



Engineering For the World We Live In

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

2007-2008

PRESIDENT
Narendra Amarnani,
P.E.*

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Michael Burke*

SECRETARY
Karine Leblanc*

TREASURER
Andy Khechoumian,
P.E.*

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David M. Kuo, P.E.*

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

SOL*AIR EDITOR
Scott Neithercut*

EXECUTIVE
SECRETARY
Mrs. Sue Colvin*
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San Marino, CA 91118

Standing Committees

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

*Denotes those in
attendance

Minutes
of the
Board of Directors' Meeting
A California Corporation
March 4, 2008

The meeting was called to order at 4:10 p.m. by Narendra Amarnani at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

NARENDRA AMARNANI – PRESIDENT

3-04-08: Narendra Amarnani asked everyone to be on time for the meetings each month.

ACTION ITEMS:

- Everyone needs to be on time for the meetings which begin at 4:00 p.m.

Motions: None

NARENDRA AMARNANI
PAOE Points

3-04-08: Narendra Amarnani asked for suggestions on ways to earn PAOE points. He stated the President needs to keep the account of points up to date.

Discussion: None

ACTION ITEMS:

- Narendra Amarnani will keep the PAOE points up to date.

Motions: None

NARENDRA AMARNANI
Western Section

3-04-08: Karine Leblanc will attend the Western Section Meeting in Santa Maria on April 8. This is the Western Section's main event and includes students.

Discussion: Narendra Amarnani asked if anyone could visit the Western Section in March. No volunteers were available. Amar asked Andy Khechoumian to update the payments to the Western Section. He asked Andy to find the formula from last year in order to pay the Western Section.

ACTION ITEMS:

- Karine Leblanc to attend the Western Section Meeting on April 8.
- Andy Khechoumian to use last year's formula to decide the amount of payment to the Western Section.
- Andy Khechoumian to update payments to the Western Section.

Motions: None

KARINE LEBLANC – SECRETARY

3-04-08: MINUTES: The minutes of the January 8, 2008 meeting were reviewed.

Discussion: Narendra Amarnani asked the Board to read the minutes when they are received and check their own sections for accuracy.

ACTION ITEMS: None

Motion No: 3-04-1159: It was moved and seconded, by Joey Jiron and Karine Leblanc, respectively, to approve the February 5, 2008 meeting minutes as submitted. The motion carried.

ROSTER – KARINE LEBLANC
Product Directory – Chad Herrick

3-4-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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

3-04-08: Karine Leblanc stated she had not been notified of the total members to date.

Discussion: Andy Khechoumian suggested the total membership number be included in the minutes. As of March 4, 2008, the membership total was 209. Karine Leblanc will be emailed the total number of members as deposits are made. Narendra Amarnani stated that in order to meet the chapter target number for the year, the Board needs to find 30 more members. Karine Leblanc said new people were coming to the meeting tonight, and they should be approached regarding their dues. Amar suggested contacting people in the roster who have not paid their dues. Mike Burke suggested explaining at the meeting the procedure for becoming a member, who to approach, and what the benefits are in becoming a member.

ACTION ITEMS:

- 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 by next month.
- Karine Leblanc will make the change in the Sol*Air Membership Form to note the change in Executive Secretary. .
- Sue Colvin to include the total membership number in the minutes, and Karine Leblanc will be copied when the deposit is made.
- Karine Leblanc to explain at the meeting the procedure and benefits for becoming a member.
- Jai Agaram and Karine Leblanc will continue to develop the software for the Membership Database.

Motions: None

NOTICE OF MEETING – KARINE LEBLANC

Bob Brennan

3-04-08: Karine Leblanc stated she has found new software to send emails more efficiently. This system will make transmitting emails for meetings and reminders very quick. She will discuss this new software with Bob Brennan

Discussion: None

ACTION ITEMS:

- Karine Leblanc will talk with Bob Brennan about using new software for sending notices and reminders.

Motions: None

NOMINATIONS – KARINE LEBLANC

3-04-08: Karine Leblanc stated the Nominating Committee had met and has a slate of nominees.

Discussion: Clay Lampman explained the procedure for announcing the nominees and asking for nominations from the floor. He stated the slate of nominees needs to be announced and that their acceptance letters have been received. Nominations from the floor will be taken and seconded. Then the nominations will be closed. The nominations by the Nominating Committee and the nominations from the floor will be placed on the ballot.

ACTION ITEMS:

- The slate of nominees by the Nominating will be announced.
- Nominations from the floor will be taken and seconded.
- All the nominations will be placed on the ballot.

Motions: None

KARINE LEBLANC

Public Relations – Chair TBA

3-04-08: Narendra Amarnani asked Mike Burke to look for a Public Relations Chair for next year. The Public Relations Chair would work under the Secretary. The Chair would publicize the chapter in the newspapers and the Society.

Discussion: None

ACTION ITEMS:

- Mike Burke to find a Public Relations Chair for next year.

Motions: None

HOME PAGE – KARINE LEBLANC

3-04-08: Karine Leblanc stated she added an Obituary Page to the website. She needed to research the deceased members. Narendra Amarnani said he would like to find a member who knew the deceased so contact could be made with the family. Karine commented she had added the information from the Scholarship meeting to the Scholarship page on the website. She stated the website will include a statement that the amount of money for scholarships will vary from year to year. The website includes the 9 scholarships that will be awarded.

Discussion: Sue Colvin stated she would send the names of the deceased members to Karine and copy her when a notice of a deceased member is sent to Narendra Amarnani. Clay Lampman and Karine Leblanc will discuss any further changes to the Scholarship Page.

ACTION ITEMS:

- Karine Leblanc to add deceased names to the Obituary Page.
- Sue Colvin to provide a list of deceased members to Karine.
- Clay Lampman and Karine Leblanc to discuss any further changes in the Scholarship Page.

Motions: None

YEA – KARINE LEBLANC

3-04-08: Karine Leblanc will attend the Young Engineers in ASHRAE (YEA). Karine suggested also sending Jeffrey Landreth and Scott Neithercut to YEA. The cost would be \$300 per person and would include the conference, the hotel, and food. The chapter would need to cover the cost of travel.

Discussion: There was a discussion whether to budget this expense as a new line item and where to find the income. Clay Lampman stated one member was sent last year, and the chapter covered the costs. He suggested getting more information about airfare expenses to Atlanta. Phil Trafton stated this event was an important leadership weekend. He commented if the Golf Tournament and the Spring Seminar are going well, then there may be enough in the budget for this event. Narendra Amarnani suggested adding YEA as a budget line item. Clay Lampman stated there needed to be a motion for this expense because it was not in the budget, but the Board first needed to decide where to get the money.

Karine Leblanc said she would investigate the cost of travel and any other expenses.

ACTION ITEMS:

- Karine Leblanc to investigate expenses related to the ASHRAE Leadership weekend.
- The Budget Committee will handle adding this expense as a line item to the budget.

Motion No. 3-04-1160: It was moved and seconded by David Kuo and Karine Leblanc, respectively, to approve an expenditure of up to \$2000 to fund the ASHRAE Leadership weekend. The motion carried.

TREASURER – ANDY KHECHOUMIAN

3-04-08: Andy Khechoumian reviewed the February expenses and income. He stated he needs a description of the charges to Pay Pal and American Express in order to credit or charge the correct account number.

Discussion: Karine Leblanc explained there should be a description listed during registration. There was a discussion about how to keep an accounting of the charges of dinner and raffle tickets at the reception. Narendra Amarnani asked Karine and Andy to discuss this problem and find a solution by next month. Amar asked Andy to contact Alex Munoz for a list of Resource Promotion Donations and copy Amar. The Resource Promotion money needs to be sent to Society. Amar stated the Tri County joint dinner reconciliation was still pending. He said Andy still needs the entire list of names and credit charges for that dinner. He asked Karine to help Andy with the summary of these charges. The reconciliation needs to be closed in two weeks. Andy reviewed the Investment Account and stated the investments did not have growth of 5%. There will be a discussion of Investment and growth at another time. There was a discussion about whether Table Tops should be a separate line item for income accounts. It was decided to give this matter to the Budget Committee to discuss at a later date.

Motion No. 3-04-1161: It was moved and seconded by Jeffrey Landreth and Joey Jiron, respectively, to receive the February Treasurer's Report as submitted. The motion carried.

ACTION ITEMS:

- Andy Khechoumian and Karine Leblanc to find a solution for the accounting description of dinner charges.
- Andy to contact Alex Munoz about Resource Promotion Donations and have the money sent to Society.
- Karine Leblanc to help Andy with the summary of charges from the Tri County joint dinner.
- Andy to have this reconciliation closed in two weeks.

- Budget Committee to discuss placing Table Tops as a line item in the budget.
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BUDGET AND AUDIT – ANDY KHECHOUMIAN
Phil Trafton

3-04-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

MIKE BURKE – PRESIDENT-ELECT
Programs

3-04-08: Mike Burke stated he would be submitting to Sol*Air an article on the history of the Air Filtration Business. Mike Burke stated all the programs are complete.

Discussion: Narendra Amarnani stated Eric Kirchhoff from SCG will replace Rick Anderson, and this change needs to be placed in Sol*Air for next month. Next month's speakers are set, and there will no Tech session. Amar asked Mike Burke to contact the speakers and confirm the date and topic for the meeting.

ACTION ITEMS:

- Mike Burke to email Scott Neithercut about the change in speakers for the April meeting for Sol*Air.
- Mike Burke to submit an article on the history of the Air Filtration Business to Sol*Air.
- Mike Burke to contact speakers and confirm date and topic for the next meetings.

Motions: None

JEFFREY LANDRETH - DIRECTOR
Scholarships – Ishtiaq Chisti, Clay Lampman

3-04-08: It was announced the minutes of the Scholarship meeting had been emailed to the Board.

Discussion: None

ACTION ITEMS: None

Motions: None

JEFFREY LANDRETH - DIRECTOR
Historian – Ralph Panting

3-04-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

JEFFREY LANDRETH - DIRECTOR
Spring Seminar – TBA

3-04-08: Jeffrey Landreth reported the Spring Seminar will be Friday, April 11 from 8 a.m. to 4 p.m. The ASHRAE Distinguished Lecturer will be Dr. Drury Crawley from the US Dept. of Energy. He will be speaking on ASHRAE Advanced Energy Design Guides and Energy Plus Simulation Software. He is looking for local experts to complement the speaker's topics. Jeffrey will be sending an article about the Spring Seminar to Karine Leblanc and Bob Brennan for the website.

Discussion: Narendra Amarnani commented the Spring Seminar will charge \$125 for members and \$150 for non members. The member could be a member of any of the Southern California Chapters. Aaron Deutsch will send an email about the Spring Seminar from his extensive email list.

ACTION ITEMS:

- Jeffrey Landreth to send an article about the Spring Seminar to Karine Leblanc and Bob Brennan.
- Jeffrey to continue to look for local experts to complement the speaker's topic.
- Aaron Deutsch to send an email publicizing the Spring Seminar.

Motions: None

JEFFREY LANDRETH - DIRECTOR
Student Activities – Pandora Lei

3-04-08: Jeffrey Landreth reported there were approximately 100 students from 4 schools who attended E-Week. He will submit an article and pictures about E-Week to Sol*Air.

Discussion: None

ACTION ITEMS:

- Jeffrey Landreth to submit an article and pictures about E-Week to Sol*Air.

Motions: None

JOEY JIRON - DIRECTOR
Sol*Air – Scott Neithercut

3-04-08: Scott Neithercut stated the date for submission of articles to Sol*Air will be March 11.

Discussion: Mike Burke asked for an extension of that date. Scott stated he could receive the historical article from Mike Burke by March 14. Scott said he would be sending some invoices to Andy. Narendra Amarnani asked Scott to try to limit the pages to 20, but he does not want to limit the placement of ads. Karine Leblanc suggested using just one page for the Golf Tournament.

ACTION ITEMS:

- Sol*Air articles need to be submitted by March 11.
- Mike Burke to submit historical article to Sol*Air by March 14.
- Scott Neithercut to send Sol*Air invoices to Andy.

Motions: None

JOEY JIRON - DIRECTOR
Golf Tournament – Rene Peters

3-04-08: Rene Peters stated the Golf Tournament was going well. They are about half to three quarters of capacity. There is a lack of sponsors for the Tee Signs.

Discussion: Phil Trafton stated there is usually good support for the Tee Signs, and he felt the same companies would probably become sponsors.

ACTION ITEMS:

- Rene Peters to continue to get sign ups for the Golf Tournament and sponsors for the Tee Signs.

Motions: None

AARON DEUTSCH - DIRECTOR
Attendance & Reception

3-04-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

AARON DEUTSCH - DIRECTOR
Resource Promotion – Alex Munoz

3-04-08: Aaron Deutsch stated Southern California Boiler would be sponsoring the hors d'oeuvres for tonight's meeting and JCI would be sponsoring the Table Tops. Next month the Table Top sponsor will be Carrier. Aaron is working on a sponsor for hors d'oeuvres for next month. He suggested using the funds from Table Tops to purchase a projector to be used at the meeting. Aaron stated there was a need for more dinner raffle donations. He said the raffle donations were another incentive for people to attend.

Discussion: The consensus was the purchase of a projector was a good idea, but it was too expensive. The person in charge of the program will need to be responsible for confirmation of a projector at each meeting. Narendra Amarnani said there is a need to find people to make donations for the dinner raffle. Mike Burke stated it would be wise to place calls to encourage people to make donations for the raffle. Amar suggested using the Committee Assignment Choices to find volunteers under Attendance and Reception. Amar asked Aaron to contact Alex Munoz about Resource Promotion.

ACTION ITEMS:

- Everyone encouraged to find donations for the dinner raffle.
- Aaron Deutsch to use volunteers under Attendance and Reception.
- Aaron to contact Alex Munoz about Resource Promotion.

Motions: None

DAVID KUO – PAST PRESIDENT
Honors and Awards

3-04-08: David Kuo reported there are Society Awards with deadlines by May 1. David stated there is a Regional Award of Merit that has specific criteria which he suggested be looked into. He mentioned there is also a Chapter Service Award.

Discussion: Aaron Deutsch asked if there was an award for Lifetime Membership. Clay Lampman stated Society would send a Lifetime certificate to the member. Mike Burke asked about the procedure for submitting awards. David Kuo stated the Chapter elects someone for an award, and it is presented to the CRC who makes the selection. David said to look on Society's website to find the Chapter Awards and the Society Awards and the criteria. If a Board member knows of a qualified member, they should email David Kuo to make the suggestion, and he will follow

through. Narendra Amarnani asked the information about the awards and the criteria be published in Sol*Air. Amar asked David Kuo to check the Committee Assignment Choices for members who volunteered for Honors and Awards as a way to get them involved.

ACTION ITEMS:

- David Kuo needs suggestions for candidates who would qualify for Chapter or Society Awards.
- David Kuo to submit the awards and criteria for publication in Sol*Air.
- David Kuo to involve volunteers from the Committee Assignment Choices who were interested in Honors and Awards.

Motions: None

**DAVID KUO – PAST PRESIDENT
CRC**

3-04-08: David Kuo stated he would be preparing the CRC report as Past President. The Chapter Regional Conference is May 8-10 in San Diego. All chapters in the region meet together, and David will be reporting on the activities of the year.

Discussion: Mike Burke asked if there should be a meeting about CRC. It was decided that Mike Burke, Karine Leblanc, Narendra Amarnani, and David Kuo have a conference call to discuss CRC matters.

ACTION ITEMS:

- David Kuo to prepare the CRC report.
- Mike Burke, Karine Leblanc, Narendra Amarnani, and David Kuo will have a conference call to discuss CRC matters.

Motions: None

**RUSSELL LIEU - DIRECTOR
Chapter Technology Transfer Committee – Michael Taylor**

3-04-08: Russell Lieu stated he is working with Michael Taylor on a Technology Award. They will be receiving applications as late as May 6. David Kuo asked if there were previous applications that would be applicable. Russell stated there was the Treatment Building in Los Angeles and the U.S. Government Building which Cindy Callaway had worked on. He would follow up with Cindy to see about that project. Narendra Amarnani suggested Russell send out an email to the Board for ideas for applications. David Kuo stated the project needs to be new, but it has to have been operational for a year. Amar asked that the criteria be stated in the email, and this subject would be revisited next month.

Narendra Amarnani asked Russell Lieu about the Distinguished Lecturers and if he had been in contact with Mike Burke. Russell Lieu stated he had Distinguished Lecturers evaluation forms which would be distributed during the meeting. David Kuo stated the Society needs to receive the completed evaluation forms as soon as possible. It was decided to distribute the forms to the members at the beginning of the speech. Amar asked Mike Burke to email Russell Lieu all the information about the Distinguished Lecturers.

Russell Lieu stated he was planning on meeting with Karine Leblanc in March to discuss next year's plan. He is hoping Mike Taylor and Jim Winkles will be involved also.

Amar requested Mike Burke to begin looking for Committee Chairs for next year. The current Chairs could be asked to stay on or new Chairs could be recruited. Each committee would need a Chair, a Co-Chair, and committee members.

ACTION ITEMS:

- Russell Lieu and Michael Taylor to contact companies for projects that would qualify for the Technology Award.
- Russell Lieu to email the Board for ideas for applications and include the criteria for the awards.
- Russell Lieu will follow up with Cindy Callaway about the U.S. Government Building project.
- The subject of the Technology Award will be reviewed next month.
- Russell Lieu will distribute the Distinguished Lecturer evaluation forms at the meeting.
- The evaluation forms will be mailed to Society as soon as possible.
- Mike Burke to email Russell Lieu all the Distinguished Lecturers information.
- Russell Lieu, Karine Leblanc and possibly Jim Winkles and Mike Taylor to meet regarding planning next year's programs.
- Mike Burke to begin to look for Committee Chairs for next year.

Motions: None

RUSSELL LIEU - DIRECTOR
Refrigeration – Jim Winkle

3-04-08: Russell Lieu reported Jim Winkles is not going to be available for a while.

Discussion: None

ACTION ITEMS: None

Motions: None

Motion No: 3-04-1162: It was moved and seconded by David Kuo and Karine Leblanc, respectively, to adjourn the meeting at 5:50 PM. The motion carried.

Secretary

Executive Secretary