



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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Jim Toda*

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P.O. Box 80133
San Marino, CA 91118

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Ishtiaq Chisti
Christine Cloutier*
Mike Gallagher
Sean Gouw
Michael Hass*
Chad Herrick
Joey Jiron
David Kuo
Don La Marr*
Clay Lampman*
David McKinney*
Margaret Motagally
Ron Sweet
Phil Trafton*
Stella Zarakhovsky

Minutes
of the
Board of Directors' Meeting
A California Corporation

February 2, 2010

*Denotes those in
attendance

The meeting was called to order at 4:15 p.m. by Karine Leblanc at Taix French Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics: None

PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian distributed January Program Evaluation and reviewed the Technical and Main Presentation scores. The evaluation indicated the members deducted points from the Main Presentation for the use of commercialism and would not recommend the speaker to other chapters.

2. There was a discussion about the January meeting, and it was stated that the evening had not gone smoothly in part because the dinner was served late, and the speaker was rushed. Clay Lampman expressed that a little commercialism may make members aware of new concepts.

Action Items: None

INSTALLATION DINNER – Sunday, June 27, 2010

Key Topics:

1. Andy Khechoumian reported the Installation Dinner will be held on Sunday, June 27, 2010 from 6:30 pm to 10:30 pm at the Carousel in Glendale. The price will be \$80 per person. Andy is planning on approximately 150 people to attend at a cost of \$55 including all expenses. The excess will be approximately \$25 per person. He will present a budget at the March meeting. The Installation Dinner flyer will be published in Sol*Air, and Karine Leblanc will place the flyer on the website.
2. Andy indicated the deposit for the Installation Dinner will be due in April.

Action Items:

1. Andy Khechoumian will present an Installation Dinner budget at the March meeting.
2. Karine Leblanc will place an Installation Dinner flyer on the website.

SECRETARY – JEFFREY LANDRETH

MINUTES OF 1-12-2010

- The Minutes of the January 12, 2010 meeting were reviewed.

Motion No. 2-02-1243: It was moved and seconded by Jim Toda and Aaron Deutsch, respectively, to approve the Board Meeting Minutes of January 12, 2010. The motion carried.

ROSTER

Key Topics: None

TREASURER – AARON DEUTSCH

TREASURER'S REPORT

Key Topics:

1. Aaron Deutsch reviewed the Income and Expenses for the October Treasurer's Report and indicated the corrections in the report had been made. He stated \$390 for October dinner credit card payments had not been processed. He was waiting to complete the report until those receipts had cleared. Phil Trafton stated the credit card payments should be included in the month they are processed. As

a result, the October Treasurer's Report was complete, and a motion was made to approve the October Treasurer's Report. David McKinney will call the members whose October credit card payments had not been processed to explain the delay.

2. Aaron reviewed the Income and Expenses for the November Treasurer's Report. He indicated all the clarifications had been made and the report was complete. A motion was made to approve the November Treasurer's Report.
3. Aaron indicated the December Treasurer's Report did not have the information for credit card payments made at the Tri County meeting, and \$1240 had not been processed. Karine Leblanc emphasized that until the Southern California Chapter's credit card payment information is received, the Chapter can not be reimbursed by the other two Tri-County Chapters. Karine will meet with Aaron to resolve credit payments and division between the chapters. They will also determine the amount received from Table Tops for Research Donation (#41100). Karine commented the Scholarship Donation – Raffle (#40400) needed to be recorded also. It was noted that any payments received would be recorded in the month they were processed. It was decided the December Treasurer's Report was complete, and a motion was made to approve the December Treasurer's Report as submitted.
4. Aaron will inquire about the percent charged by American Express for credit card payments.
5. The January Treasurer's Report Income and Expenses were reviewed. Aaron will clarify the income for Roster Promotion (#40700). The Dinner Expense (#72100) includes a down payment for the Proud Bird. A decision had been made to reserve the original room which will allow for only 60 attendees. This change will be announced at the February meeting. Karine will place an announcement on the website that reservations for the Proud Bird need to be made one week in advance.
6. The January and February Treasurer's Report will be approved in March.

Action Items:

1. David McKinney to call members to explain delay in processing their October credit card payments.
2. Karine Leblanc and Aaron Deutsch will meet to resolve the Tri County meeting payments.
3. Karine will place an announcement about the reservation requirements for the Proud Bird on the website.

Motion No. 2-02-1244: It was moved and seconded by Jim Toda and Andy Khechoumian, respectively, to approve the October Treasurer's Report as submitted. The motion carried.

Motion No. 2-02-1245: It was moved and seconded by Scott Neithercut and Jim Toda, respectively, to approve the November Treasurer's Report as submitted. The motion carried.

Motion No. 2-02-1246: It was moved and seconded by Matt Church and Edwin Hornquist, respectively, to approve the December's Treasurer's Report as submitted. The motion carried.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics:

1. Phil Trafton requested the \$8000 from the Ed Schmidt Golf Tournament be released to the Scholarship Fund to be invested. Aaron Deutsch and Phil Trafton will meet this month to finalize moving the funds to the Scholarship Fund.

Action Items:

1. Aaron Deutsch and Phil Trafton will meet to finalize moving funds to the Scholarship Fund.

DIRECTOR – SCOTT NEITHERCUT

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Scott Neithercut reported Sol*Air articles are not being received in a timely manner. Karine asked the Board to improve their timeliness when sending Chris the Sol*Air articles each month.
2. Andy Khechoumian asked that the change in the date of the Installation Dinner be included in Sol*Air.
3. Scott stated the content of Sol*Air has been good, but the timeliness in mailing Sol*Air needs improvement.

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 was one new Chapter member in January. The new member is Robert Galaviz.
2. Jim reported a list of the members with badges will be attached to the badge case as a reference to confirm if the member had been issued a badge. He stated the last set of badges had been received.
3. Jim inquired about the process to add new members to the Sol*Air mailing list. Karine stated the member's information should be sent to her and Scott Neithercut.
4. He also inquired who is allowed to receive the link to the Southern California Chapter Roster. It was noted as a courtesy, a paid member of another chapter could be given the link.
5. There was a discussion about using Society's offer of an optional service to collect members' Society and Chapter dues at the same time. Karine reported she has not received from Society a recommendation of how to handle publication and distribution of the Roster if this process is used. Concerns were expressed that this procedure had been used in the past, and membership had declined. Karine suggested the process has been improved, and this offer should be tried again. She noted the Chapter would provide two ways for the members to pay their dues. The members could pay Society and Chapter dues at the same time or separately. This new payment information will be imparted to the members by an email blast.

ATTENDANCE & RECEPTION

Chair: David McKinney

Key Topics:

1. David McKinney reported wine and a generous prize had been donated for the dinner raffle. He stated the credit card machine at reception was a great improvement, and Monique Kinney was a wonderful help with the attendance.

EMAIL

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Co-Chairs: Edwin Hornquist and Andy Khechoumian

Key Topics:

1. Edwin Hornquist stated the Technology Awards information was published in Sol*Air. It was suggested the information on how to submit a candidate for the award be included in Sol*Air. Edwin will make an announcement at the February meeting.

Action Items:

1. Edwin Hornquist to add to Sol*Air the information on how to submit a Technology Award candidate.

REFRIGERATION TOUR – April 8, 2010**Chair: Sean Gouw****Key Topics:**

1. Edwin Hornquist reported Sean was still having difficulty connecting with Doug Scott. The suggested date for the Refrigeration Tour is April 8, 2010. He stated this should not be a conflict with the Kings Game which will be later that day because it will attract a different group.

Action Items: None**SPRING SEMINAR – April 22, 2010****Co-Chairs: Matt Church and Jeffrey Landreth****Key Topics:**

1. Matt Church stated the Spring Seminar preparations are complete.
2. Jeffrey Landreth reported he will make a Spring Seminar announcement and distribute the flyers at the February meeting. It was reported the speaker's airline ticket had been paid, and the food for the seminar will be billed following the event.
3. Matt asked Karine Leblanc to place the Spring Seminar information on the website.

Action Items:

1. Karine Leblanc to place the Spring Seminar information on the website.

RESEARCH PROMOTION – Kings Game – April 8, 2010**Chair: Michael Hass****Key Topics:**

1. Michael Hass reported ARUP will donate their Kings Game box which holds ten people for the Research Donation Kings Game.
2. Jeff Landreth and Mike Hass will make a decision for the price to charge per person after considering the costs.

Action Items:

1. Jeff Landreth and Mike Hass to decide the price per person for the Kings Game.

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES – E-Week – February 16-19th

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

Key Topics:

1. Christine Cloutier reported 5 college students will attend the UCLA Cogeneration Plant tour. She stated she needed volunteers to help at each venue. Scott Neithercut, Karine Leblanc, Matt Church, and Christine volunteered for the Tuesday, February 16; Christine and Jim Toda will be available for Wednesday, February 17; and Edwin Hornquist, Christine, and Margaret Motagally will attend Friday, February 19.
2. Christine will email Karine with the dates and venues to help coordinate volunteers from the Board.

Action Items:

1. Christine Cloutier will confirm volunteers to help at the E-Week venues.

HISTORIAN

Chair: Joe Ablay

Key Topics: None

GOLF TOURNAMENT - May 7, 2010

Co-Chairs: Joey Jiron and Omar Chamma

Key Topics:

1. Don La Marr reported he and Joey Jiron will meet with Brookside to confirm specifics for the event. He stated 30 people have signed up for the tournament, but he would like to receive checks to confirm their commitment. He also stated raffle prizes were needed. Some prizes will be purchased at Brookside, and a total of about 20 prizes will be needed. The committee will meet every two weeks until the event.

Action Items:

1. Raffle prizes are needed for the Golf Tournament.

ED SCHMIDT GOLF TOURNAMENT

Co-Chairs: Don La Marr

1. Don La Marr suggested some dates for the Ed Schmidt Golf Tournament in September or October. It was decided that October 18 would be the best date. A \$500 deposit will need to be made to reserve the desired date.
2. Don asked for a Chair for the event. He suggested the same person chair the event in 2010 and 2011. Don suggested it would be best to have a Board member and a new member work together in order to have knowledge of how to manage the event the following year. A \$500 deposit will need to be made to reserve the desired date.

Action Items:

1. A date for the Ed Schmidt Golf Tournament will be confirmed with Brookside Golf Course.
2. A Chair is needed for the Ed Schmidt Golf Tournament.

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: None.

NEXT MEETING DATE: Tuesday, March 2, 2010 at 4:00 PM at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California, 90045.

Motion No: 2-02-1247: It was moved and seconded by Jeffrey Landreth and Jim Toda, respectively, to adjourn the meeting at 5:40 p.m. The motion carried.

Secretary

Executive Secretary