topics:** None

## **WEBSITE**

**Chair: Karine Leblanc**

**Key Topics:** None

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**DIRECTOR – JIM TODA**

**MEMBERSHIP PROMOTION**

**Chair: Jim Toda**

**Key Topics:**

1. Jim Toda reported there was one new Chapter member in December. The new member is James Valiensi.
2. It was decided new members will receive name tags even though it may put Membership Promotion over budget. The cost of the name tag will be covered by the member's Chapter dues.

**ATTENDANCE & RECEPTION**

**Chair: David McKinney**

**Key Topics:**

1. Karine Leblanc reported there is a change in the Attendance and Reception procedure. She stated Monique Kinney will take care of the Excel sheet, numbers, and payment for the dinner reservations in order to expedite accounting since she works directly with Aaron Deutsch. David McKinney will assist Monique with the Attendance and Reception.

**EMAIL**

**Chair: Karine Leblanc**

**Key Topics:** None

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**DIRECTOR – EDWIN HORNQUIST**

**CHAPTER TECHNICAL TRANSFER COMMITTEE**

**Co-Chairs: Edwin Hornquist and Andy Khechoumian**

**Key Topics:**

1. Edwin Hornquist stated Technology Awards submissions were due by March. This is an award to recognize ASHRAE members who have designed and conceived innovative technology concepts. Edwin will promote the submissions for Technology Award candidates at the dinner and in Sol\*Air.

## **REFRIGERATION TOUR – April, 2010**

**Chair: Sean Gouw**

### **Key Topics:**

1. Sean Gouw reported the Refrigeration Tour Speaker Doug Scott is confirmed, but Sean and Doug have been unable to connect to decide on a date and location. Karine suggested a good date would be near the beginning of April or the end of March.

### **Action Items:**

1. Sean Gouw to set a date and location for the Refrigeration Tour.

## **SPRING SEMINAR – April 22, 2010**

**Co-Chairs: Matt Church and Jeffrey Landreth**

### **Key Topics:**

1. Matt Church and Jeffrey Landreth distributed a draft of the Spring Seminar brochure. The event will be a half day seminar with two speakers and held at the Energy Resource Center. Karine asked that the receipt for the speaker's airfare be sent to Aaron Deutsch in order for the Chapter to be reimbursed. It was reported the Spring Seminar should bring in approximately \$40-\$50 per person because costs have been cut. The expected attendance is 50-60 people. One of the speakers is arriving the morning of the seminar. As a precaution, a back up speaker will be found in case there is a flight delay.

### **Action Items:**

1. Matt Church to send airfare receipt to Aaron Deutsch.

## **RESEARCH PROMOTION – Kings Game – March, 2010**

**Chair: Michael Hass**

### **Key Topics:**

1. Michael Hass reported Research Promotion is just under 30% of goal, and the Chapter will need to raise \$2300 per month to reach the target by June.
2. There was a discussion about which weekend night would be best for the Kings Game and where to hold the pregame event. Mike will make a decision and arrangements for the Research Promotion event.

### **Action Items:**

1. Michael Hass to make decision and arrangements for the Kings Game.
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## **DIRECTOR - MATT CHURCH**

### **STUDENT ACTIVITIES – E-Week – February 15-19th**

**Co-Chairs: Matt Church, Christine Cloutier, and Margaret Motagally**

#### **Key Topics:**

1. Christine Cloutier reported on the attendance for National Engineers Week. She stated there were no responses for the UCLA Cogeneration Plant tour, so she will contact Cal Poly to see if they are interested. Twenty students from Valencia High School responded for the Edison CTAC Tour, and 50 students responded from Whittier Christian High School for the Dawson Company Tour.

#### **Action Items:**

1. Christine Cloutier will contact Cal Poly to see if they are interested in the tour of the UCLA Cogeneration Plant.

### **HISTORIAN**

**Chair: Joe Ablay**

**Key Topics:** None

### **GOLF TOURNAMENT - May 7, 2010**

**Co-Chairs: Joey Jiron and Omar Chamma**

#### **Key Topics:**

1. Joey Jiron reported the deposit for the May Golf Tournament will be sent to Brookside Golf Course this week. Joey indicated he was planning on 70 people attending at \$72 per person. Karine suggested being more conservative with the minimum number of people in order to be sure the minimum is met. Joey will ask Brookside about the minimum and maximum number required for the tournament. Karine asked to have a flyer and the golf tournament information by the next meeting. David McKinney reported he had the tee signs which could be used again this year.

#### **Action Items:**

1. Joey Jiron to bring to the next meeting the information for the minimum and maximum number required for the golf tournament.
2. Joey to bring a draft of the golf flyer to the next meeting.

### **SCHOLARSHIP**

**Co-Chairs: Ishtiaq Chisti and Clay Lampman**

**Key Topics:** None

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**PAST PRESIDENT – NARENDRA AMARNANI**

**HONORS AND AWARDS**

**Chair: Phil Trafton**

**Key Topics:** None

**PAOE POINTS**

**Key Topics:** None

**WESTERN SECTION**

**Key Topics:**

1. Jim Toda reported Scott Neithercut will attend the February Western Section meeting in Santa Barbara.
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**NEXT MEETING DATE:** Tuesday, February 2, 2010 at 4:00 PM at the Taix French Restaurant, 1911 Sunset Boulevard, Los Angeles, California

**Motion No: 1-12-1242:** It was moved and seconded by Chris Zabaneh and Edwin Hornquist, respectively, to adjourn the meeting at 5:45 p.m. The motion carried.

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Secretary

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Executive Secretary