



Engineering For the World We Live In

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

2007-2008

Standing Committees

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Russell J. Lieu, P.E.*

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Susan Chen*
Ishtiaq Chisti*
Mike Gallagher
Chad Herrick
Don La Marr
Clay Lampman*
Jeff Landreth*
Pandora Lei*
Michael Levin
Alex Munoz
Scott Neithercut*
Ralph Panting
Rene Peters*
Mike Taylor
Phil Trafton
Jim Winkles

Minutes
of the
Board of Directors' Meeting
A California Corporation

December 18, 2007

The meeting was called to order at 5:00 p.m. by Narendra Amarnani at the Southern California Gas Company's Energy Resource Center, 9240 E. Firestone Boulevard, Downey, California. Guest in attendance was Verle Williams, Director at Large.

KARINE LEBLANC – SECRETARY

12-18-07 MINUTES: The minutes of the November 6, 2007 meeting were reviewed.

Discussion: There was no discussion.

Motion No: 12-18-1149: It was moved and seconded, by Karine LeBlanc and Jeffrey Landreth, respectively, to approve the November 6, 2007 meeting minutes as submitted. The motion carried.

ACTION ITEMS:

- None

1-08-07 Discussion:

Roster – Karine Leblanc
Product Directory – Chad Herrick

12-18-07: Karine Leblanc reported the Roster was mailed, and there have been nice comments about it. Narendra Amarnani congratulated Karine on a nice job. Karine stated there would be a Membership Promotion meeting in January to address membership renewals. The meeting will include Aaron Deutsch, Jai Agaram, Karine Leblanc, and Susan Chen. Susan Chen stated last year there were 270 paid members. The first mailing included 800 names from the National Database. The response to the first mailing was 10% which amounted to 240 total memberships. The rest were either returned or no responses. The second mailing is not ready as yet.

Discussion: Narendra Amarnani stated the Chapter will need 70 more paid members in order to meet the budget target. Clay Lampman felt the bulk of the National Database are Society members and will not become Chapter members. David Kuo said if the second mailing isn't ready yet, then a mailing should be made now to those that are known and the rest of the mailing sent later. Andy Khechoumian suggested sending a roster to members who haven't paid and ask for their \$50 donation. Ishtiaq Chisti stated he felt this year's roster was "the best roster he had ever seen". It was well organized and attractive. Narendra Amarnani commented that any corrections could be made to the website roster. Verle Williams found that not all Board members have paid their membership.

ACTION ITEMS

- A Membership Promotion meeting will be held in January.
- A second mailing will be sent to those names that are known and the rest sent later.
- Karine Leblanc to consider sending roster to members who haven't paid and ask for a \$50 donation.
- All Board members are requested to pay their membership dues.

Motions: None

1-08-07 Discussion:

Ballots – Karine Leblanc

Discussion: None

ACTION ITEMS:

- None

Motions: None

1-08-07 Discussion:

Karine Leblanc
Public Relations – Chair TBA

12-18-08: Narendra Amarnani stated he had found a new definition for Public Relations which involves sending out articles to local newspapers and this would also qualify for PAOE points.

Discussion: Verle Williams said Public Relations would include anyone beyond the ASHRAE family or any lay group. Clay Lampman said there is an existing Public Relations list on hand that could be used to create an email list of people of interest. Amar said he would take charge of this list and asked that all provide input concerning names and suggestions for the list. He also suggested Karine recruit a Public Relations Chairperson from the Committee Choice List and then send out an article to this Public Relations list.

ACTION ITEMS:

- Karine Leblanc to recruit a Public Relations Chairperson from the Committee Choice List.
- Create a Public Relations email list with names and suggestions sent to Amar.
- An article sent to local newspapers and to the Public Relations email list.

Motions: None

1-08-07 Discussion:

Home Page – Karine Leblanc

12-18-07: Karine Leblanc stated a bio and picture of next month's speaker will be on the website in January. She said there had been two checks for \$200 for advertising on the website. There are 8 advertisements at \$150 each on the website now.

Discussion: Narendra Amarnani asked for any suggestions or changes to improve the website.

ACTION ITEMS:

- Karine Leblanc will place a bio and picture of next month's speaker on the website.
- Any suggestions or changes for improving the website should be sent to Karine Leblanc.

Motions: None

1-08-07 Discussion:

TREASURER – ANDY KHECHOUMIAN

12-18-07: Andy Khechoumian reported the income and expenses for November were approximately the same. He stated the Sol*Air expenses (40500) will need to be separated from the Website expenses (40710) as more information is reported. He commented that the taxes were filed by the accountant. He stated under Scholarship Donation (40400) the actual total should be \$305 not \$425. Andy also corrected in the Summary Report the dates for Chapter Balance should be 10/31/07 and 11/30/07. Andy pointed out the income from the Resource Fund Donation (41100) is \$500 for Full Circle. He noted the expenses for Visa/MC (72220) and American Expenses (72230).

Discussion: The question was raised about the cost of the accounting services. It was decided the accounting expenses were in line. Narendra Amarnani expressed concern for recovering the Visa/MC and American Express expenses by charging the 3% service charge on credit card charges. Karine Leblanc suggested a line be placed in Sol*Air mentioning this 3% service charge on credit cards. Amar noted that each Board member is requested to donate \$100 to Full Circle, and it should be sent to Alex Munoz before the end of the year. Clay Lampman asked about reconciliation of the Treasurer's Report with the bank statement. Verle Williams suggested attaching the reconciliation in the email. Andy stated the reconciliation of the Treasurer's Report and the bank statement can be referenced in the Treasurer's books.

Motion No: 12-18-07-1150: It was moved and seconded by Karine Leblanc and Jeffrey Landreth, respectively, to receive the November Treasurer's Report as corrected. The motion carried.

ACTION ITEMS:

- Andy Khechoumian will correct and separate Sol*Air income from the Website income in the Treasurer's report as information becomes available.
- The Scholarship Donation income will reflect a change from \$425 to \$305.
- Andy Khechoumian to email Treasurer's Report to the Board prior to each meeting.
- A notation in Sol*Air will mention to members that they will incur a 3% service charge on credit card charges.
- All Board Members are requested to make a \$100 donation to Full Circle to Alex Munoz before the end of the year.

1-08-07 Discussion:

NARENDRA AMARNANI – PRESIDENT

12-18-07: Narendra Amarnani announced there are two new members to the Board. Aaron Deutsch and Jeffrey Landreth are replacing Mark Mosley and Eric Soladay. He commented that both new members are eager to contribute and interested in

serving. They are already donating their time and are working hard. He welcomed them both to the Board.

ACTION ITEMS:

- None

Motions: None

1-08-07 Discussion:

MIKE BURKE – PRESIDENT-ELECT

Programs

12-18-07: Narendra Amarnani stated there is a different Technical Session for the February meeting. All the speakers are lined up for the January, March, April, and May meetings. He said the January and February meetings will be at the Proud Bird at 4:30 PM. The March and April meeting will be at Taix. The May meeting will need to be decided. Andy Khechoumian will contact places in Glendale. Amar has a tentative hold with Taix's until a decision is made. The deadline for a decision on the May venue with all the details and costs will be made by February 5

Discussion:

ACTION ITEMS:

- Andy Khechoumian will contact places in Glendale for the May meeting.
- All details and costs will be available for a decision to be made by February 5th.

Motions: None

1-08-07: Discussion

JEFFREY LANDRETH - DIRECTOR

Historian – Ralph Panting

12-18-07: Narendra Amarnani stated Ralph Panting will write an article each month from January through May.

Discussion: None

ACTION ITEMS:

- Ralph Panting will write an article in January and the months to follow.

Motion: None

1-08-07 Discussion:

JEFFREY LANDRETH - DIRECTOR
Spring Seminar – TBA

12-18-07: Mike Gallagher and Jeffrey Landreth will determine the venue and speakers for the Spring Seminar.

Discussion: Karine Leblanc suggested Erin McConahey might be a good candidate for a speaker as she could speak on integrated design. After a discussion it was decided late March might be a good date for the Spring Seminar. Narendra Amarnani stated the discussion of the Spring Seminar would be tabled until January when a date would be decided and a decision made as to whether a weekday or weekend would be better.

ACTION ITEMS:

- Jeffrey Landreth and Mike Gallagher will find a place and speakers for the Spring Seminar.
- A decision for the date for the Spring Seminar will be decided in January.

Motion: None

1-08-07 Discussion:

JEFFREY LANDRETH - DIRECTOR
Student Activities – Pandora Lei

Pandora Lei stated the venue for Engineers' Week will be at the Los Angeles Convention Center. Three schools have confirmed, and the students will include 10th through 12th graders. The dates will be during the week of February 17 – 23. An updated flyer will be in the January issue of Sol* Air.

Discussion: Karine Leblanc suggested using the website to promote this event. Narendra Amarnani asked about sponsors for food. Jeffrey Landreth said all companies are sponsoring their own food. Karine felt ASHRAE should be the focus. She said the key is to make it fun, cool, and interactive. Karine suggested a hat with the ASHRAE logo. She emphasized the event should be fun in order to make the students want to come again.

ACTION ITEMS:

- Look into ways to make this event attractive to students so they will want to return next year.
- Updated flyer placed in January issue of Sol* Air.
- Promote event on website.

Motions: None

1-08-07 Discussion:

JOEY JIRON - DIRECTOR

Attendance & Reception – Aaron Deutsch

12-18-07: Aaron Deutsch suggested improving ability to have badges for each attendee at meetings. He can preprint badges for people who have made reservations, but for walk-ins he would like to print a badge on location. He is thinking of buying a machine for about \$250. Aaron Deutsch is developing cross promotion by getting people other than ASHRAE members to come to the meeting if the topic of discussion fits the individual. His hope is once they are at the meeting to encourage them to become a member. He would like to have a packet of information ready to give prospective member on how to become a member of ASHRAE. Aaron stated 50% of the Table Tops exhibits were people who were not associated with ASHAE and who had not exhibited before. He is encouraging them to become ASHRAE members.

Discussion: Ishtiaq Chisti suggested getting badges out of storage prior to meeting and inserting a name by slipping it into the badge. These are reusable badges, not permanent. He also suggested Ralph Panting could be of help with information on how to print badges. Narendra Amarnani suggested the discussion be tabled until next month. David Kuo mentioned Aaron doesn't need to get approval of the Board as long as he keeps within his budget. He could listen to the other's ideas as to what has been done in the past then make his own decision.

ACTION ITEMS:

- Continue discussion about badges for the walk-ins at meetings in January.
- Aaron Deutsch to check on various possibilities for badges.
- Develop cross promotion for meetings with people other than ASHRAE members.
- Look into developing an information packet for prospective new members.

Motions: None

1-08-07: Discussion

JOEY JIRON - DIRECTOR

Sol*Air – Scott Neithercut

12-18-07: Scott Neithercut stated he needs articles for the February issue of Sol *Air.

Discussion: None

ACTION ITEMS:

- Articles needed for the February issue of Sol* Air.

Motions: None

1-08-07: Discussion:

JOEY JIRON - DIRECTOR

Golf Tournament – Rene Peters

12-18-07: Rene Peters stated everything was going well. The deposit for the tournament was made. Promotion of the tournament is needed as there have been no responses to the flyer for the Golf Tournament in Sol* Air or on line, and he asked for everyone's help. He asked the Board to possibly sponsor two foursomes or to ask reps or other people to sponsor foursomes.

Discussion: Verle Williams suggested trying to get sponsors for each hole and placing a company flag at that hole. He mentioned people need to see what they can get out of their investment. He also suggested there may be a better response if ASHRAE Research is mentioned as the goal of the golf tournament.

There was a discussion of the Edward H. Schmidt Golf Tournament in October. No check has been sent as yet and no contract has been signed. Narendra Amarnani felt the Committee Choice List should be used to get volunteers for this golf tournament. He suggested it would be wise to use new people to get them engaged in ASHRAE.

ACTION ITEMS:

- Rene Peters needs help on promoting the golf tournament.
- Look into ways to get sponsors and interest in the tournament.
- Use volunteers on Committee Choice List for Edward H. Schmidt Golf Tournament.

Motions: None

1-08-07 Discussion:

AARON DEUTSCH - DIRECTOR

Resource Promotion – Alex Munoz

12-18-07: Narendra Amarnani stated he has asked Eddie Alejandre to co-chair Resource Promotion with Alex Munoz and with the help of Mike Gallagher. Amar asked that a request for a Resource Promotion donation go out within a week.

Discussion: None

ACTION ITEM:

- Letter requesting Resource Promotion donations go out within a week.

Motions: None

1-08-07 Discussion:

JEFFREY LANDRETH - DIRECTOR
Scholarships – Ishtiaq Chisti, Clay Lampman

12-18-07: Clay Lampman stated the next cycle for scholarships will begin with the selection of the winners in February and March. He would like to introduce a proposal for expanding the use of scholarship money. This would be a new philosophy for scholarships by changing the concept of where the money will be spent. His ideas may include using money from investment funds to support High School groups with grants and present awards to students involved in Science Fairs. ASHRAE would be the judge of science projects and present awards. One of his ideas might be to expand the Scholarship Budget.

Discussion: David Kuo suggested calling a special meeting to discuss the changes to the scholarship program. Karine Leblanc suggested the meeting be held in January. Clay Lampman said the Chapter could ease into the new program and expand slowly. Verle Williams commented it would be wise to use money from Scholarship Investment Funds for this idea so the Chapter continues to donate its funds and comply with government rules.

ACTION ITEMS:

- Clay Lampman will email his proposal to the BOD.
- A special meeting will be held in January to discuss possible changes to Scholarships.

Motions: None

1-08-07 Discussion:

DAVID KUO – PAST PRESIDENT
Honors and Awards

12-18-07: David Kuo is putting together ideas for awards designated by the Chapter. Amar stated there is \$900 in the fund to be given as awards. David discussed the Chapter Regional Conference which will be held on May 4, 5, and 6 in San Diego.

Discussion: Narendra Amarnani suggested thinking of deserving members from the general member population even if not serving ASHRAE, but who are serving the industry. Clay Lampman commented that part of CRC is presenting Regional and Society leaders and awards. Ishtiaq Chisti felt a couple of resolutions should be presented for the importance of discussion and sharing ideas. It was recommended all Chairs attend the Chapter Regional Conference.

ACTION ITEMS:

- The Chapter Regional Conference will be discussed in January.
- Suggestions for nominations for awards are needed.
- Resolution suggestions needed

Motions: None

1-08-07 Discussion:

RUSSELL LIEU - DIRECTOR

Chapter Technology Transfer Committee – Michael Taylor

12-18-07: Russell Lieu stated he would like to meet with Michael Taylor, Mike Burke, and Karine Leblanc to begin to discuss the programs for the coming year.

Discussion: Narendra Amarnani mentioned the Chapter Manual states the committee collects the information on programs, topics, and speakers for the following year and forwards to the President-Elect.

ACTION ITEMS:

- Russell Lieu to meet with Mike Burke, Michael Taylor, and Karine Leblanc to discuss programs for coming year.

Motions: None

1-08-07 Discussion:

RUSSELL LIEU - DIRECTOR

PAOE Points – Narendra Amarnani

12-18-07:

Discussion: None

Motions: None

1-08-07 Discussion:

RUSSELL LIEU - DIRECTOR
Refrigeration – Jim Winkle

12-18-07:

Discussion: None

ACTION ITEMS: None

Motions: None

1-08-07 Discussion:

Motion No: 12-18-1151: It was moved and seconded by Karine Leblanc and Andy Khechoumian, respectively, to adjourn the meeting at 6:30 PM. The motion carried.

Secretary

Executive Secretary

* Denotes those in attendance

