



Engineering For the World We Live In

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

2008-2009

Standing Committees

PRESIDENT

J. Michael Burke\*

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

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

## Minutes

of the

Board of Directors' Meeting

A California Corporation

June 2, 2009

\*Denotes those in attendance

EXECUTIVE SECRETARY

Mrs. Sue Colvin\*

P.O. Box 80133

San Marino, CA 91118

The meeting was scheduled to begin at 3:00 p.m. at Southern California Edison in the SCLTC Room, 6060 Irwindale, California 91702.

Unfortunately, a majority of the Officers and Board members were unable to attend. In an effort to accomplish what was intended at the meeting, Michael Burke requested the officers provide information on the scheduled agenda items by email.

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### J. MICHAEL BURKE - PRESIDENT

#### Key Topics:

- Michael Burke emailed his report and sent his congratulations to all of the new Chapter Officers and Directors. He requested all respective pertinent data, communications, and materials be transferred to the new Officers.
- He stated timing was important due to the tight schedule for the Installation Dinner, the Planning Meeting, and the Budget Meeting.
- Michael Burke listed his recommendations for the new Board. He recommended continuing the format for Attendance and Reception as well as

the Technical and Main Programs. He recommended having appetizers at each dinner-meeting with the cost reflected in the dinner price. He suggested the appetizers and dinners be defined in Sol\*Air. Mike recommended having all dinner-meetings at Taix Restaurant for the entire year.

- Mike stated the Raffle Program should be developed or deleted if not successful after 3 meetings. He recommended assigning a chair whose only responsibility would be to solicit donations. He suggested allocating in the budget \$100 per meeting for raffle prizes. He felt all raffle prizes should be displayed.
- Mike recommended the Chapter continue to follow the national theme in order to create more enthusiasm. He felt this will result in greater attendance and participation.
- He recommended continuing the dynamic programs and stated the Technical and Main Programs were the best in recent years. He suggested a committee be established with the President-Elect making the final decisions.
- Mike recommended condensing Sol\*Air with the format including more technical profiles. He suggested charging members for hard copy mailings.
- It was recommended to incorporate more interesting information in the Roster and include a creative front with the theme on the back cover.
- He stated to continue expansion of the website, however include more technical content.
- Mike recommended continuing to improve upon financial reporting with firm procedures in requisitioning, purchasing, and distribution policies.

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## **SECRETARY - ANDY KHECHOUMIAN**

### **Key Topics:**

- MINUTES OF 5-05-09: The Minutes of the May 5, 2009 meeting were reviewed.

**Motion No. 6-02-1221:** On June 19, 2009 via email, it was moved and seconded by Joe Ablay and Scott Neithercut, respectively, to approve the minutes of May 5, 2009 as submitted. The motion carried.

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## **TREASURER – JEFFREY LANDRETH**

### **Key Topics:**

- Jeffrey Landreth reported by email that he needed more information from the bank in order to clarify two May deposits. He will email the May Treasurer's Report after he receives the information and reconciles the report.

**MEMBERSHIP**

**JOE ABLAY- DIRECTOR**

**Chairs: Jai Agaram, Susan Chen, and Jim Toda**

**Key Topics:**

- Jim Toda emailed the following year end report:
  - A. 2009-2010 Membership Mailing**
    - The 2009-2010 Membership dues letter has been forwarded to Karine Leblanc. Karine has advised that she will email the letter to the Chapter Membership. Included in the email will be a link to the online Membership Renewal. This will allow the members to renew their membership and update their contact information.
  
  - B. Accomplishments:**
    - The Southern California Chapter of ASHRAE had twelve new members in 2008-2009, and two members upgraded their membership grade to “Member”.
    - The Southern California Chapter participated in a chapter phone campaign for unpaid members which also included follow up calls if there was no response. The success rate was 52% or 108 responses of the 207 unpaid members.
    - The Southern California Chapter reached par in PAOE membership promotion points for 2008-2009.

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**ROSTER – ANDY KHECHOUMIAN**

**Product Directory – Chad Herrick**

Key Topics: None

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**BUDGET AND AUDIT**

**JEFFREY LANDRETH - TREASURER**

**Chair: Phil Trafton**

Key Topics: None

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**FINANCE INVESTMENT**

**JEFFREY LANDRETH - TREASURER**

**Chair: PHIL TRAFTON**

Key Topics: None

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**WEBSITE**

**KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**PROGRAMS  
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**INSTALLATION DINNER  
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**ATTENDANCE & RECEPTION  
AARON DEUTSCH – DIRECTOR**

Key Topics: None

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**RAFFLE  
AARON DEUTSCH – DIRECTOR**

Key Topics: None

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**PUBLIC RELATIONS and PUBLICITY  
SCOTT NEITHERCUT - DIRECTOR  
Chair: Stella Zarakhovsky**

Key Topics: None

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**HISTORIAN AND TECHNICAL ADVISOR  
JOE ABLAY - DIRECTOR**

Key Topics: None

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**PUBLICATION AND NEWSLETTER  
SCOTT NEITHERCUT – DIRECTOR  
Chair: Temporary Chair Scott Neithercut**

Key Topics: None

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**EDWARD H. SCHMIDT GOLF TOURNAMENT - October 27, 2008**  
**JOEY JIRON - DIRECTOR**  
**Co-Chairs: David McKinney**

Key Topics: None

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**SPRING GOLF TOURNAMENT**  
**JOEY JIRON – DIRECTOR**  
**Chair: David McKinney**

Key Topics: None

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

Key Topics: None

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**STUDENT ACTIVITIES**  
**KARINE LEBLANC – PRESIDENT-ELECT**  
**Chair: PANDORA LEI**

Key Topics: None

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**RESEARCH PROMOTION**  
**DIRECTOR – JOE ABLAY**  
**Chair: Michael Kalemkaryan**

Key Topics: None

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**NOMINATIONS**  
**Chairman: David Kuo**

Key Topics: None

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

Key Topics: None

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**HONORS AND AWARDS  
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics: None

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**PAOE POINTS  
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics: None

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**TECHNICAL, ENERGY, & GOVERNMENT ACTIVITIES (TEGA)  
NARENDRA AMARNANI – PAST- PRESIDENT  
Chair: Dinesh Gandhi**

Key Topics: None

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**WESTERN SECTION  
MICHAEL BURKE - PRESIDENT**

Key Topics: None

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**CRC  
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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

Key Topics: None

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

Key Topics: None

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**NEXT MEETING DATE:** Tuesday, July 14 at 4:00 pm at U.S. Air Conditioning Distributors, 16900 Chestnut Street, City of Industry, California 91748.

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Secretary

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Executive Secretary