



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*
- 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

- 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

February 3, 2009

*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 Les Freres Restaurant, 1911 Sunset Boulevard, Los Angeles, California. Guest in attendance was Jack Zarour, Regional Director.

J. MICHAEL BURKE - PRESIDENT

Key Topics:

- Michael Burke introduced Jack Zarour, Regional Director. Jack gave a brief summary of his history with ASHRAE and the many positions he has held since his membership in 1976. As a Chapter goal, he encouraged the Chapter to try to provide sponsorships for two students to attend the CRC.
- Mike stated there will be a display of technical articles at the meeting including an ASHRAE Journal article on the Monitoring of CO2. Mike commented he felt the Chapter's mission was to impart technical expertise and knowledge to the membership.
- Jeffrey Landreth summarized his progress in making a recommendation for the Chapter voting on motions by email. He reported he had not as yet received

an answer from Society on their view of email motions. Jack Zarour stated motions may be made by email or by phone as long as all Board members are included. He stated Society is encouraging email communications. Mike Burke said he was concerned that everyone needed to be aware of the discussion before voting on a motion. After hearing from Society, Jeffrey Landreth will report next month on his email motion recommendation. He will confer with Clay Lampman and communicate this recommendation to Jack Zarour.

Action Items:

- Jeffrey Landreth to report on the email motion recommendation at the March meeting. Jeff to communicate his findings to Clay Lampman and Jack Zarour.

SECRETARY - ANDY KHECHOUMIAN

Key Topics:

- MINUTES OF 1-06-09: The minutes of the January 6, 2009 meeting were reviewed.

Motion No: 2-03-1206: It was moved and seconded by Karine Leblanc and Jeffrey Landreth, respectively, to approve the minutes of January 6, 2009 as submitted. The motion carried.

TREASURER – JEFFREY LANDRETH

Key Topics:

- Jeffrey Landreth reviewed the December Treasurer's Report. He reported all the Action Items in the January minutes had been completed.
- Narendra Amarnani stated the December Income and Expense Year to Date Plan should have the same total. Jeffrey will reconcile these columns.
- It was found the January Income, Expense, and Cash Flow needs to be deleted from the December Summary.
- After the review, discrepancies were found which will be reconciled by Jeff.
- It was decided that the December and January Treasurer's Report will be revised. Jeffrey will email the Board the revised reports and include an explanation for the changes.
- Jeffrey reviewed the Ed Schmidt Golf Tournament financial report. Jeffrey stated he will make adjustments to reconcile his report and David McKinney's report.
- Mike Burke noted the budget would have a deficit if the Ed Schmidt Tournament surplus had not been included. Phil Trafton commented the budget always has a deficit at this time because the major expenses are in fall due to the disbursement of scholarships. The revenue comes in the spring from the Spring Seminar and the Spring Golf Tournament.

- Mike stated the excess attributable to the Ed Schmidt Tournament needs to be subtracted from cash flow in order to determine the Chapter's actual cash position.
- Jeffrey asked Mike Burke if he had contacted the accountant Ernest Hicks to inquire about the disposition of the Ed Schmidt Tournament excess. Mike stated he had not done so, but he said he would contact him in the next few days.

Action Items:

- Jeffrey Landreth will revise the December Treasurer's Report and January Treasurer's Report.
 - Jeffrey will email the revised reports and include an explanation for the changes.
 - Jeffrey will call a meeting via email to approve the December and January Treasurer's report.
 - Mike Burke to contact the accountant Ernest Hicks to inquire about the disposition of the Ed Schmidt Tournament excess.
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MEMBERSHIP

JOE ABLAY- DIRECTOR

Chairs: Jai Agaram, Susan Chen, and Jim Toda

Key Topics:

- Jim Toda reported he had contacted previous members who have not renewed their membership. Some reported their companies are no longer sponsoring membership and others are joining a chapter closer to their work.
- Clay Lampman suggested Mike Burke send a letter to company presidents asking them to support ASHRAE by encouraging their employees to renew their membership.
- All new members will be listed on the website and introduced at a meeting.
- Jim announced Joey Jiron had qualified to advance from Associate Member to Full Member.
- Narendra Amarnani suggested Jim contact Jai Agaram and compile a list of members who might qualify for advancement.

Action Items:

- Mike Burke to contact company presidents by letter to ask for their support in encouraging their employees to join ASHRAE.
 - Jim to contact Jai Agaram for a list of members who may qualify for advancement.
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ROSTER – ANDY KHECHOUMIAN
Product Directory – Chad Herrick

Key Topics:

- Andy Khechoumian reported the members who renewed their membership after the Roster was published will be able to access the Roster on the website.
- He stated any errors or omissions of the members' information will be updated in the Roster database and posted on the website.
- Karine Leblanc offered to copy the Roster on a CD to be distributed at the CRC.

Action Items:

- Karine Leblanc to make a Roster CD to be distributed at the CRC.
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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:

- Phil Trafton reported on the Scholarship Investment Accounts. He stated we need to hope the economy improves, but until then he recommends keeping the funds where they are.
 - He recommended keeping the Ed Schmidt funds in the general account for operations until they are needed for scholarships. The scholarships will be paid in August or September.
 - Phil stated the selection of scholarship recipients is in process, but he recommended limiting the amount of scholarships to the amount of surplus from the Ed Schmidt Golf Tournament and from the Raffles.
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WEBSITE
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc stated the Board Meeting Minutes are now on the website.
 - Narendra Amarnani commented it is important to have one technical article on the website each month. The chapter will earn PAOE points for each article.
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PROGRAMS
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc reported the programs and speakers have had high marks in the surveys. She is noting any comments and suggestions.
 - Narendra Amarnani stated each month's program survey earns PAOE points.
 - Mike Burke complimented Karine for the tempo and enthusiasm she has created at the programs and meetings.
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INSTALLATION DINNER
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

ATTENDANCE & RECEPTION
AARON DEUTSCH – DIRECTOR

Key Topics: None

RAFFLE
AARON DEUTSCH – DIRECTOR

Key Topics: None

PUBLIC RELATIONS and PUBLICITY
SCOTT NEITHERCUT - DIRECTOR
Chair: Stella Zarakhovsky

Key Topics:

- Stella Zarakhovsky stated her goal for ASHRAE Public Relations is to build ties with similar groups and join forces with others who are interested to expand the ASHRAE concepts. She commented it may require a budget in order to accomplish this goal. This was supported by Don La Marr.
 - Narendra Amarnani agreed it was important to have a mutual sharing of ideas with other allied associations. He added this earns PAOE points.
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**HISTORIAN AND TECHNICAL ADVISOR
JOE ABLAY - DIRECTOR**

Key Topics:

- Joe Ablay reported he interviewed Bob Lujan and will have the article ready for Sol*Air for the March issue.
- Phil Trafton suggested an article of an interview with Don Dickerson who began his firm in 1961.

Action Items:

- Joe Ablay will send his article on Bob Lujan to Scott Neithercut for the March Sol*Air issue.
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**PUBLICATION AND NEWSLETTER
SCOTT NEITHERCUT – DIRECTOR
Chair: Temporary Chair Scott Neithercut**

Key Topics:

- It was learned that some members did not receive the Sol*Air until after the January meeting. Mike Burke stated the Sol*Air needs to be received 5 days before the meeting.

Action Items:

- Scott Neithercut to have printer mail Sol*Air in time to be received 5 days before the next meeting.
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**EDWARD H. SCHMIDT GOLF TOURNAMENT - October 27, 2008
JOEY JIRON - DIRECTOR
Co-Chairs: David McKinney**

Key Topics: None

**SPRING GOLF TOURNAMENT
JOEY JIRON – DIRECTOR
Chair: David McKinney**

Key Topics:

- Joey Jiron stated he will work with Karine Leblanc to email Spring Golf Tournament information and the survey to members.

Action Items:

- Joey Jiron and Karine Leblanc to email Spring Golf Tournament information and survey.
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SPRING SEMINAR – Date: Friday, March 27, 2009

JEFFREY LANDRETH -DIRECTOR

Chair: Matt Church

Key Topics:

- Matt Church reported the Spring Seminar will be held at the Energy Resource Center on Friday, March 27, 2009. The ERC does not charge for the use of their facilities, but they do require the use of their catering service.
- At this point, there are two speakers. Matt would like to add a third speaker. Erik Ring will be charging approximately \$15-\$20 per person.
- Matt stated the price of the seminar will be set after obtaining information on the price of food. He will then bring the information and a recommendation to the Board for their decision.
- There was a discussion to keep food cost down because of the economy and to make the price of the seminar more appealing to members.
- Mike Burke stated the price for the seminar should be based on what the market will bear for the value the Chapter is giving and not on the price of food. He felt food quality should not be compromised.
- Matt stated no one seminar will fulfill the requirement for Leed study course credit.

Action Items:

- Matt Church to obtain food price information and make recommendation for the price for the seminar. Matt will bring this information to the Board for their decision.

STUDENT ACTIVITIES

KARINE LEBLANC – PRESIDENT-ELECT

Chair: PANDORA LEI

Key Topics:

- Pandora Lei reported on the progress of planning National Engineer's Week which will be held February 16-20. She stated Azusa High School was interested in participating in the Los Angeles Convention Center Tour on February 17, and Notre Dame High School in Sherman Oaks was interested in sending a large group of students to CTAC on February 20. Pandora indicated she needed a total of 8-9 adults to supervise. She will inquire if the schools will provide transportation. She stated she is having difficulty finding lunch sponsorship for both venues. Mike Burke suggested that Pandora provide a budget and work with Karine Leblanc and Jeff Landreth. Clay Lampman suggested inquiring to see if Valencia High School was interested since they have attended in the past. ARUP will also be offering a tour. Narendra Amarnani commented this event should be publicized on the National Society website.

Action Items:

- Pandora Lei to plan an E-Week budget with Karine Leblanc and Jeffrey Landreth.
 - Pandora will find lunch sponsorships, will inquire about schools providing transportation, and will find adult supervision for the event.
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**RESEARCH PROMOTION
DIRECTOR – JOE ABLAY**

Chair: Michael Kalemkaryan

Key Topics: None

**SCHOLARSHIP
NARENDRA AMARNANI - PAST PRESIDENT**

Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics: None

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

Key Topics:

- Narendra Amarnani stated the Chapter will recognize Erin McConahey for her article in ASHRAE Journal at the March meeting which is Women’s Engineering Night. Karine Leblanc will purchase an award for this honor.
 - Amar suggested in addition to a certificate, the awards should be standardized and include the ASHRAE logo and the Southern California Chapter name. The Chapter will give these awards to future honorees.
 - Jack Zarour said the Chapter has many members who could be recommended for honors or awards, and he suggested compiling a list of members who could be nominated for these awards.
 - Phil Trafton commented the Chapter should look into the members who are qualified to become Fellows.
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**PAOE POINTS
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics:

- Narendra Amarnani reported the PAOE points are updated each month.
- Amar stated he needs information on the members who attend the last winter meeting. Don La Marr stated he will email Amar the name of a contact at Society who will have the list of names.

Action Items:

- Don La Marr to send Amar the name of the contact person at Society.
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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

Key Topics: None

REFRIGERATION

ANDY KHECHOUMIAN - DIRECTOR

Chair: Russell Lieu

Key Topics:

- Russell Lieu has planned a Refrigeration Tour at Unified Grocers in Santa Fe Springs. It is one of the best places to visit because of the size of the operations and the upgrades that have been done over the last few years. The Chapter will earn PAOE points by providing this tour. It will be approximately one and half hour tour. It was decided the date will be March 12, 2009 at 2:00 pm, but Russell will confirm this date with Unified Grocers.
- Russell is planning on one presenter for about 20-30 people. He will look for another presenter or a raffle for greater attendance.
- Stella Zarakovsky will work with Russell to promote this event.
- Karine Leblanc stated the flyer on this event needs to be to Scott Neithercut by February 10 in order to be in the March issue of Sol*Air. Karine will email information about the tour to the members and promote the event on the website.

Action Items:

- Russell Lieu will confirm March 12 with Unified Grocers.
 - Russell to work with Stella Zarakhovsky to promote the Refrigeration Tour.
 - Promotion articles need to be to Scott Neithercut by February 10 for the March Sol*Air.
 - Karine Leblanc will email tour information to members and promote the tour on the website.
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NEXT MEETING DATE: Tuesday, March 3, 2009 at 4:00 pm at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California.

Motion No: 2-03-1207: It was moved and seconded by Karine Leblanc and Joey Jiron, respectively, to adjourn the meeting at 5:50 pm. The motion carried.

Secretary

Executive Secretary

