



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

EXECUTIVE SECRETARY

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

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

May 5, 2009

*Denotes those in attendance

The meeting was called to order at 4:15 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 initiated a discussion about whether Sol*Air should be mailed or emailed in the future. It was his opinion that a hard copy of Sol*Air was important for Chapter interest, attendance, and involvement and a better way to communicate with the members. He commented Sol*Air should have substance and could be condensed. He suggested possibly the members could be charged for mailing Sol*Air.
- During the discussion, Aaron Deutsch stated he learned at CRC that most chapters email their newsletters. He also felt the Sol*Air advertising cards could be consolidated to save cost. Jeffrey Landreth suggested some Chapter information could be posted on the website in order to limit the

number of pages of Sol*Air. Clay Lampman noted that one of the benefits of the membership fee is to receive a hard copy of Sol*Air.

SECRETARY - ANDY KHECHOUMIAN

Key Topics:

- MINUTES OF 4-07-09: The minutes of the April 7, 2009 meeting were reviewed.

Motion No. 5-05-1216: It was moved and seconded by Aaron Deutsch and Jeffrey Landreth, respectively, to approve the minutes of April 7, 2009 as corrected. The motion carried.

TREASURER – JEFFREY LANDRETH

Key Topics:

- Jeffrey Landreth reviewed the highlights of the March Treasurer's Report.
- He stated the cash flow was good and expenses were normal.
- It was pointed out that the cost of the ballots should be placed under Chapter Stationery (#70200) and not Printing and Mailing – Sue Only (#70300)
- Jeffrey reviewed the April Treasurer's Report. He stated the SCE commitment to help sponsor Sol*Air had been received.
- There was a discussion about an appropriate time to transfer the Ed Schmidt surplus to the Scholarship Fund. Phil Trafton stated the decision will be made after he confers with the Past Presidents.
- Phil Trafton suggested next year including a Fund Reserve line item in the Treasurer's Report which would not be used for Chapter operations.

Action Items:

- The cost of the ballots will be moved from Printing and Mailing – Sue Only (#70300) to Chapter Stationery (#70200).

Motion No. 5-05-1217: It was moved and seconded by Karine Leblanc and Andy Khechoumian, respectively, to approve the March Treasurer's Report as amended. The motion carried.

Motion No. 5-05-1218: It was moved and seconded by Karine Leblanc and Scott Neithercut, respectively, to approve the April Treasurer's Report. The motion carried.

MEMBERSHIP

JOE ABLAY- DIRECTOR

Chairs: Jai Agaram, Susan Chen, and Jim Toda

Key Topics: None

ROSTER – ANDY KHECHOUMIAN
Product Directory – Chad Herrick

Key Topics: None

BUDGET AND AUDIT
JEFFREY LANDRETH - TREASURER
Chair: Phil Trafton

Key Topics:

- Phil Trafton stated the Budget and Audit Committee will meet on Tuesday, June 30, 2009 at 4:00 pm. The meeting place will be announced.
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FINANCE INVESTMENT
JEFFREY LANDRETH - TREASURER
Chair: PHIL TRAFTON

Key Topics:

- Phil Trafton reported the Investments are gradually improving.
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WEBSITE
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc reported the CRC Awards received in 2009 were posted on the website. The 2008 CRC Awards were also posted for comparison.
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PROGRAMS
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

INSTALLATION DINNER
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc stated 9 reservations are still available for the Installation Dinner. She reported the money for the Installation Dinner will be received before the final payment is due.
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**ATTENDANCE & RECEPTION
AARON DEUTSCH – DIRECTOR**

Key Topics:

- Aaron Deutsch stated there were 80 people at the April dinner/meeting, and the attendance at the May dinner is expected to be about 100 with the students attending.
- The ratio between engineers and contractors vs. vendors has remained constant.
- Aaron commented next year there needs to be a decrease in late dinner reservations since it makes it very difficult for the restaurant to accommodate the late arrangements. He suggested next year the Board might increase the price of the dinner for a late reservation.
- There was a discussion whether the price for hors d'oeuvres had been included in the budget or were to be included only if sponsored. Phil Trafton stated the Budget Committee had not budgeted for hors d'oeuvres, and the dinner price didn't include the cost of hors d'oeuvres. Mike Burke felt the dinner format which was set in July included hors d'oeuvres and was to be covered either by sponsorship or by the Chapter. To resolve the issue this month, Joey Jiron offered to sponsor the May dinner hors d'oeuvres, and Andy Khechoumian, Phil Trafton, and Mike Burke offered to contribute also.
- It was suggested in the future that the dinner price include the cost of hors d'oeuvres.
- Phil Trafton stated the Budget Committee will address the cost of hors d'oeuvres at the 2009-2010 Budget Planning Meeting.

Action Items:

- Budget Committee will address the cost of hors d'oeuvres at the Budget Planning Meeting.
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**RAFFLE
AARON DEUTSCH – DIRECTOR**

Key Topics:

- Aaron Deutsch reported he had not received any raffle prizes for this month.
 - He suggested next year having one or two members whose only responsibility would be to acquire raffle 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:

- Mike Burke reported the article “The Legend and Legacy of J.L. Hengstler and Associates” has been completed and would be in the September Sol*Air.
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**PUBLICATION AND NEWSLETTER
SCOTT NEITHERCUT – DIRECTOR
Chair: Temporary Chair Scott Neithercut**

Key Topics:

- Mike Burke complimented Scott Neithercut on the excellent work he has done with Sol*Air.
 - Scott Neithercut stated the rate per page for Sol*Air will increase from \$35 to \$40 a page.
 - He reported next year Christopher Zabaneh from IBE Consulting Engineers will be the majority Editor of Sol*Air, and Scott will focus on increasing advertising and business cards.
 - Phil Trafton commented that SCE may want to sponsor the typesetting for Sol*Air if the decision is made to email Sol*Air. Jeffrey Landreth suggested the Board may want to get SCE’s opinion on emailing vs. mailing Sol*Air.
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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: None

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

Key Topics:

- Matt Church reviewed the Spring Seminar which had 26 attendees. He stated the ERC was a great venue for the seminar with good support and good catering.

- Matt distributed a review of the Spring Seminar with recommendations for 2010. For next year's Spring Seminar, Matt suggested having a chairman with an assistant who would become the chair the following year. He suggested a half day seminar with only one meal which would lower the cost and improve attendance.
- Matt recommended the presentation materials and certificates should be prepared prior to the event.
- Karine Leblanc asked Matt to email a copy of the report to her.

Action Items:

- Matt will email the Spring Seminar report to Karine Leblanc.
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STUDENT ACTIVITIES

KARINE LEBLANC – PRESIDENT-ELECT

Chair: PANDORA LEI

Key Topics:

- There was a discussion about sending a representative to YEA. It was decided the Board would inquire who might be interested in attending.
- The Board agreed the Chapter would sponsor one representative with a limit of \$500 if a representative can be found.

Motion No. 5-05-1219: It was moved and seconded by Karine Leblanc and Scott Neithercut, respectively, to sponsor a YEA representative with a limit of \$500 if a representative can be found. The motion carried.

RESEARCH PROMOTION

DIRECTOR – JOE ABLAY

Chair: Michael Kalemkaryan

Key Topics: None

NOMINATIONS

Chairman: David Kuo

Key Topics:

- The ballots for the election of the 2009-2010 Board were counted at the May Board meeting.
- Andy Khechoumian reported 64 valid ballots were received. In accordance with the Chapter Bylaws, the following members are automatically elected to the Board of Directors:
President: Karine Leblanc
Past President: Michael Burke
- The following nominees received a majority vote:

President-Elect: Andy Khechoumian
Secretary: Jeffrey Landreth
Treasurer: Aaron Deutsch
Board of Directors: Matthew Church, Edwin Hornquist, Scott Neithercut,
and Jim Toda

SCHOLARSHIP
NARENDRA AMARNANI - PAST PRESIDENT
Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

- Phil Trafton stated the Chapter should be able to fund about \$13,000 in scholarships. Clay Lampman commented the scholarships are usually sent out in August.
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HONORS AND AWARDS
NARENDRA AMARNANI – PAST PRESIDENT

Key Topics: None

PAOE POINTS
NARENDRA AMARNANI – PAST PRESIDENT

Key Topics: None

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 reviewed the CRC and the awards given the Chapter.

- CRC will be in Reno next year and suggestions were made to find ways to sponsor the cost of the CRC registration and travel arrangements. In addition to the amount planned in the Budget, the suggestions included planning small events, sports events, or family events in order to raise money for this event.

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

Key Topics: None

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

Key Topics: None

NEXT MEETING DATE: Tuesday, June 2 at 3:00 pm at Southern California Edison in the SCLTC Room, 6060 Irwindale Avenue, Irwindale, California 91702.

Motion No: 5-05-1220: It was moved and seconded by Karine Leblanc and Scott Neithercut, respectively, to adjourn the meeting at 5:30 pm. The motion carried.

Secretary

Executive Secretary

