



Engineering For the World We Live In

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

2008-2009

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

Standing Committees

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

April 7, 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 4:20 p.m. by Michael Burke at the Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

J. MICHAEL BURKE - PRESIDENT

Key Topics:

- Michael Burke commented he felt the Chapter had good momentum, and the next year would be well planned.

SECRETARY - ANDY KHECHOUMIAN

Key Topics:

- MINUTES OF 3-03-09: The minutes of the March 3, 2009 meeting were reviewed.

Motion No: 4-07-1213: It was moved and seconded by Karine Leblanc and Joe Ablay, respectively, to approve the minutes of March 3, 2009 as submitted. The motion carried.

TREASURER – JEFFREY LANDRETH

Key Topics:

- Jeffrey Landreth emailed the Board and stated the March Treasurer's Report will be submitted by email on April 8, 2009.
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MEMBERSHIP

JOE ABLAY- DIRECTOR

Chairs: Jai Agaram, Susan Chen, and Jim Toda

Key Topics:

- Jim Toda reported there were only 98 unpaid members. He stated he had one new Society member.
- There was a discussion that the 2009-2010 Membership mailing will be prepared in May and mailed in June.
- Jim will discuss specific timing of the 2009-2010 Membership mailing at the next meeting.
- He stated the Chapter survey had not been sent out with the ballots. He will email the survey to the Board for their input and revise it if necessary.

Action Items:

- Jim Toda will email the Chapter survey to the Board for their input.
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ROSTER – ANDY KHECHOUMIAN

Product Directory – Chad Herrick

Key Topics:

- Mike Burke stated some Western Section members had not been included in the Roster. He commented the 2009-2010 Secretary should be sure to include the Western Section paid members in next year's Roster.
 - Phil Trafton suggested next year the Secretary could contact the Western Section to verify the names of their paid members.
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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: None

WEBSITE
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

PROGRAMS
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc reported she had been unable to compile the information from the meeting survey this month, but she would give a report next month.
 - Mike Burke complimented Karine for the excellent content of the March program.
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INSTALLATION DINNER
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc reported there are only 20 reservations left for the Installation Dinner. She stated she will request additional tables.
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ATTENDANCE & RECEPTION
AARON DEUTSCH – DIRECTOR

Key Topics:

- Aaron Deutsch stated he will need 40 - 45 sponsorships for students and chaperones who will be attending the May dinner meeting.
- Aaron commented he will place a request for May Dinner/Meeting sponsorships in Sol*Air.
- Aaron suggested that a request for sponsorships reminder be emailed to the membership each week in April. Karine Leblanc will prepare an email for Bob Brennan to distribute.
- It was agreed each sponsor would pay \$40 for the student or for the chaperone.
- Aaron reported there were 101 attendees at the March Dinner/Meeting. He stated there was a good ratio of attendance with 61% engineers and 31% vendors.

- Aaron commented the Proud Bird had done a nice job of accommodating the increase in attendance at the March Dinner/Meeting. He suggested a thank you note be sent to the Proud Bird. Karine Leblanc offered to write the thank you note.
- It was requested that a reminder of the May Meeting change in venue to Taix Restaurant be placed in Sol*Air. Karine Leblanc will email the reminder to Scott Neithercut.
- Aaron suggested the venues for the meetings should be discussed in June. Mike Burke commented he felt the decision on dinner/meeting venues needs to be based on the cost at each restaurant. Mike stated he felt it was up to the new Board to decide where to have the meetings, and they can request input from the Past Presidents if they wish.
- Mike praised Aaron Deutsch and Carlton Beck on the handling of the dinner/meetings.

Action Items:

- Aaron Deutsch will place a request for student sponsorships in Sol*Air.
 - Karine Leblanc to prepare a sponsorship request email for Bob Brennan.
 - Karine will write a thank you note to the Proud Bird.
 - Karine will email Scott Neithercut about May Meeting venue change.
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RAFFLE

AARON DEUTSCH – DIRECTOR

Key Topics:

- Aaron Deutsch reported he had received only one raffle prize from Andy Khechoumian for the May meeting.
 - Clay Lampman suggested purchasing a few bottles of wine for additional prizes.
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PUBLIC RELATIONS and PUBLICITY

SCOTT NEITHERCUT - DIRECTOR

Chair: Stella Zarakhovsky

Key Topics: None

HISTORIAN AND TECHNICAL ADVISOR

JOE ABLAY - DIRECTOR

Key Topics:

- Joe Ablay stated he and Mike Burke are working on an article for Sol*Air.
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PUBLICATION AND NEWSLETTER
SCOTT NEITHERCUT – DIRECTOR
Chair: Temporary Chair Scott Neithercut

Key Topics:

- Mike Burke requested Scott Neithercut include a “Letter from the Editor” each month in Sol*Air. He commented Scott’s “Letter from the Editor” has always been well done.
 - Mike stated the Chapter members need to be notified by email when each month’s Sol*Air is available.
 - Karine Leblanc stated each month a notification and attachment of the month’s Sol*Air has been emailed to each member.
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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: On March 16, 2009, an email motion was made to cancel the Spring Golf Tournament due to lack of attendance.

Motion No. 4-07-1214: It was moved and seconded by Michael Burke and Karine Leblanc, respectively to cancel the Spring Golf Tournament. The motion carried.

SPRING SEMINAR – Date: Friday, March 27, 2009
JEFFREY LANDRETH -DIRECTOR
Chair: Matt Church

Key Topics:

- Mike Burke stated Matt Church will report on the Spring Seminar next month. In a brief summary, Mike noted the seminar attendance had anticipated 60 attendees but only about 45 attended. There was approximately a \$2000 - \$3000 surplus.
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STUDENT ACTIVITIES
KARINE LEBLANC – PRESIDENT-ELECT
Chair: PANDORA LEI

Key Topics: None

RESEARCH PROMOTION
DIRECTOR – JOE ABLAY
Chair: Michael Kalemkaryan

Key Topics:

- Mike Burke stated he will contact Michael Kalemkaryan to get an update on the Research Promotion Donations.

Action Items:

- Mike Burke to contact Michael Kalemkaryan concerning Research Promotion Donations.
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NOMINATIONS
Chairman: David Kuo

Key Topics:

- The ballots for the election of the 2009-2010 Board will be counted at the May Board meeting.
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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 reported Stella Zarakhovsky's article on the Distinguished Service Honoree Peter Simmonds will be included in the next issue of Sol*Air.
 - Phil Trafton commented all Distinguished Service Award Members, Fellows, and Life Members should be recognized. Karine Leblanc noted she will recognize more honorees next year.
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**PAOE POINTS
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics:

- Narendra Amarnani reported the total number of PAOE Points to date is 2880. He stated he needs to receive from Russell Lieu the report on the Refrigeration Tour. He also needed information about the Research Promotion Donations. Amar commented he needed reports from the Regional Vice Chairs. Karine Leblanc stated she would send the information for those reports to Amar. He reported Student Activities also needs more points. Karine commented she could provide reports for Student Activities.
- Amar noted Chapter Membership and Chapter Technology Transfer are areas that still need improvement.

Action Points:

- Karine Leblanc will provide reports from the Regional Vice Chairs and Student Activities.
- Mike Burke to contact Michael Kalemkaryan about progress with Research Donations.
- Russell Lieu to send a report on the Refrigeration Tour to Amar.

**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:

- Karine Leblanc reported on the costs and activities of the CRC. She and Andy Khechoumian agreed to drive and save their hotel costs. The savings will allow more Chairmen to attend the workshops.

- The CRC budget is \$2000. Karine will confer with Jeffrey Landreth to review the budgeted CRC expenses. Jeff will review the budget in the next few days to determine how much can be allotted for CRC.
- Phil Trafton clarified that each year the Board subsidizes the Committee Chairs to attend CRC workshops related to their responsibility. He also stated the Delegates and Alternates are subsidized completely.
- Karine stated it is mandatory for the President and President-Elect to attend CRC.
- Mike Burke commented it was his opinion that a budgeted item needs to be approved by the Board after the Treasurer has reviewed the expenses and cash flow.
- Karine Leblanc will review the expenses with Jeff and determine how many Chairs or Directors can attend. She will email specifics of the CRC expenses and propose an email motion to the Board for their approval.
- Mike Burke stated if members have committed to be Directors or Chairs, it is his opinion that they should attend the workshops related to their responsibility. Mike commented he would like the members who attend workshops to report to the Board a brief synopsis of the workshop they attend.
- Narendra Amarnani requested all Directors and Chairmen send a yearly report to him for CRC.

Action Items:

- Karine Leblanc will email the breakdown of expenses with specifics and propose a motion for CRC expenses.
- All Directors and Chairmen are to send a yearly report for CRC to Narendra Amarnani.

**CHAPTER TECHNICAL TRANSFER COMMITTEE
JOEY JIRON – DIRECTOR**

Key Topics: None

**REFRIGERATION
ANDY KHECHOUMIAN - DIRECTOR
Chair: Russell Lieu**

Key Topics:

- Mike Burke stated Russell Lieu will report on the Refrigeration Tour at a later date. Mike reported the tour had been very informative and was will attended.
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NEXT MEETING DATE: Tuesday, May 5, 2009 at 4:00 pm at the Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

Motion No: 4-07-1215` It was moved and seconded by Andy Khechoumian and Joe Ablay, respectively, to adjourn the meeting at 5:30 pm. The motion carried.

Secretary

Executive Secretary