



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.*

PRESIDENT-ELECT
Michael Burke*

SECRETARY
Karine Leblanc*

TREASURER
Andy Khechoumian, P.E.*

PAST PRESIDENT
David M. Kuo, P.E.*

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

SOL*AIR EDITOR
Scott Neithercut*

EXECUTIVE SECRETARY
Mrs. Sue Colvin*
P.O. Box 80133
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

April 1, 2008

The meeting was called to order at 4:15 p.m. by Narendra Amarnani at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California. Guest in attendance was Joe Ablay.

NARENDRA AMARNANI – PRESIDENT

4-01-08: Narendra Amarnani requested all Directors and Chairs to summarize the year's significant accomplishments in their area of responsibility. This summary will be placed on the website. He suggested keeping the summary to a concise paragraph with a timeline of events and achievements.

Discussion: David Kuo asked about the difference between this summary and the CRC report. Amar stated he would like the names of individuals associated with their accomplishments. He stated the CRC will emphasize the Chapter accomplishments, and he would like to emphasize individual accomplishments in this summary. The summaries will be due May 21.

ACTION ITEMS:

- All Directors and Chairs will summarize the year's significant accomplishments in their area of responsibility by May 21.

Motions: None

NARENDRA AMARNANI
PAOE Points

4-01-08: Narendra Amarnani stated he has the information for PAOE points and will complete the form.

Discussion: None

ACTION ITEMS:

- Narendra Amarnani to complete form for PAOE points.

Motions: None

NARENDRA AMARNANI
Western Section

4-01-08: Karine Leblanc stated she will attend the Western Section Meeting in Santa Maria on April 8. She explained the program this month is to have a distinguished panel and questions asked by the students and engineers.

Discussion: David Kuo commented this Western Section Meeting was a good one to attend. Narendra Amarnani stated Andy Khechoumian had the formula for the Western Section payment, and it would be \$30 for each paid member. Andy stated he had been told there were 46 members in attendance. Karine Leblanc will verify if the 46 members are paid members. Once this number is verified, a check will be sent to the Western Section.

ACTION ITEMS:

- Karine Leblanc to attend the Western Section Meeting on April 8.
- Karine Leblanc to verify if the 46 members are paid members.
- Andy Khechoumian to send the payment to the Western Section once the number of members is verified.

Motions: None

KARINE LEBLANC – SECRETARY

4-01-08: MINUTES: The minutes of the March 4, 2008 meeting were reviewed.

Discussion: None

ACTION ITEMS: None

Motion No: 4-01-1163: It was moved and seconded by Mike Burke and Aaron Deutsch, respectively, to approve the March 4, 2008 meeting minutes as submitted. The motion carried.

ROSTER – KARINE LEBLANC
Product Directory – Chad Herrick

4-01-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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

4-01-08: Karine Leblanc and Aaron Deutsch stated the *unknown* email list has been updated. Some Life Members do not have emails or do not want to give them. As of April 1, 2008, the membership total was 229.

Discussion: Narendra Amarnani asked for a list of all members who do not have emails listed. He would like someone to be in contact with these long time members. Amar said he would try to personally contact these members. Aaron Deutsch asked if Karine Leblanc could send a thank you note to his secretary for her help in completing the updated email list. Amar asked Karine for feedback on the database. Karine stated she would take care of the database. Amar asked the dues notices for 2008-2009 be sent out June 1, 2008. Mike Burke suggested including a statement with the dues notice clarifying that this payment would be for the year 2008-2009. Karine said she would modify the membership form to reflect this membership timeline as well as placing the statement in Sol*Air and on the website.

ACTION ITEMS:

- Aaron Deutsch to send Narendra Amarnani a list of those members with no email addresses.
- Narendra Amarnani to try to personally contact the members with no email addresses.
- Karine Leblanc to send thank you to Aaron Deutsch's secretary.
- Karine Leblanc to take care of the database.
- Dues notices to be sent out June 1.

- Karine Leblanc to modify the membership form, Sol*Air, and the website to reflect the dues payment period is for 2008-2009.

Motions: None

NOTICE OF MEETING – KARINE LEBLANC

Bob Brennan

4-01-08: Karine Leblanc stated she was going to try to use a more efficient way to send email notices.

Discussion: Narendra Amarnani commented Bob Brennan stated he would be unable to implement this new way to send email notices.

ACTION ITEMS: None

Motions: None

NOMINATIONS – KARINE LEBLANC

4-01-08: Karine Leblanc stated the ballots will be mailed on April 2. Each member will receive the ballot, the bios, and a survey. The survey asks the members' opinions on seminars, locations, times, etc. for use in next year's planning.

Discussion: Narendra Amarnani stated the ballots will be returned by mail and brought unopened to the next meeting. He will make an announcement at the meeting about the ballots and the survey. He will ask the members to return the ballot and survey as soon as possible. Karine Leblanc stated she will ask Bob Brennan to email a reminder to members to return the ballots as soon as possible, and if they are to be mailed after May 3, they should discard the ballot. Amar asked Aaron Deutsch to send an updated email list to Bob Brennan.

ACTION ITEMS:

- Ballots to be mailed on April 2.
- Narendra Amarnani to announce at the meeting information about the ballot and survey and returning them as soon as possible.
- Karine Leblanc to ask Bob Brennan to email to the members information about the ballots and survey.
- Aaron Deutsch to send updated email list to Bob Brennan.

Motions: None

KARINE LEBLANC
Public Relations – Chair TBA

4-01-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

HOME PAGE – KARINE LEBLANC

4-01-08: Karine Leblanc stated she received the information about deceased members and placed them on the Obituary Page. She reported she did not have any new information for the Scholarship Page. Karine stated information on Spring Seminar, Golf Tournament, and Dinners are all on line.

Discussion: Narendra Amarnani asked Clay Lampman to send to Karine any updated information for the Scholarship Page.

ACTION ITEMS:

- Clay Lampman to send Karine Leblanc any updated information for the Scholarship Page.
- Karine Leblanc to update Scholarship Page as new information comes in.

Motions: None

YEA – KARINE LEBLANC

4-01-08: Karine Leblanc stated she, Scott Neithercut, and Pandora Lei will attend the Young Engineers in ASHRAE (YEA) on May 2 – 4 in Atlanta, Georgia. Jeffrey Landreth will not be able to attend. Karine reported the expenses for YEA were under budget. \$2000 had been budgeted, but the expenses will be about \$1000.

Discussion: None

ACTION ITEMS:

- Karine Leblanc, Scott Neithercut, and Pandora Lei will attend the YEA in Atlanta, Georgia on May 2 – 4.

Motions: None

TREASURER – ANDY KHECHOUMIAN

4-01-08: Andy Khechoumian reviewed the March expenses and income. He stated there were now 229 memberships. Andy stated last month's dinner had a good turn out of 80 people. Andy questioned where to place Table Tops in the budget. Andy discussed the March Expenses and stated Mailing – Sue only (70300) included Super Printing's mailing of the dues notices. Under the Summary, the total was \$4,730.51. Andy reported he had created a spreadsheet of the members in attendance at the dinner/meeting. The spreadsheet included payment method, and all information related to the meeting and dinner.

Discussion: Narendra Amarnani stated there needs to be 6 more memberships in order to meet the Board's target. It was emphasized that attendees are to pay full price for the dinner unless they are a paid member. There was a discussion about where to place the Table Tops in the budget. It was decided to place Table Tops under Dinner (41140) for the rest of this year. The Budget Committee will address this placement when deciding next year's budget. Mike Burke stated he would like to tie the budget to the activities and objectives of the Chairs. Amar stated next year's Chairs should submit a budget for the Budget Committee. Amar asked Andy and Alex Munoz to work together on the Resource Promotion Donations and to make the disbursement to Society. Amar asked Andy to review the accounting of Tri County. Amar pointed out the Chapter is only responsible for their own dinners, and the Tables Tops are distributed equally. He asked Andy to contact Tri County to clarify any discrepancy. He asked Aaron Deutsch to cross reference all attendees with our database to determine which names are Chapter members. Clay Lampman commented Andy Khechoumian should be commended for creating the informative spreadsheet, and all were in agreement.

ACTION ITEMS:

- Andy Khechoumian to amend Income Accounts and move Table Tops (41150) to Dinner (40300).
- Andy Khechoumian to amend Expenses and move \$303.71 from Mailing – Sue only (70300) to Dues Notices (72500).
- The Budget Committee to decide where to place Table Tops in next year's budget.
- Next year's Chairs will submit a budget to the Budget Committee.
- Andy Khechoumian to contact Alex Munoz in order to make disbursement to Society for Resource Promotion Donations.
- Aaron Deutsch to cross reference all Tri County attendees with our database to determine which names are Chapter members.
- Andy Khechoumian to contact Tri County to clarify any discrepancy.

Motion No. 4-01-64: It was moved and seconded by Jeffrey Landreth and Karine Leblanc, respectively, to receive the March Treasurer's Report as amended. The motion carried.

BUDGET AND AUDIT – ANDY KHECHOUMIAN
Phil Trafton

4-01-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

MIKE BURKE – PRESIDENT-ELECT
Programs

4-01-08: Mike Burke stated there would a change of speaker for tonight's program. Greg Kimble will be the speaker instead of Russell Lieu. Mike Burke proposed that the Wilshire Country Club would be available for the Installation Dinner on June 28. He stated the location is beautiful, and the prices are good and within the budget.

Discussion: Narendra Amarnani stated he would like the discussion of the Installation Dinner to continue after the meeting.

ACTION ITEMS:

- Installation Dinner discussion to be continued following the meeting.

Motions: None

JEFFREY LANDRETH - DIRECTOR
Scholarships – Ishtiaq Chisti, Clay Lampman

4-01-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

JEFFREY LANDRETH - DIRECTOR
Historian – Ralph Panting

4-01-08: Mike Burke stated he would be completing an interesting history of Burke & Company – Roto Air, his father's company.

Discussion: None

ACTION ITEMS: None

Motions: None

JEFFREY LANDRETH - DIRECTOR
Spring Seminar – TBA

4-01-08: Jeffrey Landreth reported the Spring Seminar at Trane Training Facility is Friday, April 11 from 8 a.m. to 4 p.m. There were 15 people who had signed up on PayPal, and Aaron Deutsch knew of 8 to 10 more. He stated in order to reach their goal, about 40 attendees are needed. Jeffrey reported the Distinguished Speaker Dr. Drury Crawley's travel expenses were about \$1000, and the Spring Seminar Budget is \$1500, so he is under budget. Food expenses will be about \$20-\$25 per person and will be paid for by the member's Seminar payment. Jeffrey noted he had taken care of the catering for the event.

Discussion: Karine Leblanc stated she had sent an email to 300 members promoting the Spring Seminar. She offered to take pictures at the Seminar.

ACTION ITEMS:

- Karine Leblanc to take pictures at the Spring Seminar.

Motions: None

JEFFREY LANDRETH - DIRECTOR
Student Activities – Pandora Lei

4-01-08: None

Discussion: None

ACTION ITEMS:

Motions: None

JOEY JIRON - DIRECTOR
Sol*Air – Scott Neithercut

4-01-08: Scott Neithercut stated the date for submission of articles to Sol*Air is April 15.

Discussion: Narendra Amarnani requested the speakers, pictures, and their bios should be placed on the front page of Sol*Air and the menu placed on the next page.

Mike Burke stated he would submit an article on the history of the Air Filtration Business to Sol*Air by April 15.

ACTION ITEMS:

- Scott Neithercut to put speakers, pictures, and bios on the front page of Sol*Air and the menu on the next page.
- Mike Burke to submit historical article on Air Filtration to Sol*Air by April 15.

Motions: None

JOEY JIRON - DIRECTOR

Golf Tournament – Rene Peters

4-01-08: Rene Peters stated the Golf Tournament at Brookside Golf Club on April 18 has 73 paid registrations or strong verbal commitments. He said this number is well short of the target number of 128 which is necessary for a full shot gun tournament. If that number is not reached or there are not at least 100 commitments, there will be a modified shot gun tournament with the public allowed to play the course. There needs to be at least 30 more commitments by the April 10 deadline. Rene asked for help from the Board to find companies or members to sponsor the Tee Signs and to find members to sign up for the tournament. Rene stated he would send the checks for paid registrations to Andy Khechoumian.

Discussion: Narendra Amarnani asked for a list of those who have made commitments so the Board can help Rene call members and companies for their registration or sponsorship. Rene Peters said one email had been sent to the Board and another email will be sent in the near future.

ACTION ITEMS:

- Rene Peters to email the Board the list of paid or verbal commitments.
- The Board to help Rene Peters with contacting members and companies with getting paid commitments for tournament registration and sponsorship of Tee Signs.
- Rene Peters to send registration checks to Andy Khechoumian.

Motions: None

AARON DEUTSCH - DIRECTOR

Attendance & Reception

4-01-08: Aaron Deutsch stated the room reserved for the May meeting at the Castaways in Burbank will only hold 40 people. He asked Andy Khechoumian to change the reservation to the larger room and confirm 60 people.

Discussion: David Kuo proposed committing to the lowest number possible, such as 50 people, to reserve the larger room. Aaron reported he will email the members in Glendale and the Valley to promote attendance at the May meeting.

ACTION ITEMS:

- Andy Khechoumian to change reservation for the Castaways to the larger room and commit to the least possible number.
- Aaron Deutsch to email Glendale and Valley members to promote the meeting at the Castaways.

Motions: None

AARON DEUTSCH - DIRECTOR
Resource Promotion – Alex Munoz

4-01-08: None

ACTION ITEMS: None

Motions: None

DAVID KUO – PAST PRESIDENT
Honors and Awards

4-01-08: None

ACTION ITEMS: None

Motions: None

DAVID KUO – PAST PRESIDENT
CRC

4-01-08: Karine Leblanc stated the Chapter Regional Conference will be held in San Diego on May 8 -10. A packet with the CRC registration form and schedule has been mailed. The Chapter will pay for the hotel cost of \$179. Society will pay travel expenses for gas and mileage. There is a budget of \$2500 for this event. Karine reported she and Mike Burke will attend for the three days which will leave about \$900 for others to attend workshops. The registration form deadline is April 15. The cost of the workshops is \$100. Karine Leblanc suggested the next year's Committee Directors and the Secretary should attend the Saturday workshops. There will be workshops on Membership, CTTC, Student Activities, Finance, Communications, and Historian. She stated it is important to attend as it helps with planning the future year and to improve the chapter. Karine stated the workshops could be attended during the day, if it is not possible to spend the night.

Narendra Amarnani asked David Kuo about the CRC report. David Kuo stated this year there was only a one page report per chapter and no longer a Power Point presentation.

Discussion: Jeffrey Landreth reported he will attend the conference. Clay Lampman said he would see if Society would be paying for the Director of Student Activities to attend the workshop. Karine Leblanc stated she would check on the format for the CRC report and whether it should be only one page or a Power Point presentation. David Kuo said he would have the report completed a week earlier if there will be a Power Point presentation. It was decided to have all registrations for the CRC completed by April 10.

ACTION ITEMS:

- Mike Burke and Karine Leblanc to register for 3 days at CRC.
- Committee Directors and the Secretary for next year to register for CRC workshops by April 10.
- Clay Lampman to confirm if Society will pay for the Student Activities Workshop.
- Karine Leblanc to confirm format for the CRC report.
- David Kuo to complete CRC report.

Motions: None

RUSSELL LIEU - DIRECTOR

Chapter Technology Transfer Committee – Michael Taylor

4-01-08: Russell Lieu stated the Chapter will have at least one Technology Award. He will send it out to the Board for their approval. Mike Burke stated all the Committee Chairs should be confirmed by next week. Russell conveyed concern for Jim Winkles and Mike Taylor's wife who are having health issues.

Discussion: Narendra Amarnani asked about the payment to the Distinguished Speaker Larry Spielvogel. Russell Lieu stated he had submitted Larry Spielvogel's paperwork to Society two weeks ago. He suggested he will resend it or contact Society about the payment. Amar asked Russell to contact Larry to keep him informed of the process so that he is paid within the next two weeks.

ACTION ITEMS:

- Russell Lieu to resend paperwork for Larry Spielvogel or contact Society about the payment.
- Russell Lieu to keep Larry Spielvogel informed of the payment process.

Motions: None

RUSSELL LIEU - DIRECTOR

Refrigeration – Jim Winkle

4-01-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

Motion No: 4-01-1165: It was moved and seconded by Karine Leblanc and Russell Lieu, respectively, to adjourn the meeting at 5:50 PM. The motion carried.

Secretary

Executive Secretary