



Engineering For the World We Live In

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

2010-2011

Standing Committees

PRESIDENT  
Andy Khechoumian, P.E.\*

Joe Ablay  
Sudhir Agrawal  
Narendra Amarnani

PRESIDENT-ELECT  
Jeffrey Landreth

Ishtiaq Chisti  
Christine Cloutier  
Mike Gallagher

SECRETARY  
Aaron Deutsch\*

Sean Gouw  
Michael Hass  
Chad Herrick

TREASURER  
Scott Neithercut\*

Minutes

Joey Jiron  
David Kuo  
Don La Marr

PAST PRESIDENT  
Karine Leblanc

of the

Clay Lampman\*  
Christine Lazo\*  
Kevin Lynch

DIRECTORS  
Omar Chamma\*  
Matt Church  
Edwin Hornquist  
Jim Toda\*

Board of Directors' Meeting

Margaret Motagally  
Ralph Panting  
Rene Peters

A California Corporation

Andrew Reilman  
Ron Sweet  
Phil Trafton\*

SOL\*AIR EDITOR  
Christopher Zabaneh

October 5, 2010

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

\*Denotes those in attendance

The meeting was called to order at 4:25 p.m. by Andy Khechoumian at Taix French Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

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**PRESIDENT – ANDY KHECHOUMIAN**

**OPENING COMMENTS**

**Key Topics:**

1. Andy Khechoumian reported he had brought Manual of Procedures binders to be distributed to the Board. Phil Trafton stated each member of the Board should receive a copy of the MOP which is the Manual of Procedures. Andy indicated the Board members could access the Manual of Procedures on the ASHRAE link and print a copy for their binders.

## PRESIDENT-ELECT – JEFFREY LANDRETH

### PROGRAMS

#### Key Topics:

1. Andy Khechoumian reported the 2010-2011 Program and Speaker Schedule is complete except for one program which is To Be Announced. He stated the schedule is sufficiently complete to be published in the Roster.

### INSTALLATION DINNER

#### Key Topics: None

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## SECRETARY – AARON DEUTSCH

### MINUTES OF 9-14-2010

- The Minutes of the September 14, 2010 Board of Directors' meeting were reviewed.

**Motion No. 10-05-1265:** It was moved and seconded by Aaron Deutsch and Jim Toda, respectively, to approve the Board Meeting Minutes of September 14, 2010 as submitted. The motion carried.

### ROSTER

**Co-Chairs: Aaron Deutsch and Chad Herrick**

#### Key Topics:

1. Aaron Deutsch reported the Roster printing is behind schedule. He stated he was still in need of the Student Chapter Presidents' information.
2. Andy Khechoumian suggested various sites to locate the pictures of the individual Board Members needed for the Roster.
3. Aaron reported the Roster Business Card Advertising was down \$1200 last year and down \$2000 this year. He suggested next year the Chapter should begin soliciting Business Card Advertising early in 2011. He felt the economy was affecting the Roster advertising, and he expressed concern since the Roster is a source of surplus for the Chapter.
4. Aaron stated he had made phone calls to past advertisers to encourage advertisement in the Roster and often received no response.
5. Andy Khechoumian stated the Roster needs to be closed out with the information received.
6. Aaron stated he would like to have a conference call tomorrow with Andy Khechoumian, Missy Goulet, and Chad Herrick to finalize the Roster, close it out, and send it to print.
7. Phil Trafton commented Membership Dues help fund the Roster printing, and the cost of printing the Roster and the decline in advertising might later impact the amount contributed to scholarships.

8. Andy Khechoumian stated the printing arrangements and costs need to be decided this year for next year's Roster and Sol\*Air printing. All parts of the printing should be arranged with one printer to save costs.
9. Phil Trafton stated in the past all Life Members were included in the Roster whether they registered or not, and members who had paid their Membership dues the previous year were included in the Roster until they had been delinquent in their dues for two years.
10. Aaron Deutsch stated the Roster list included last year's membership and this year's membership.

**Action Items:**

1. Aaron Deutsch to have a conference call with Andy Khechoumian, Missy Goulet, and Chad Herrick to finalize the Roster and send it to print.

**NOMINATIONS AND BALLOT**

**Co-Chairs: Clay Lampman, Phil Trafton, Ishtiaq Chisti, and Jeffrey Landreth**

**Key Topics:** None

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**TREASURER – SCOTT NEITHERCUT**

**TREASURER'S REPORT**

**Key Topics:**

1. Scott Neithercut reviewed the September Treasurer's Report Income and Expenses.
2. Jim Toda suggested the Summary Report should indicate the Number of Paid Chapter Members not the Number of Chapter Assigned Members.
3. It was suggested the Life Member's Donation could be a new separate line item, and the use of these donations could be decided later in the year wherever the donations were most needed.
4. Phil Trafton asked that the Income Dinner carryover of \$614 be placed in a new line item #40305 as 2009 Dinner Carryover so as not to confuse next year's Budget planning.
5. Scott explained the source and distribution of the \$515 in Resource Donation (#70800). Phil Trafton and Scott will decide in which line item account this should be placed.
6. Phil Trafton stated it was important to begin using Quick Books for the Chapter's bookkeeping and suggested the Chapter purchase the program. He commented he would meet with Scott to set up the Quick Books program.
7. It was decided to postpone the approval of the September Treasurer's Report until the next meeting or by email approval.
8. Clay Lampman asked Scott Neithercut to send the Community College Scholarship checks to him in order for the checks to be distributed to the recipients.

**Action Items:**

1. Scott Neithercut will send the Community College Scholarship checks to Clay Lampman.
2. Scott to change the Summary Report to indicate the Number of Chapter Members not the Number of Chapter Assigned Members.
3. Scott will make a new line item of #40305 for the 2009 Dinner Carryover.
4. Scott and Phil Trafton to meet to set up Quick Books.

**BUDGET AND AUDIT****Chairs: Phil Trafton, Don La Marr, Ishtiaq Chisti****Key Topics:** None**FINANCE INVESTMENTS****Chair: Phil Trafton****Key Topics:**

1. Phil Trafton reviewed the ASHRAE Scholarship Investments and stated the investments were higher and showed even more improvement as of the meeting date.

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**DIRECTOR – OMAR CHAMMA****NEWSLETTER****Editor: Christopher Zabaneh****Key Topics:**

1. Aaron Deutsch suggested in light of the decline of Roster Business Card Advertising that the Sol\*Air Business Card Advertising be expanded beyond the members to contractors and suppliers.

**PUBLIC RELATIONS****Co-Chairs: Christopher Zabaneh and Karine Leblanc****Key Topics:** None**WEBSITE****Chair: Karine Leblanc****Key Topics:** None**EMAIL****Chair: Karine Leblanc****Key Topics:**

1. Andy Khechoumian stated the Board pictures need to be updated.

## **DIRECTOR – JIM TODA**

### **MEMBERSHIP PROMOTION**

**Chair: Jim Toda**

#### **Key Topics:**

1. Jim Toda stated as of September 30 the Membership total was 173 Paid Members plus 19 Life Members and one new member.
2. He commented the October meeting is Membership Night, and he will make an announcement during the program.
3. Jim reported he has a new 50 Year Super Member Badge to be presented to Dick Gilbert.
4. He has formed a Membership Committee consisting of Bob Brennan, Bob Johns, Aaron Deutsch, Clay Lampman, and Jim Toda.
5. Jim asked for the Board's opinion on how to handle members who paid their Chapter dues but are not Society members. It was decided they will be considered Guest Members but will not receive member rates until the Society dues are paid. They will be contacted and will be encouraged to pay their Society dues.
6. Jim noted two Western Section Board members had not paid their Chapter and Society membership dues. Andy Khechoumian stated he will send a letter to these members reminding them about paying their dues. Jim Toda will email the names to Andy.

#### **Action Items:**

1. Jim Toda will contact Guest Members to encourage them to pay their Society dues.
2. Andy Khechoumian to send a letter to the Western Section Board members requesting them to pay their Chapter and Society dues.

### **ATTENDANCE, RECEPTION & RAFFLE**

**Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch**

#### **Key Topics:**

1. Aaron Deutsch reported 72 people attended the September Dinner Meeting and two-thirds were engineers and contractors.
2. Aaron commented obtaining Raffle Donations has become difficult.
3. He stated next month he will donate a weekend time share to the Raffle.
4. Andy Khechoumian emphasized that the Board needs to help find Raffle Donations for the monthly meetings.

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## **DIRECTOR – EDWIN HORNQUIST**

### **CHAPTER TECHNICAL TRANSFER COMMITTEE**

**Chair: Edwin Hornquist**

**Key Topics: None**

## **REFRIGERATION TOUR**

**Chair: Sean Gouw**

**Key Topics:** None

## **SPRING SEMINAR**

**Chair: Andrew Reilman**

**Key Topics:** None

## **RESOURCE PROMOTION**

**Co-Chairs: Michael Hass, Andrew Reilman, and Karine Leblanc**

**Key Topics:** None

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## **DIRECTOR - MATT CHURCH**

### **STUDENT ACTIVITIES – E-Week**

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

**Key Topics:** None

### **HISTORIAN**

**Chair: Rene Peters**

**Key Topics:** None

### **SPRING GOLF TOURNAMENT**

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

**Key Topics:** None

### **ED SCHMIDT GOLF TOURNAMENT- October 18, 2010**

**Co-Chairs: Don La Marr, Phil Trafton, Joey Jiron, Omar Chamma, Jamie Dalton**

**Key Topics:**

1. Omar Chamma reported the Ed Schmidt Golf Tournament has 69 people registered for the tournament but more people are needed.
2. It was announced that Phil Trafton made a donation of wine to the Tournament Raffle, and Andy Khechoumian had donated a gold Seiko watch.

### **SCHOLARSHIP**

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

**Key Topics:**

1. Scott Neithercut will send Community College Scholarship checks to Clay Lampman.

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**PAST PRESIDENT – KARINE LEBLANC**

**HONORS AND AWARDS**

**Chair: Phil Trafton, Clay Lampman, and Karine Leblanc**

**Key Topics:** None

**PAOE POINTS**

**Key Topics:** None

**80<sup>th</sup> ANNIVERSARY CELEBRATION**

**Key Topics:** None

**WESTERN SECTION**

**Key Topics:** None

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**NEXT MEETING DATE:** Tuesday, November 9, 2010 at 4:00 PM at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, 90045

**Motion No: 10-05-1266:** It was moved and seconded by Aaron Deutsch and Scott Neithercut, respectively, to adjourn the meeting at 5:50 p.m. The motion carried.

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Secretary

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Executive Secretary