



Engineering For the World We Live In

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

2009-2010

PRESIDENT
Karine Leblanc*

PRESIDENT-ELECT
Andy Khechoumian, P.E.*

SECRETARY
Jeffrey Landreth*

TREASURER
Aaron Deutsch*

PAST PRESIDENT
Narendra Amarnani, P.E.*

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Edwin Hornquist
Scott Neithercut*
Jim Toda*

SOL*AIR EDITOR
Christopher Zabaneh*

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

Standing Committees

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Sudhir Agrawal
J. Michael Burke
Omar Chamma
Ishtiaq Chisti
Christine Cloutier*
Mike Gallagher
Sean Gouw
Michael Hass*
Chad Herrick
Joey Jiron
David Kuo
Don La Marr
Clay Lampman*
JP Lara
David McKinney*
Margaret Motagally*
Ralph Panting
Ron Sweet
Phil Trafton
Stella Zarakhovsky

Minutes

of the

Board of Directors' Meeting

A California Corporation

November 3, 2009

*Denotes those in
attendance

The meeting was called to order at 4:15 p.m. by Karine Leblanc at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California. Guest in attendance was Scott Whalen, Golden Gate Chapter President.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics:

- Karine Leblanc reviewed the preparations for the December Joint Meeting at the Quiet Cannon. She stated Mike Hass is in charge of the 12 Table Tops. A decision was made to add a complimentary bottle of wine per table as a holiday gift. The dinner choice will cost \$22 per person plus tax and tip. There will be a cash bar in the room.

PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian distributed the October Program Evaluation and reviewed the high scores for the Program's speakers and topics.

INSTALLATION DINNER – June 27, 2010

Key Topics:

1. Andy reported the Installation Dinner will be held on June 27, 2010 at the Petersen Automotive Museum near Wilshire and Fairfax and Armenian food will be served. The budget for the Installation Dinner is \$9000. Andy will email the itemized Installation budget for the Board's approval.

Action Items:

1. Andy Khechoumian will email the itemized budget for the Installation Dinner to the Board for their approval.
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SECRETARY – JEFFREY LANDRETH

MINUTES OF 10-06-2009

- The Minutes of the October 6, 2009 meeting were reviewed.

Motion No. 11-03-1234: It was moved and seconded by Scott Neithercut and Matt Church, respectively, to approve the Board Meeting Minutes of October 6, 2009 as submitted. The motion carried.

ROSTER

Key Topics:

1. Jeffrey Landreth reported a few more color pages were added to the Roster with a total cost of \$13.40 per Roster plus \$1.70 in mailing costs. He stated 170 Rosters were ordered and an additional 20 black and white copies were ordered at cheaper price. He stated the total cost of publishing and mailing the Roster including the set up fee will be approximately \$4700.
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TREASURER – AARON DEUTSCH

TREASURER'S REPORT

Key Topics:

1. Aaron Deutsch reviewed the income and expenses for the August Treasurer's Report.

2. Aaron reported the September Treasurer's Report was delayed due to discrepancies in the Bank of America deposits. He will clarify the discrepancies and complete the report.
3. Aaron reported he will inquire about the American Express monthly flat fee charge.
4. Jeffrey Landreth commented the \$9000 in the Chapter balance is a surplus that was to be placed in the Scholarship Investment Fund at an appropriate financial time. Karine will discuss the timing of this transaction with Phil Trafton.
5. Karine Leblanc asked to have the September and October Treasurer's Report completed for the December Meeting.
6. Karine Leblanc stated she will take care of the tax information needed for the accountant.

Action Items:

1. Aaron Deutsch will clarify the Bank of American deposit discrepancies and complete the September Treasurer's Report.
2. Aaron will complete the October Treasurer's Report.
3. Aaron will inquire about the American Express monthly flat fee.

Motion No. 11-03-1235: It was moved and seconded by Jim Toda and Jeffrey Landreth, respectively, to approve the August Treasurer's as submitted. The motion carried.

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. Scott Neithercut reported Chris Zabaneh did an excellent job on the November Sol*Air.
2. Christopher Zabaneh stated he was receiving good articles for future Sol*Airs, however he would like more suggestions for articles. November 13 is the deadline for December Sol*Air articles.
3. Chris commented he was looking for more informational articles for Sol*Air's "Lessons Learned".

4. It was reported the monthly Sol*Air should be received by members on the Monday or Tuesday prior to each meeting.
5. Karine Leblanc stated she had emailed 869 Sol*Airs in order to promote ASHRAE.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Stella Zarakhovsky

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc asked for any suggestions or comments regarding the Website. All the comments about the Website were positive. Narendra Amarnani suggested the next month's meeting notice should be visible on the website without having to click on a link.
 2. Chris Zabaneh requested including an easier way to search for Sol*Air articles without needing to download the entire Sol*Air. Karine will take care of this request.
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DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim Toda reported there were three new Chapter members. The new members' names are Brian Sybesma, Scott Schuster, and Wade Terry, and their names are listed in Sol*Air.
2. Scott Neithercut inquired if the Excel Online Membership could be formatted in the same order as the Membership database which would make it easier to update the database. Karine Leblanc will make these changes.
3. In order to avoid duplicate entries, it was suggested to add a notice to "Please click only once to register". An additional suggestion was to add a message to confirm the member's registration had been received.

Action Item:

1. Karine Leblanc to reformat the Excel Online Membership and will look into ways to confirm registration and avoid duplicate entries.

ATTENDANCE & RECEPTION

Chair: David McKinney

Key Topics:

1. Jim Toda suggested placing the location of the speaker and the screen closer to the center of the room in order to allow the audience to be more engaged. The head table could be moved to the speaker's previous location. The Board approved of this suggestion.
2. Christopher Zabaneh stated he was concerned about the long lines for valet parking at the end of the meeting at Taix Restaurant. He will explore a solution with Taix Restaurant.
3. It was reported the credit card purchase forms will be distributed in line in order to avoid delays at reception table. A pre-printed receipt will be available.
4. It was announced that Aaron Deutsch has generously donated the use of a time-share as a Raffle Grand Prize. There will be 5 other raffle prizes as well.
5. It was suggested the Raffle Ticket receipt be emailed in *pdf*.

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: None

SPRING SEMINAR – March 24, 2010

Co-Chairs: Matt Church

Key Topics:

1. Matt Church reported Carla Mitchell has moved, and another Spring Seminar Chair is needed.
2. Aaron Deutsch offered to inquire about recommendations for another Chair.
3. Matt stated the Spring Seminar committee has discussed ways to restructure the format of the seminar. The topics and speakers still need to be addressed. He commented the committee needs ideas for new topics and possible sponsors for the Spring Seminar. Aaron Deutsch suggested an Energy Savings topic.

Action Items:

1. Matt Church will find an additional Spring Seminar Chair.
2. Matt will look for Spring Seminar sponsorships, event topics, and speakers.

RESEARCH PROMOTION

Chair: Michael Hass

Key Topics:

1. Matt Church reported the Kings Game package will include the ticket, parking, drink, and hot dog for a price of \$21.00. He suggested charging \$30.00 per person for the package with the surplus going to Research Promotion Donations.
2. Mike Hass reported the webpage has a list of all the Research Promotion donors to date.
3. Mike stated he is organizing a Research Promotion telephone tree. He asked each Board Member to sign up to call 12 members to ask for Research Promotion donations. He will email a suggested script on how to approach the members and ask for donations. The calling tree will be completed by November 16. The Board agreed to volunteer for the calling tree.
4. Narendra Amarnani commented the Chapter will earn PAOE points for having the Research Promotion calling tree.
5. The December Joint Meeting will have 12 Table Tops. It had been suggested to have the Southern California Chapter's portion of the Table Tops be donated to Research Promotion. Mike will talk with the other Chapters to confirm the exact number of Table Tops sponsors. Aaron Deutsch suggested raising the Table Top price to compensate for providing fewer Table Tops this year. Karine will see if there might be room for more Table Tops.
6. Karine stated December is Research Promotion Month, and the representative from Region 10 will recognize each of the Research Promotion Donors.

Motion No. 11-03-1236: It was moved and seconded by Aaron Deutsch and Andy Khechoumian, respectively, to approve donating the Southern California Chapter's portion of the December Joint Meeting Table Tops to Research Promotions. The motion carried.

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES

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

Key Topics:

1. Matt Church reported Margaret Motagally and Christine Cloutier will participate in a Mechanical Engineering presentation at UCLA's Career Day where they will tell the students about ASHRAE.
2. Margaret and Christine will be contacting schools about E-Week.
3. Matt Church will contact Pandora Lei for information on previous E-Week events and locations. It was suggested that specific information about E-Week is needed in order to inform the students about what will be offered at the event.

4. Matt reported a YEA article was included in the November Sol*Air.
5. Jim Toda reported he and Karine Leblanc are planning to visit the Cal Poly Pomona Student Branch, and they will coordinate the suggested dates for this visit.
6. Margaret Motagally and Christine Cloutier will contact Randy Cook at CTAC about E-Week and will get advice from Clay Lampman to coordinate the plans. Karine Leblanc emphasized that early planning will allow the schools to plan for transportation to the event.

Action Items:

1. Matt Church will contact Pandora Lei about the location and topics of previous E-Week events.
2. Margaret Motagally and Christine Cloutier to contact Randy Cook at CTAC for information about E-Week.

HISTORIAN

Chair: Joe Ablay

Key Topics: None

GOLF TOURNAMENT - May 14, 2010

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

Key Topics:

1. Matt Church stated the deposit for the May Golf Tournament is due in December.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Karine Leblanc thanked Clay Lampman for distributing the scholarships to the recipients.

PAST PRESIDENT – NARENDRA AMARNANI

HONORS AND AWARDS

Chair: Phil Trafton

Key Topics: None

PAOE POINTS

Key Topics:

1. Narendra Amarnani commented Women in Engineering is an event sponsored by ASHRAE Headquarters and takes place in February. He reported the Chapter will receive PAOE points for promoting and getting sponsorships for this event.

WESTERN SECTION

Key Topics:

1. David McKinney gave a brief summary of the Western Section meeting he attended in October. He stated it was a small informative meeting. Karine Leblanc suggested each Board Member be introduced when attending a Western Section meeting so that Chapter will be aware the Southern California Chapter is present.
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NEXT MEETING DATE: Tuesday, December 1, 2009 at 4:00 PM at the Quiet Cannon Restaurant, 901 Via San Clemente, Montebello, California, 90640.

Motion No: 11-03-1237: It was moved and seconded by Scott Neithercut and Matt Church, respectively, to adjourn the meeting at 5:25 p.m. The motion carried.

Secretary

Executive Secretary