



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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Ralph Panting
Ron Sweet
Phil Trafton
Stella Zarakhovsky

Minutes

of the

Board of Directors' Meeting

A California Corporation

December 1, 2009

*Denotes those in attendance

The meeting was called to order at 4:25 p.m. by Karine Leblanc at the Quiet Cannon Restaurant, 901 Via San Clemente, Montebello, California.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics:

- Karine Leblanc commented if any Board Member has difficulty completing a task, he or she should feel free to ask for help. She stated it would be better to ask for assistance than ignore emails and phone calls.

PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian distributed the November Program Evaluation and reviewed the scores for the November Program's speakers and topics.
2. Andy reported the Technical Speaker for the April Meeting has confirmed and is sending his bio.
3. He also reported the May Main Speaker has confirmed, but he has not sent his bio as yet.
4. The format for the May Meeting will give the students a short time to report on their projects but still allows time for the main speaker. It is felt this format will draw a greater attendance.
5. Narendra Amarnani stated the only speaker evaluation that needs to be sent to Society is the Distinguished Lecturer Evaluation. He also stated the Chapter receives PAOE points by distributing a Speaker Evaluation at every meeting. The evaluations are not published.

Action Items:

1. Andy Khechoumian to obtain the biographies and pictures for the April Technical Speaker and the May Main Speaker.

INSTALLATION DINNER – June 27, 2010

Key Topics:

1. Andy Khechoumian reported he will explore new locations for the Installation Dinner because the Petersen Automotive Museum will be too costly, or he will try to increase the number of attendees to cover the costs. Karine Leblanc suggested the cost of the Installation Dinner be kept to \$150 per person. She asked Andy to present a budget to the Board in order for a decision to be made and to begin promoting the dinner.

Action Items:

1. Andy Khechoumian will explore a new location for the Installation Dinner.
2. Andy to present the Installation Dinner budget to the Board.

SECRETARY – JEFFREY LANDRETH

MINUTES OF 11-03-2009

- The Minutes of the November 3, 2009 meeting were reviewed.

Motion No. 12-01-1238: It was moved and seconded by Jim Toda and Matt Church, respectively, to approve the Board Meeting Minutes of November 3, 2009 as corrected. The motion carried.

ROSTER

Key Topics: None

TREASURER – AARON DEUTSCH

TREASURER’S REPORT

Key Topics:

1. Karine Leblanc stated Aaron Deutsch was out of town, and the November Treasurer’s Report was not complete.

Action Items:

1. Aaron Deutsch to submit the November, October, and September Treasurer’s Report.

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. Karine Leblanc reported the December Sol*Air will be late this month.

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 there were two new Chapter members in November. The new members' names are Affy Ahmad and Adam Wang.

ATTENDANCE & RECEPTION

Chair: David McKinney

Key Topics:

1. David McKinney reported that 86 people had made reservations for the December meeting and this number does not include the walk-ins. Approximately 100 attendees are expected.
2. David stated there were 3 bottles of wine donated for the evening's Raffle, and Carleton Beck will be bringing more Raffle prizes.
3. Karine Leblanc reviewed the previous month's decision and motion to divide the Joint Meeting Dinner excess between the three counties on percentage of each chapter's attendance and to divide the Table Tops equally among the three chapters. The Southern California portion of the Table Tops will be donated to Research Promotion.

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. Karine Leblanc stated the date for the Refrigeration Tour needs to be set.

Action Items:

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

SPRING SEMINAR – March 24, 2010

Co-Chairs: Matt Church and Jeffrey Landreth

Key Topics:

1. Jeffrey Landreth agreed to be Co-Chair with Matt Church for the Spring Seminar.
2. Karine Leblanc asked for suggestions for Spring Seminar topics. Some topic suggestions were Energy Recovery Solutions, Heat Recovery, Filter Efficiency, High Performance Building 189, Sustainability, and Emerging Technologies. Edwin Hornquist may be able to help with the seminar topic.
3. Matt Church stated he is planning to change the format to a half-day seminar including lunch and cut the price in order to encourage greater attendance. He is hoping to keep the price under \$100 and have a significantly higher turnout. This new format is similar to Orange County's Spring Seminar.
4. Karine commented Matt could check with Orange County for suggestions on speakers they had at their successful seminar.

Action Items:

1. Matt and Jeff will decide on Spring Seminar topics and speakers.

RESEARCH PROMOTION – Kings Game – March 14, 2010

Chair: Michael Hass

Key Topics:

1. Karine Leblanc reported for Mike Hass that the Kings Game package will include the ticket, parking, drink, and hot dog for a price of \$21.00. He will charge \$30.00 per person for the package with the surplus going to Research Promotion. It was agreed the best date for the Kings Game would be March 14, 2010.
2. There will be a pre-party at the ESPN Zone, and Mike asked the Board for any suggestions and for help finding sponsors for the event's hors d'oeuvres.
3. It was reported there are 6-7 Table Tops at \$200 each for the December Joint meeting with the donations going to Research Promotion.
4. Mike Hass stated the Research Promotion Donation Calling Tree was successful, and he appreciated the efforts of the volunteers. Some members stated they would donate in the future when the economy improves. Mike asked for all volunteers to send their Calling Tree responses to him.

Action Items:

1. Calling Tree volunteers are asked to email Mike Hass the responses to their phone calls.
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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. Karine reported for Christine Cloutier and Margaret Motagally on E-Week which will be held February 15-19th. The February 16 tour will be held at the Southern California Edison CTAC, the February 17 tour will be held at the UCLA Cogeneration Plant, and the February 18 visit will be held at the Dawson Company in Pomona. The UCLA Cogeneration Plant is only for college age students and anyone younger than 18 years cannot attend. The committee is asking the schools to respond by December 18 to indicate their interest in E-Week and the number of students expected to attend. It was suggested the college and high school groups have separate tours. Karine stated the committee needed to inquire whether SCE would donate a lunch for the tour.
2. It was reported an E-Week flyer will be distributed to the schools. One flyer is for the high school and the other for the colleges. Narendra Amarnani suggested the flyers indicate High School and College in the title in order to clearly distinguish the flyers.
3. Clay Lampman suggested E-Week be stressed at the high schools and to make an effort to promote E-Week at the Antelope Valley, Cypress, and Pomona colleges.
4. It was also suggested to bring high school students to the colleges.

Action Items:

1. A correction will be made to the E-Week flyer to indicate the location of the February 18 tour will be Dawson Company in Pomona and not the Energy Resource Center.
2. The E-Week flyers should have headings with High School and College indicated in the title in order to distinguish the two flyers.
3. College students and high school students will have separate tours.

HISTORIAN

Chair: Joe Ablay

Key Topics:

1. Joe Ablay stated there will be an article about the January Honoree Dick Gilbert in the January issue of Sol*Air.

GOLF TOURNAMENT - May 14, 2010

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

Key Topics:

1. It was reported the deposit for the May Golf Tournament is due in December.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics: None

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 Andy Khechoumian attended the Western Section meeting in November. It was reported that no Board Member is scheduled to attend the January 12 Western Section meeting. Edwin Hornquist will be contacted to see if he will be able to attend the January meeting.
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NEXT MEETING DATE: Tuesday, January 12, 2010 at 4:00 PM at the Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California

Motion No: 12-01-1239: It was moved and seconded by Jim Toda and Andy Khechoumian, respectively, to adjourn the meeting at 5:20 p.m. The motion carried.

Secretary

Executive Secretary