



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

PRESIDENT  
Narendra Amarnani,  
P.E.\*

Jai Agaram  
Sudhir Agrawal  
Bob Brennan  
Ryan Celaya  
Susan Chen  
Ishtiaq Chisti  
Mike Gallagher  
Chad Herrick  
Don La Marr\*  
Clay Lampman\*  
Pandora Lei  
Michael Levin  
Alex Munoz  
Ralph Panting  
Rene Peters\*  
Mike Taylor  
Phil Trafton  
Jim Winkles

PRESIDENT-ELECT  
Michael Burke\*

SECRETARY  
Karine Leblanc\*

Minutes

TREASURER  
Andy Khechoumian,  
P.E.\*

of the

PAST PRESIDENT  
David M. Kuo, P.E.

Board of Directors' Meeting

DIRECTORS  
Aaron Deutsch\*  
Joey Jiron\*  
Jeffrey Landreth\*  
Russell J. Lieu, P.E.

A California Corporation

February 5, 2008

SOL\*AIR EDITOR  
Scott Neithercut

\*Denotes those in attendance

EXECUTIVE  
SECRETARY  
Mrs. Sue Colvin\*  
P.O. Box 80133  
San Marino, CA 91118

The meeting was called to order at 4:30 p.m. by Narendra Amarnani at the Proud Bird, 11022 Aviation Boulevard, Los Angeles, California.

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NARENDRA AMARNANI – PRESIDENT

2-05-08: Narendra Amarnani asked that everyone try to be on time for the meetings each month. He stated he was looking for a Public Relations Chairperson who would find ways for ASHRAE to have exposure to other organizations and find ways for ASHRAE to interact with them. Amar asked the Board to use the Committee Assignment Choice list to find members needed to serve on committees.

ACTION ITEMS:

- Narendra Amarnani will email Committee Assignment Choice list to the Board.
- Narendra Amarnani and Karine Leblanc will look for a Public Relations Chairperson.

Motions: None

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NARENDRA AMARNANI  
PAOE Points

2-05-08:

Discussion: None

ACTION ITEMS: None

Motions: None

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NARENDRA AMARNANI  
Western Section

2-05-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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KARINE LEBLANC – SECRETARY

2-05-08 MINUTES: The minutes of the January 8, 2008 meeting were reviewed.

Discussion: None

ACTION ITEMS: None

Motion No: 2-05-1156: It was moved and seconded, by Jeffrey Landreth and Aaron Deutsch, respectively, to approve the January 8, 2008 meeting minutes as submitted. The motion carried.

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ROSTER – KARINE LEBLANC  
Product Directory – Chad Herrick

2-05-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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MEMBERSHIP – KARINE LEBLANC  
Co-Chairs: Jai Agaram and Susan Chen

2-05-08: Karine Leblanc stated a mailing and email will be sent to all people who have not paid their dues. She will send these notices next week. Karine will send a list of members with unknown email addresses to Aaron Deutsch. Aaron Deutsch has offered to obtain the email addresses for these members. Karine said she had mailed a current membership list to Aaron Deutsch.

Discussion: Aaron Deutsch stated he had cross referenced the membership list with the registration list so they now know exactly what to charge people for dinners. If they haven't paid their dues they are charged \$50. If they have paid they are charged \$35. The membership form is available at the door so people can pay their membership at the door and receive all future meals for \$35. Aaron pointed out the Membership Form in Sol\*Air needs to be corrected to note the change in Executive Secretary. Karine Leblanc said she would make the change to the Membership Form.

ACTION ITEMS:

- Karine Leblanc to send dues notices by mail and email to all people who have not paid their dues by next week.
- Karine Leblanc to send a list of members with unknown email addresses to Aaron Deutsch.
- Aaron Deutsch will obtain email addresses by phone for members with unknown email addresses.
- Karine Leblanc will make the change in the Sol\*Air Membership Form to note the change in Executive Secretary.
- Jai Agaram will continue to develop the software for the Membership Database.

Motions: None

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NOTICE OF MEETING – KARINE LEBLANC  
Bob Brennan

2-05-08: Karine Leblanc will be responsible for coordinating sending emails about notices of meetings and coordinate the flow of information from various sources on a timely basis to all members. Karine pointed out once the Membership Database software is complete the emails could be sent to all the members at one time.

Discussion: None

ACTION ITEMS:

- Karine Leblanc will send out notices of meetings and other information in a timely manner.

Motions: None

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## NOMINATIONS – KARINE LEBLANC

2-05-08: Karine Leblanc generated a discussion of the procedure for setting up the Nominating Committee.

Discussion: There was a discussion about the Nominating Committee process with the help of Clay Lampman and Don LaMarr. There will be a total of 5 members on the Nominating Committee, one of whom will be the President Elect. The Nominating Committee Chairperson is selected by the Committee members. The Secretary needs to call for nominations from the floor. At the next Board meeting, the candidate list is presented to the Board along with their letter of acceptance. For people new to the Committee, a resume will need to be presented. These resumes will be on the ballot when they are mailed. The ballots will be mailed in April, and the ballots will be counted at the May meeting.

### ACTION ITEMS:

- A Nominating Committee needs to be formed from nominations from the floor.
- Karine Leblanc will call for nominations from the floor.
- The candidate list and letters of acceptance will be presented at the next Board meeting.

Motions: None

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## KARINE LEBLANC

Public Relations – Chair TBA

2-05-08: Narendra Amarnani asked Karine Leblanc to work on the Public Relations and publicity for the many events that are coming up. He also asked everyone to bring cameras to the dinners and take pictures for Sol\*Air as a means of Public Relations. He commented there had been press coverage in the Downey Patriot which published an article about Kent Peterson's speech.

Discussion: Aaron Deutsch stated he had contacted female building property managers and some are planning on attending the meeting.

### ACTION ITEMS:

- Karine Leblanc and Narendra Amarnani to recruit a Public Relations Chairperson from the Committee Choice List.
- Karine Leblanc to provide Public Relations and publicity for coming events.
- Everyone is encouraged to take pictures during dinners for Sol\*Air as a means of Public Relations.

Motions: None

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## HOME PAGE – KARINE LEBLANC

2-05-08: Karine Leblanc stated she needed information to put on the Scholarship Page for the website. She asked Clay Lampman for information about the recipients' such as their names, schools, and the amounts in order to put them on the Scholarship Page.

Discussion: Narendra Amarnani asked Karine Leblanc and Clay Lampman to work together to develop the Scholarship Page for the website. Clay stated that he would provide information on the requirements for scholarships and put them on the website. Amar asked Karine to work with Mike Burke and Ralph Panting on developing 2 or 3 historical articles for the website and Sol\*Air. Mike Burke suggested doing articles from an historical perspective on 3 or 4 parts of the industry from the 1930's and 1940's to the present.

### ACTION ITEMS:

- Clay Lampman to provide information to Karine Leblanc on Scholarship requirements and the scholarship recipients' information for the website.
- Karine Leblanc and Clay Lampman to develop the Scholarship Page on the website.
- Karine Leblanc to create an Obituary Column for the website.
- Mike Burke, Ralph Panting, and Karine Leblanc to work on providing historical articles for Sol\*Air and the website.

Motions: None

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## TREASURER – ANDY KHECHOUMIAN

2-05-08: Andy Khechoumian reported Tri County has not sent their reconciliation for the December meeting. He reviewed the expenses reported in the January Treasurer's Report and explained the Sol\*Air expenses were for January and February. He pointed out under Miscellaneous (72200) the \$213.79 was for Aaron Deutsch's purchase of a flag and flag stand for the meeting venues that did not have a flag. Andy stated Mike Burke paid for the hors d'oeuvres for the January dinner, and Aaron Deutsch will be hosting the hors d'oeuvres for the February dinner. Under Scholarship Investments, Andy pointed out the investments were down, but he felt this was because the Investment Market was not good. As a new item, Andy questioned whether the chapter is to pay \$4.50 per active member to the Society. He asked how it was handled in the past. Andy commented the Income Tax Extension was not needed as the taxes have been filed.

Discussion: Narendra Armanani pointed out the \$213.79 should be placed under Attendance and Reception (71400) and not Miscellaneous. It was noted under Income Chapter Dues (40100) the \$185 should be \$160 and \$25 to Resource Fund Donation (41100). Amar asked Andy to email the corrected January Treasurer's

Report to the Board. Karine Leblanc questioned why there were no expenses for Pay Pal on the report. She stated there should always be Pay Pal expenses each month. Amar asked Andy and Karine to work together to find an explanation for the Pay Pal question. Amar thanked Mike Burke and Aaron Deutsch for their support by hosting the hors d'oeuvres for the January and February meetings. He felt they had started a new trend and thanked them for their donations. Amar asked Andy to contact the Western Section President Niraj Amin to obtain the expense and income report for the Treasurer's Report. Amar asked Andy to ask about transferring funds to the Western Section. Amar stated the Treasurer's Report from last year will need to be reviewed to see how much was transferred to the Western Section and what formula was used. This item will be tabled since it will take a few months to be resolved.

Motions: None

**ACTION ITEMS:**

- Andy Khechoumian to amend the January Treasurer's Report by moving \$213.79 under Miscellaneous (72200) to Attendance and Reception (71400).
- Andy to amend Income Chapter Dues (40100) from \$185 to \$160 and \$25 to Resource Fund Donation (41100).
- Andy to email January Treasurer's Report with corrections to the Board within two weeks for the Board's approval.
- Andy Khechoumian and Karine Leblanc to work together to find an explanation for the Pay Pal questions.
- Andy to contact the Western Section President Niraj Amin for income and expenses and ask about transferring funds to the Western Section.
- Andy to review Treasurer's report from last year to find the amount paid and the formula used for paying Society for each active member.
- The question of the amount to be paid to Western Section will be tabled until more information is gathered.

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**BUDGET AND AUDIT – ANDY KHECHOUMIAN**  
Phil Trafton

2-05-08: None

Discussion: None

**ACTION ITEMS:** None

Motions: None

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MIKE BURKE – PRESIDENT-ELECT  
Programs

2-05-08: Mike Burke stated all the meetings speakers are complete. The meeting in April will not have a Technical Session, but it will have 3 Presentations by Utilities. Robert Levine replaced Russell Lieu as the speaker at the April meeting.

Discussion: Narendra Amarnani stated there was another change and Eric Kirchhoff from SCG will replace Rick Anderson and speak on Natural Gas Application. Steve Brown of LADWP will speak about HVAC Energy Efficiency Programs.

ACTION ITEMS:

- Mike Burke to email Scott Neithercut about changes in speakers for the April meeting for Sol\*Air.

Motions: None

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JEFFREY LANDRETH - DIRECTOR  
Scholarships – Ishtiaq Chisti, Clay Lampman

2-05-08: Jeffrey Landreth stated there needed to be a Scholarship meeting scheduled with Clay Lampman and the Board to discuss the Scholarships.

Discussion: There was a discussion about possible dates for the Scholarship meeting and who should attend. It was decided all Board Members should attend, and Phil Trafton will be invited. A decision was made to have the meeting on Tuesday, February 26 at lunch time. The location will be decided later. Narendra Amarnani will send a notice stating the date, time, and location.

ACTION ITEMS:

- Narendra Amarnani will send out a notice for the Scholarship meeting.

Motions: None

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JEFFREY LANDRETH - DIRECTOR  
Historian – Ralph Panting

2-05-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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JEFFREY LANDRETH - DIRECTOR  
Spring Seminar – TBA

2-05-08: Jeffrey Landreth reported he is working on finding speakers for the Spring Seminar. He stated a date for the Spring Seminar needs to be set.

Discussion: There was a discussion of possible dates and what events might conflict with the Spring Seminar. Narendra Amarnani stated the date needs to be kept open while coordinating with the schedules of the people who are involved with Advanced Energy Design. He felt a later date would give more time to be sure the speakers are in place. There was concern about a conflict with the Golf Tournament on April 18. Mike Burke felt it was beneficial to have 2 months lead time to promote the Spring Seminar.

**ACTION ITEMS:**

- Jeffrey Landreth will find speakers for the Spring Seminar and obtain the dates they are available.

Motions: None

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JEFFREY LANDRETH - DIRECTOR  
Student Activities – Pandora Lei

2-05-08: Jeffrey Landreth reported there are 3 events planned and about 120 students will attend from 5 different schools. They are working on the presentations, and Karine Leblanc has offered to do a presentation if needed. All other preparations are complete. E-Week is scheduled for February 19 through February 22.

Discussion: Aaron Deutsch stated he contacted some schools in the Beverly Hills area and E-Week conflicted with the students' schedule.

**ACTION ITEMS:**

- Jeffrey Landreth to complete finding presenters for E-Week.

Motions: None

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JOEY JIRON - DIRECTOR  
Sol\*Air – Scott Neithercut

2-05-08: Joey Jiron stated February is a short month so he was setting the date for submitting articles to Sol\*Air for February 8 and at the latest February 11.

Discussion: There was a discussion about the need to have more than 3 or 4 days notice to get the articles into Sol\*Air. It was decided to keep the February 8 date and if more time was needed to send the articles by February 11.

ACTION ITEMS:

- Sol\*Air articles need to be submitted by February 8 and at the latest February 11.

Motions: None

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JOEY JIRON - DIRECTOR

Golf Tournament – Rene Peters

2-05-08: Rene Peters stated he had 24 verbal commitments for the Golf Tournament on April 18. He has more people to contact and expects to have about 100 people signed up over the next few months. He requested a \$250 check to Pin Up Golf to reserve the staff members for the Golf Tournament date.

Discussion: None

ACTION ITEMS:

- Andy Khechoumian to issue a check to Pin Up Golf for \$250.
- Rene Peters to continue to contact members to sign up for the Golf Tournament.

Motions: None

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AARON DEUTSCH - DIRECTOR

Attendance & Reception

2-05-08: Aaron Deutsch stated he had looked into another location for the meeting/dinner at Castaways in Burbank. It is in a nice location and the cost will be \$33 per person, including tip, tax, coffee, and valet parking. The dinner will include salmon or chicken, salad, and dessert. Aaron has a verbal commitment from some members in Pasadena, Glendale, and Burbank to attend the meeting in their area. He said he will send out an email to all members including the members in the Pasadena, Glendale, and Burbank areas. Aaron Deutsch stated Johnson Controls will be sponsoring the Table Tops for the March meeting. He has a tentative sponsor the hors d'oeuvres for that night.

Discussion: After a discussion, it was decided to charge \$35 for the dinner. In order to increase the attendance of members in the Pasadena, Glendale, and Burbank area, it is important to publicize this new location and emphasize the meeting is coming to their area. Mike Burke suggested an announcement be made at the dinner about the sponsorship of hors d'oeuvres. Don LaMarr gave a brief summary of the progress on Mentorship. Narendra Amarnani suggested possibly the mentor could offer to bring the member to the dinner.

ACTION ITEMS:

- Aaron Deutsch to confirm Castaway for May meeting.
- Aaron Deutsch will send email emphasizing the new location to the Member list including members in the Pasadena, Glendale, and Burbank area.
- Aaron Deutsch to confirm sponsor for the March hors d'oeuvres.
- Aaron Deutsch will make an announcement about the sponsorship of hors d'oeuvres.

Motion No. 2-05-1157: It was moved and seconded by Karine Leblanc and Mike Burke, respectively, to have the May meeting/dinner at Castaways in Burbank. The motion carried.

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AARON DEUTSCH - DIRECTOR  
Resource Promotion – Alex Munoz

2-05-08: None

Discussion: None

Motions: None

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DAVID KUO – PAST PRESIDENT  
Honors and Awards

2-05-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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DAVID KUO – PAST PRESIDENT  
CRC

2-05-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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RUSSELL LIEU - DIRECTOR

Chapter Technology Transfer Committee – Michael Taylor

2-05-08: Narendra Amarnani stated Mike Taylor had submitted an article about Technology Awards, and the chapter is looking for candidates for the Technology Awards. He asked if anyone had any outstanding projects to apply for these awards.

ACTION ITEMS:

- The chapter is looking for people with outstanding projects to apply for the Technology Awards.

Motions: None

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RUSSELL LIEU - DIRECTOR

Refrigeration – Jim Winkle

2-05-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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Motion No: 2-05-1158: It was moved and seconded by Jeffrey Landreth and Karine Leblanc, respectively, to adjourn the meeting at 5:50 PM. The motion carried.

\_\_\_\_\_  
Secretary

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Executive Secretary

