



Engineering For the World We Live In

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

2009-2010

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Jim Toda*

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Clay Lampman*
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David McKinney*
Carla Mitchell
Margaret Motagally*
Ralph Panting
Ron Sweet
Phil Trafton*
Stella Zarakhovsky

Minutes

of the

Board of Directors' Meeting

A California Corporation

October 6, 2009

*Denotes those in
attendance

The meeting was called to order at 4:05 p.m. by Karine Leblanc at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics: None

PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian distributed the September Program evaluation which indicated high scores for the Program's speakers and topics.

2. It was stated information on the speakers and the topics can be found on the website.

INSTALLATION DINNER

Key Topics: None

SECRETARY – JEFFREY LANDRETH

MINUTES OF 9-01-2009

- The Minutes of the September 1, 2009 meeting were reviewed.

Motion No. 10-06-1232: It was moved and seconded by Matt Church and Aaron Deutsch, respectively, to approve the Board Meeting Minutes of September 1, 2009 as submitted. The motion carried.

ROSTER

Key Topics:

1. Jeffrey Landreth reported the Roster was ready to go to the printer. The cost per Roster was \$12 not including mailing costs. He stated the total cost of publishing and mailing the Roster was within the Chapter's budget. He will be ordering a printing of 200 Rosters.
 2. Jeff will announce the mailing of the Roster at the meeting.
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TREASURER – AARON DEUTSCH

TREASURER'S REPORT

Key Topics:

1. Aaron Deutsch stated the August and September Treasurer's Report would be emailed to the Board for their approval. He commented Bank of America had not mailed the Chapter's bank statements for August and September which delayed the reports.
2. Aaron reported it was decided that the Chapter would continue to use Pay Pal instead of using QuickBooks.
3. Karine Leblanc stated she would inquire about access to online bank statements.
4. Aaron commented he would like to write checks once a month, unless a check is needed sooner to reimburse an invoice payment.

Action Items:

1. Aaron Deutsch will email the August and September Treasurer's Report for the Board's approval.
2. Karine to inquire about the availability of online bank statements.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics: None

DIRECTOR – SCOTT NEITHERCUT

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Christopher Zabaneh stated the October Sol*Air had a higher quality of paper and ink at a cost of an additional \$200. The total cost was \$600 not including mailing. He reported he was pleased with the content of the issue. He asked for more suggestions for “Lessons Learned the Hard Way” which help engineers know what to avoid and what to look for.
2. He will distribute a survey at the meeting asking for the members input for Sol*Air in order to initiate a dialogue about Sol*Air between the members and the Board.
3. Jim Toda commented the Sol*Air database does not indicate whether the member would prefer Sol*Air emailed or mailed. This issue will be addressed.
4. Karine Leblanc stated the October email, which includes a link to Sol*Air, had inadvertently not been sent while she was on vacation.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Stella Zarakhovsky

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim Toda reported the list of members who have not renewed their membership since 2007 is down from 110 last year to 90 this year.

2. Karine asked Jim to introduce the September's new members at the meeting.
3. Jim stated he will send the PAOE points earned for Membership Night to Narendra Amarnani. He also announced the Chapter has 5 new YEA members. Jim will clarify the age requirement for a YEA member.
4. It was reported that purchasing the badges and the new badge case would put the Attendance and Reception (#71400) over budget. Karine suggested putting the costs of the badges and the case in the Membership Promotion (#71200) line item.
5. Jim stated he will display the badge case at the meeting and asked each member to leave his or her badge in the case at the end of the meeting.

Action Item:

1. Aaron Deutsch to transfer the cost of the badges and the badge case from Attendance and Reception (#71400) to Membership Promotion (#71200).

ATTENDANCE & RECEPTION

Chair: David McKinney

Key Topics: None

EMAIL

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Co-Chairs: Edwin Hornquist and Andy Khechoumian

Key Topics: None

REFRIGERATION TOUR – April, 2010

Chair: Sean Gouw

Key Topics:

1. Sean Gouw reported three sites had been suggested by Doug Scott for the Refrigeration Tour. It was decided to have Doug Scott make the recommendation for the tour site, but the most convenient location would be the best site for good attendance.
2. Sean will have a Refrigeration Tour article ready in February for the March Sol*Air.
3. Sean will also provide an additional refrigeration article for Sol*Air. Karine offered to send refrigeration information she had obtained on a trip to Greece.
4. Sean reported the San Luis Obispo Chapter was planning a tour of SCE and then would attend the May Student Night meeting.

Action Items:

1. Sean will confirm the date and location of the Refrigeration Tour at the next meeting.

SPRING SEMINAR – March 24, 2010**Co-Chairs: Matt Church and Carla Mitchell****Key Topics:**

1. Edwin Hornquist reported the committee is working on the basic planning for the Spring Seminar.

RESEARCH PROMOTION**Chair: Michael Hass****Key Topics:**

1. Edwin Hornquist reported the Research Promotion Fundraiser Event at the Angels Baseball Game and Tailgate Party on Saturday, September 26 was not successful. He stated the Chapter would need to do better marketing of future events and would need to begin promotion earlier. After a discussion, it was decided to plan a February sports event at Staples Center in the ESPN Center where members can socialize and then attend the game. Matt Church, David McKinney, Mike Hass, and possibly Jeremy Karas will help plan this event and present the information at the next meeting. There will be an article in the December and January Sol*Air to promote the fundraiser.
2. The December Table Tops were discussed. The promotion for the December Table Tops will be in the November issue of Sol*Air and another promotion sent by Mail Chimp. Karine will emphasize in the promotion that all the Table Tops donations will go to Research Promotion. Karine will inquire about the number of Table Tops available. A decision was made to distribute the Table Tops donations equally among the Joint Meeting Chapters.
3. Edwin stated the September Research Promotion Training went well.
4. He suggested the Chapter initiate a telephone tree to encourage Research Promotion Donations. Karine stated the names of 2009-2010 Research Promotions Donors will be placed on the website. Sue Colvin will email the list of past Research Promotion Donors to Karine. Karine asked that each Board member call 10 members to ask for donations. Mike Hass will create the list for the telephone tree.

Action Items:

1. Matt Church, David McKinney, and Mike Hass will plan a sports event at the Staples Center and present the information at the November meeting.
2. Karine Leblanc will inquire about the number of Table Tops available for the December meeting.
3. Edwin Hornquist and Mike Hass to coordinate the Research Promotion Night.
4. Chris Zabaneh will have a Research Promotion Night article for the November Sol*Air, and Karine will place another article on the website.
5. Mike Hass will organize a Research Promotion Donation telephone tree.
6. Sue Colvin will email a list of past Research Promotion Donors.

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES

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

Key Topics:

1. Matt Church reported YEA Weekend was a huge success. The Society would like to see YEA be a specific Chapter group with a YEA Chair and YEA events. He inquired about a list of members who are 35 years and under. He commented he would get a YEA group started this year, and it could be expanded next year. Karine suggested YEA members be included in the February sports event and also plan their own Happy Hours. The Society would like every Chapter have a YEA group because the average age of ASHRAE members is age around 50 years, and there is a need to attract and involve younger members.
2. Matt stated E-Week is being planned. He will have an article for January.
3. Margaret Motagally reported she had contacted some schools about having Chapter volunteers talk to the students, and two teachers were interested.

HISTORIAN

Chair: Joe Ablay

Key Topics:

1. Matt reported Joe Ablay needs the list of Lifetime Achievement Awards in order to prepare the articles for Sol*Air. Karine stated she will email him the information.

Action Items:

1. Karine Leblanc to email Lifetime Achievement Award list and information to Joe Ablay.

GOLF TOURNAMENT - May 14, 2010

Co-Chairs: Joey Jiron, JP Lara, and Omar Chamma

Key Topics: None

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. It was reported scholarship thank you notes had been received from Cal Poly San Luis Obispo.
2. Matt reported Clay Lampman and Christine Cloutier will be delivering the scholarships to Cypress on October 20th.
3. Clay and Margaret Motagally will deliver the scholarships to Antelope Valley.
4. Karine asked Clay to copy her on the Scholarship emails.

5. Clay will inquire about the CSULB Summer Projects presentations for the Student Night Chapter meeting.
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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. Aaron Deutsch gave a brief summary of the Western Section meeting he attended in September. He stated the Western Section appreciated the Chapter's attendance at their meetings. The Western Section may be interested in marketing ideas to attract new members. Aaron and Karine suggested they might use Mail Chimp for their emails.
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NEXT MEETING DATE: Tuesday, November 3, 2009 at 4:00 PM at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California.

Motion No: 10-06-1233: It was moved and seconded by Jim Toda and Edwin Hornquist, respectively, to adjourn the meeting at 5:35 p.m. The motion carried.

Secretary

Executive Secretary