



Engineering For the World We Live In

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

2008-2009

PRESIDENT  
J. Michael Burke\*

PRESIDENT-ELECT  
Karine Leblanc\*

SECRETARY  
Andy Khechoumian, P.E.\*

TREASURER  
Jeffrey Landreth

PAST PRESIDENT  
Narendra Amarnani, P. E.\*

DIRECTORS  
Joe Ablay  
Aaron Deutsch\*  
Joey Jiron\*  
Scott Neithercut\*

SOL\*AIR EDITOR  
Scott Neithercut

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

Standing Committees

Jai Agaram  
Sudhir Agrawal  
Bob Brennan  
Susan Chen  
Ishtiaq Chisti  
Matt Church\*  
Mike Gallagher  
Dinesh Gandhi  
Chad Herrick  
Michael Kalemkaryan  
David Kuo  
Don La Marr  
Clay Lampman\*  
Pandora Lei  
Russell Lieu  
David McKinney\*  
Ralph Panting  
Mike Taylor  
Jim Toda\*  
Phil Trafton  
Stella Zarakhovsky

Minutes  
of the  
Board of Directors' Meeting  
A California Corporation

November 11, 2008

\*Denotes those in  
attendance

The meeting was called to order at 4:05 p.m. by Michael Burke at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California.

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**J. MICHAEL BURKE - PRESIDENT**

**Key Topics:**

- Michael Burke stated he has been communicating with Jeffrey Landreth, and the Treasurer's Report is basically up to date with a few changes. He commented the Board would need to address cash flow and budget control problems. Mike inquired about the possibility of temporarily using the excess funds from the Edward H. Schmidt Golf Tournament as a loan to help with the cash flow problems. He noted Chapter Membership Dues are at only 30%. He reported a cash flow column has been added to the Treasurer's Report.

**Action Items:**

- Mike Burke will consult with Phil Trafton about using the excess funds from the Edward H. Schmidt Golf Tournament as a loan to help with cash flow problems.
  - Everyone is to review his or her budgets carefully in light of the cash flow problems. A special meeting of the Board will be set within the next few days.
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**SECRETARY - ANDY KHECHOUMIAN**

**Key Topics:**

- MINUTES OF 10-07-08: The minutes of the October 7, 2008 meeting were reviewed.
- Andy Khechoumian briefly described his visit to the U.S. Green Building Council in Santa Barbara. He stated it was well attended and covered many important environmental issues. He commented it would be a good idea to have one person from the Chapter involved with USGBC. Mike Burke stated he would look into filling this position. Dinesh Gandhi was mentioned as a potential candidate.

**Motion No: 11-11-1192:** It was moved and seconded by Aaron Deutsch and Scott Neithercut, respectively, to approve the October 7, 2008 meeting minutes as submitted. The motion carried.

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**TREASURER – JEFFREY LANDRETH**

**Key Topics:**

- In Jeffrey Landreth's absence, Andy Khechoumian reviewed the September Treasurer's Report.
- Jeffrey has included a Cash Flow column and a Percent of Plan column in the Treasurer's Report.
- It was indicated that Southern California Edison's commitment to help with the Sol\*Air printing costs has not as yet been received.
- Andy reviewed the Preliminary October Treasurer's Report.

**Action Items:**

- Jeffrey Landreth will provide a description of the income and expense line items at the end of the Treasurer's Report when necessary for clarity.
- Jeffrey will identify Sol\*Air's income from advertisements, business card advertisements and Southern California Edison contributions.
- Jeffrey to include the SCE contribution to Sol\*Air printing costs with the Sol\*Air income line item #40500 which also includes income from business cards advertisements and other advertisements.
- Jeffrey to delete the expense line items for American Express (#72230) and Visa/MC (#72220) as they are no longer being used. In addition, the Planned

Budget for #72220 and #72230 in the amount of \$1,200 and \$200, respectively, will be placed in the PayPal Budget (#72210).

- In the October Treasurer's Report, Jeffrey is to move the income line item Miscellaneous (#41000) to Scholarship Fund (#41200).
- Jeffrey Landreth to clarify in the October Treasurer's Report if the amounts in expense accounts Attendance and Reception (#71400) and Honors and Awards (#71600) are duplicate entries from the September Treasurer's Report.
- Scott Neithercut to contact Ishtiaq Chisti at Edison to clarify contribution to Sol\*Air.

**Motion No: 11-11-1193:** It was moved and seconded by Narendra Amarnani and Andy Khechoumian, respectively, to have a separate income line item for SCE's contribution to the printing of Sol\*Air. The motion did not pass.

**Motion No: 11-11-1194:** It was moved and seconded by Aaron Deutsch and Karine Leblanc, respectively, to approve the September Treasurer's Report as corrected. The motion carried.

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## **MEMBERSHIP**

### **JOE ABLAY- DIRECTOR**

**Chairs: Jai Agaram, Susan Chen, and Jim Toda**

#### **Key Topics:**

- Jim Toda suggested offering free or half price membership to all new Chapter members.
- Jim asked the new members be directed to him so he can facilitate their membership.
- In order to increase the Membership, it was suggested to have a mail merge and/or to personally call members who have not paid.

#### **Action Items:**

- Mike Burke will discuss with Jim Toda the possibility of offering a free or half price membership to new Chapter members. He will then email the Board the recommendation for the Board's approval.
- Karine Leblanc to email Jai Agaram the membership letter.
- Jim Toda to call Jai Agaram about a Membership mail merge.
- Jim will put an article in Sol\*Air welcoming new members.
- Interested new members are to be directed to Jim Toda to facilitate their membership.
- Jim to find out the cost of doing the mail merge to only the members that have not paid.

**ROSTER – ANDY KHECHOUMIAN**  
**Product Directory – Chad Herrick**

**Key Topics:**

- Andy Khechoumian reported the 2008-2009 Roster will be mailed in about 10 days.
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**BUDGET AND AUDIT**  
**JEFFREY LANDRETH - TREASURER**  
**Chair: Phil Trafton**

Key Topics: None

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**FINANCE INVESTMENT**  
**JEFFREY LANDRETH - TREASURER**  
**Chair: PHIL TRAFTON**

Key Topics: None

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**WEBSITE**  
**KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- Karine Leblanc reported all the Chapter activities are on the website.
- She stated all the information about the meetings is online.

**Motion No: 11-11-1195:** Karine reported the Board approved by a majority vote via email to purchase an ASHRAE Southern California Chapter paver for the new ASHRAE Society Headquarters at a cost of \$150.

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**PROGRAMS**  
**KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- Karine commented the speaker evaluations have been positive with an 86.3% and 91.9% favorable response.
  - Karine stated the results of the survey will impact what will be planned for next year. The survey provides good information for the Board, and the results will be sent to the speakers.
  - Narendra Amarnani stated the surveys will qualify for PAOE points.
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**INSTALLATION DINNER  
KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- There will be special Board meeting held. It is essential that all Board members attend. A date for the meeting will be set within the next week.

**Action Items:**

- A date will be set to have the Board Meeting in order to make recommendations relating to the Installation Dinner. Mike Burke expressed the importance of observing appropriate protocol.
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**ATTENDANCE & RECEPTION  
AARON DEUTSCH – DIRECTOR**

**Key Topics:**

- Aaron Deutsch stated there were 85 members in attendance at the October Meeting.
- Aaron stated he needs to obtain the Proud Bird contract for March 3.
- Aaron said he will receive the contract for the May meeting at the Castaways after the first of the year.
- Aaron commented some attendees do not want to become members because their companies are no longer subsidizing their membership dues.

**Action Items:**

- Aaron will have someone on the Reception Table at the Tri Chapter County Meeting to keep track of the Chapter members who attend the meeting.
  - Aaron to obtain the contract from the Proud Bird for March 3 meeting.
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**RAFFLE  
AARON DEUTSCH – DIRECTOR**

**Key Topics:**

- Raffle prizes are needed for the January, February, and March meetings.

**Action Items:**

- Raffle prizes are needed for the January, February, and March Meetings.
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**PUBLIC RELATIONS and PUBLICITY**  
**SCOTT NEITHERCUT - DIRECTOR**  
**Chair: Stella Zarakhovsky**

**Key Topics:**

- Mike reported Stella Zarakhovsky is doing a commendable job of expanding ASHRAE's accomplishments to a broader field. She is working with Mechanical and Architectural Public Relation Groups.
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**HISTORIAN AND TECHNICAL ADVISOR**  
**JOE ABLAY - DIRECTOR**

**Key Topics:**

- The historical article will be submitted for the January issue of Sol\*Air.
  - A technical article will be submitted for the December Sol\*Air.
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**PUBLICATION AND NEWSLETTER**  
**SCOTT NEITHERCUT – DIRECTOR**  
**Chair: Temporary Chair Scott Neithercut**

**Key Topics:**

- Scott Neithercut stated he had received and will deposit checks totaling \$700.
- Scott indicated he had not as yet sent out invoices for Sol\*Air business card advertisements.
- It was stated Southern California Edison's contribution to support Sol\*Air had not been received. Scott will explore this with Ishtiaq Chisti.
- Scott reported he had two advertisements for the December Sol\*Air.
- It was stated if Scott needs assistance with invoices, he is to let Mike Burke or Karine Leblanc assist.

**Action Items:**

- Scott Neithercut will deposit checks and mail invoices for advertisements for Sol\*Air.
  - Articles for the December Sol\*Air will need to be submitted by Friday, November 14.
  - There will be a Recap of the Ed Schmidt Golf Tournament in the December issue of Sol\*Air.
  - Karine will give Scott the information about the December meeting in Downey.
  - Scott was asked to call Ishtiaq Chisti to inquire about the Southern California Edison's contribution to Sol\*Air printing costs.
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**EDWARD H. SCHMIDT GOLF TOURNAMENT - October 27, 2008**  
**JOEY JIRON - DIRECTOR**  
**Co-Chairs: David McKinney and Matt Ebejer**

**Key Topics:**

- David McKinney stated he will soon finalize the results of the Edward H. Schmidt Golf Tournament.
  - David stated he will be selling some the remaining golf shirts for \$30 and using some for raffle prizes.
  - Mike Burke complimented David McKinney, Matt Ebejer, Joey Jiron, Don La Marr, and Phil Trafton for their work on the tournament.
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**SPRING GOLF TOURNAMENT**  
**JOEY JIRON – DIRECTOR**  
**Chair: David McKinney**

Key Topics: None

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**SPRING SEMINAR – Date: Saturday, March 14, 2009**  
**JEFFREY LANDRETH -DIRECTOR**  
**Chair: Matt Church**

**Key Topics:**

- Matt Church stated the speaker for the Spring Seminar will be Erik Ring, and the topic will be Leed New Construction Seminar.
- Erik Ring has agreed to do the seminar on a per person charge basis. He will charge \$40 per person.
- Matt commented he is looking for a location for the Seminar.
- A meeting will be held to set a price to charge each person.

**Action Items:**

- Matt will confirm if the attendees can get USGBC credit for the course and will be prepared to take the exam.
  - Matt will submit a short article about the Spring Seminar for the December Sol\*Air.
  - Matt will submit a flyer for Sol\*Air to promote the event. It will need to be submitted by December 15 for the January issue.
  - A meeting will be held to set price to charge each person attending the Seminar.
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**STUDENT ACTIVITIES**  
**KARINE LEBLANC – PRESIDENT-ELECT**  
**Chair: PANDORA LEI**

Key Topics: None

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**RESEARCH PROMOTION**  
**DIRECTOR – JOE ABLAY**  
**Chair: Michael Kalemkaryan**

Key Topics: None

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**SCHOLARSHIP**  
**NARENDRA AMARNANI - PAST PRESIDENT**  
**Chairs: Ishtiaq Chisti and Clay Lampman**

Key Topics: None

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**HONORS AND AWARDS**  
**NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics: None

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**PAOE POINTS**  
**NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics: None

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**TECHNICAL, ENERGY, & GOVERNMENT ACTIVITIES (TEGA)**  
**NARENDRA AMARNANI – PAST- PRESIDENT**  
**Chair: Dinesh Gandhi**

Key Topics: None

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**WESTERN SECTION**  
**MICHAEL BURKE - PRESIDENT**

Key Topics: None

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**CRC  
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**CHAPTER TECHNICAL TRANSFER COMMITTEE  
JOEY JIRON – DIRECTOR  
Chair: Temporary Chair Joey Jiron**

Key Topics: None

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**REFRIGERATION  
ANDY KHECHOUMIAN - DIRECTOR  
Chair: Russell Lieu**

Key Topics: None

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**NEXT MEETING DATE:** Tuesday, December 16, 2008 at 4:00 pm at the Energy Resource Center, 9240 Firestone Blvd, Downey.

**Motion No:11-11-1196:** It was moved and seconded by Scott Neithercut and Karine Leblanc, respectively, to adjourn the meeting at 5:55 pm. The motion carried.

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Secretary

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Executive Secretary

