



Engineering For the World We Live In

SOUTHERN CALIFORNIA CHAPTER
OF THE

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

2008-2009

Standing Committees

PRESIDENT

J. Michael Burke*

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

PRESIDENT-ELECT

Karine Leblanc*

SECRETARY

Andy Khechoumian, P.E.*

TREASURER

Jeffrey Landreth*

Minutes

of the

Board of Directors' Meeting

A California Corporation

PAST PRESIDENT

Narendra Amarnani, P. E.*

DIRECTORS

Joe Ablay*

Aaron Deutsch*

Joey Jiron*

Scott Neithercut*

SOL*AIR EDITOR

Scott Neithercut

December 16, 2008

*Denotes those in attendance

EXECUTIVE SECRETARY

Mrs. Sue Colvin*

P.O. Box 80133

San Marino, CA 91118

The meeting was called to order at 4:05 p.m. by Michael Burke at the Marriott Hotel, 13111 Syracuse Drive, Norwalk, California.

J. MICHAEL BURKE - PRESIDENT

Key Topics:

- Michael Burke stated the Joint Meeting was an opportunity to communicate all that the Chapter has to offer.
- He commented Erin McConahey's article in the September issue of the ASHRAE Journal eloquently stated the Chapter's charter. Mike said it follows the National theme, and the Chapter needs to carry on the theme.
- Mike reported he will display and distribute at the meeting Erin McConahey's article and the William Harrison article by Stella Zarakhovsky.
- Mike stated he would like to use the website to make the membership aware of these articles and the Chapter's charter.

- Mike asked all Board members to review the projected planned expenses for the various Chapter activities. He would like to evaluate whether the Spring Golf Tournament and YEA will be profitable or not for this year.
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SECRETARY - ANDY KHECHOUMIAN

Key Topics:

- MINUTES OF 11-11-08: The minutes of the November 11, 2008 meeting were reviewed.
- It was noted the last three lines under Website on page 4 did not occur during the meeting, and therefore should be deleted.
- It was decided that any opinions about statements in the meeting minutes should not be added to the minutes, but those opinions should be addressed at the following meeting.
- There was a discussion of the legality of approving motions by email. Mike Burke stated he will investigate Society's view of approving motions by email.

Action Items:

- Mike Burke will investigate the Society's view of approving motions by email.
- There will be a further discussion of whether to approve motions by email at a later date.

Motion No: 12-16-1197: It was moved and seconded by Joe Ablay and Aaron Deutsch, respectively, to approve the minutes of November 11, 2008 with the correction to delete the last three lines under Website of page 4. The motion carried.

TREASURER – JEFFREY LANDRETH

Key Topics:

- Jeffrey Landreth reviewed the October Treasurer's Report. He reported all the Action Items in the November minutes have been completed.
- Jeff stated the \$1000 under Income Miscellaneous (#41000) was a donation from Raj Kapoor for the Cal State Long Beach Summer Program.
- There was a discussion as to which line item to place the donation and how to identify the donation and the donor. A new line item was created which will identify the earmarked donation and the donor.
- Jeff Landreth reviewed the November Treasurer's Report.
- Aaron Deutsch questioned the Dinner Expense (#72100) line item and stated the expenses for the October meeting were not included. Aaron will work with Jeff to clarify this expense.

Action Items:

- Jeffrey Landreth to move \$1000 from Income Miscellaneous (#41000) to the newly created Income line item (#40405) Scholarship Donation – Raj Kapoor.
- Phil Trafton to work with Jeff Landreth to handle the particulars of this donation.
- Aaron Deutsch to work with Jeff Landreth to clarify the Dinner expense (#72100) line item.
- The November Treasurer's Report will be corrected and approved at the January meeting.

Motion No: 12-16-1198: It was moved and seconded by Jeff Landreth and Aaron Deutsch, respectively, to move the \$1000 from Income Miscellaneous (#41000) to the newly created line item Scholarship Donation – Raj Kapoor (#40405). The motion carried.

Motion No: 12-16-1199: It was moved and seconded by Scott Neithercut and Aaron Deutsch, respectively, to approve the October Treasurer's Report as corrected. The motion carried.

MEMBERSHIP**JOE ABLAY- DIRECTOR**

Chairs: Jai Agaram, Susan Chen, and Jim Toda

Key Topics:

- Jim Toda reported there had been a membership mailing and a phone tree to all members who have not paid their dues. The response has been good.
- He reported PAOE points had been earned by having a phone tree and also by receiving a 10% response.
- There was a discussion whether new Society members should have their Chapter dues waived for the first year. It was decided this was a good way to get brand new members involved.
- It was reported Membership Promotion will be April 7.
- Jim asked everyone to continue calling past members and customers and to ask them to renew their 2008-2009 membership.
- Jim Toda commented four new members became Society members.
- Jim reported he had been notified of two deceased members, and he will send their names to Karine Leblanc to be placed on the website.

Action Items:

- Jim Toda to send a report about the phone tree and the percent of response to Narendra Amarnani to be recorded for PAOE points.
- Jim Toda to send the names of the deceased members to Karine Leblanc who will place their names on the website.
- All are asked to call past members and customers to renew their 2008-2009 membership.

Motion No: 12-16-1200: It was moved and seconded by Karine Leblanc and Joe Ablay, respectively, that new first year Society Members only, after paying their \$165 Society membership dues, will have their first year Chapter membership dues waived for only the fiscal year 2008-2009. All other members will pay the \$60 Membership dues. The motion carried.

ROSTER – ANDY KHECHOUMIAN
Product Directory – Chad Herrick

Key Topics:

- Andy Khechoumian reported the 2008-2009 Roster had been mailed.
- He stated the excess from the Roster was approximately \$8000.
- There was a question about the cost of the Roster to non-chapter members. David Kuo pointed out the Roster states that a non-chapter member may purchase a Roster for \$50.00.

Action Items:

- Andy to submit the Roster Printing invoice and check request form to Jeff Landreth.
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BUDGET AND AUDIT
JEFFREY LANDRETH - TREASURER
Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENT
JEFFREY LANDRETH - TREASURER
Chair: PHIL TRAFTON

Key Topics: None

WEBSITE
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

PROGRAMS
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

INSTALLATION DINNER KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc stated Don La Marr had reviewed the numbers and the commitments for the Installation Dinner and had recommended the event go forward.
- Mike Burke expressed concerns about committing to the event until the contract for the Installation Dinner has been reviewed by the Board.
- Karine distributed an Installation Dinner flyer which will be in the January issue of Sol*Air.

Motion No: 12-16-1201: It was moved and seconded by Jeffrey Landreth and Joey Jiron, respectively, to accept Don La Marr's recommendation to move forward with the Installation Dinner as Karine Leblanc has planned. The motion carried.

ATTENDANCE & RECEPTION AARON DEUTSCH – DIRECTOR

Key Topics:

- Aaron Deutsch reviewed the attendance for the November Meeting and stated there had been only a slight excess because the costs are significantly higher at the Proud Bird.
- There was a discussion about whether to use the Proud Bird for the March Meeting. The two concerns are the higher cost at the Proud Bird, and Sally Ehrmann will need a ride to the meeting. It was decided Aaron, Mike, Karine, and Amar will discuss the location of the March Meeting.

Action Items:

- Aaron to send information regarding the January dinner to Scott for Sol*Air by December 19.
 - Aaron, Mike, Karine, and Amar will discuss the location of the March Meeting.
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RAFFLE AARON DEUTSCH – DIRECTOR

Key Topics:

- Aaron Deutsch reported he will email the Board to help obtain commitments for two or three raffle prizes for each meeting from January through May.

Action Items:

- Board members to help obtain raffle prize commitments for the January through May meetings.
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**PUBLIC RELATIONS and PUBLICITY
SCOTT NEITHERCUT - DIRECTOR**

Chair: Stella Zarakhovsky

Key Topics:

- Mike Burke stated Stella Zarakhovsky would like to set up an ad hoc committee of 4 or 5 people, including Erin McConahey, to look to future in the technical and creative aspect.
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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 January Sol*Air.
- It was stated that PAOE points are earned for Technical articles in Sol*Air.

Action Items:

- Joe Ablay to sent Technical article to Scott by December 19.
 - Joe Ablay will send the historical article to Scott if completed in time.
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**PUBLICATION AND NEWSLETTER
SCOTT NEITHERCUT – DIRECTOR
Chair: Temporary Chair Scott Neithercut**

Key Topics:

- Scott Neithercut stated the deadline for the January issue of Sol*Air is due on Friday, December 21 because of the holidays.
- Mike Burke and Joe Ablay will be interviewing Bob Lujan for the Historical Article. They will try to submit the article by the deadline, otherwise it will be included in the February issue of Sol*Air.
- Scott stated in order to save on printing and mailing costs, the January issue of Sol*Air will be sent only to members who have paid their 2008-2009 Chapter Dues.
- An interview with Sally Ehrmann will be in the January Sol*Air. Joe Ablay will coordinate the article with Scott.

Action Items:

- Joe Ablay will send the Technical Article to Scott by Friday, December 21.
 - Mike Burke and Joe Ablay to submit a Historical Article when complete.
 - Joe Ablay to coordinate with Scott about a Sally Ehrmann article for the January issue of Sol*Air.
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EDWARD H. SCHMIDT GOLF TOURNAMENT - October 27, 2008
JOEY JIRON - DIRECTOR
Co-Chairs: David McKinney and Matt Ebejer

Key Topics: None

SPRING GOLF TOURNAMENT
JOEY JIRON – DIRECTOR
Chair: David McKinney

Key Topics:

- Joey Jiron stated a decision needs to be made soon about whether to continue with the Spring Golf Tournament. He commented he needs to begin promoting the tournament if it is going to be held.

Action Items:

- Board to make a decision about holding the Spring Golf Tournament.
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SPRING SEMINAR – Date: Saturday, March 14, 2009
JEFFREY LANDRETH -DIRECTOR
Chair: Matt Church

Key Topics:

- Matt Church will give an update on the Spring Seminar at the January meeting.
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STUDENT ACTIVITIES
KARINE LEBLANC – PRESIDENT-ELECT
Chair: PANDORA LEI

Key Topics: None

RESEARCH PROMOTION
DIRECTOR – JOE ABLAY
Chair: Michael Kalemkaryan

Key Topics:

- Mike Burke stated Michael Kalemkaryan had sent out a Research Promotion letter. It is being considered if phone calls will be made to the previous donors.
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**SCHOLARSHIP
NARENDRA AMARNANI - PAST PRESIDENT
Chairs: Ishtiaq Chisti and Clay Lampman**

Key Topics: None

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

Key Topics: None

**PAOE POINTS
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics:

- Narendra Amarnani questioned if it would be appropriate to give a Chapter award to Erin McConahey for her article in the ASHRAE Journal. A discussion followed stating that usually the awards are given to members who have given a great deal of time and participation to ASHRAE.
 - Narendra Amarnani will look into the qualifications of the Louise and Bill Holliday Award and the possibility of a Chapter award for Erin McConahey.
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**TECHNICAL, ENERGY, & GOVERNMENT ACTIVITIES (TEGA)
NARENDRA AMARNANI – PAST- PRESIDENT
Chair: Dinesh Gandhi**

Key Topics: None

**WESTERN SECTION
MICHAEL BURKE - PRESIDENT**

Key Topics: None

**CRC
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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

Key Topics: None

REFRIGERATION
ANDY KHECHOUMIAN - DIRECTOR
Chair: Russell Lieu

Key Topics: None

NEXT MEETING DATE: Tuesday, January 6, 2009 at 4:00 pm at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California

Motion No: 12-16-1202: It was moved and seconded by Scott Neithercut and Karine Leblanc, respectively, to adjourn the meeting at 5:45 pm. The motion carried.

Secretary

Executive Secretary

