



Engineering For the World We Live In

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

2007-2008

Standing Committees

PRESIDENT
Narendra Amarnani, P.E.*

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

PRESIDENT-ELECT
j. Michael Burke*

SECRETARY
Karine Leblanc*

TREASURER
Andy Khechoumian, P.E.*

Minutes

PAST PRESIDENT
David M. Kuo, P.E.

of the

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

Board of Directors' Meeting

A California Corporation

SOL*AIR EDITOR
Scott Neithercut

*Denotes those in attendance

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

June 3, 2008

The meeting was called to order at 4:10 p.m. by Narendra Amarnani at ISD Headquarters, 1100 N. Eastern Avenue, Los Angeles, California. Guest in attendance was Joe Ablay.

NARENDRA AMARNANI – PRESIDENT

6-03-08: Narendra Amarnani requested all Directors and Chairs submit a summary of the activities, achievements and recommendations for their area of responsibility. He stated he would like the summary to be a concise paragraph and not just bullets. This summary will be placed on the website. These summaries are due by June 11.

Discussion: Phil Trafton asked Amar to email the Directors and Chairs what he would like included in their summaries. Then the Directors and Chairs could reply to his email.

ACTION ITEMS:

- Amar to email Directors and Chairs his requirements for the summary of the year's events.
- All Directors and Chairs will submit in a concise paragraph a summary of the year's activities, achievements, and recommendations in their area of responsibility by June 11.

Motions: None

NARENDRA AMARNANI
PAOE Points

6-03-08: Narendra Amarnani stated he will be responsible for the PAOE Points next year. He asked Mike Burke to file the ASHRAE Chapter Information Questionnaire with as much information as he has at the present time. Amar stated Mike could file on line and update as he gets more information.

Discussion: None

ACTION ITEMS:

- Mike Burke to file the Chapter Information Questionnaire with the information he has at the present time

Motions: None

NARENDRA AMARNANI
Western Section

6-03-08: Andy Khechoumian stated the Western Section had not been paid yet because there still was a question about the number of paid members in attendance. He reported an email had been received which confirmed there were 46 paid members in attendance. He will send a check to the Western Section and pay \$30 for each of the 46 members in attendance.

Discussion: None

ACTION ITEMS:

- Andy Khechoumian to pay the Western Section \$30 for each paid member in attendance by June 30.

Motions: None

KARINE LEBLANC – SECRETARY

6-03-08: MINUTES: The minutes of the May 6, 2008 meeting were reviewed.

Discussion: None

ACTION ITEMS: None

Motion No: 6-03-1173: It was moved and seconded by Aaron Deutsch and Mike Burke, respectively, to approve the May 6, 2008 meeting minutes as submitted. The motion carried.

ROSTER – KARINE LEBLANC
Product Directory – Chad Herrick

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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

6-03-08: Karine Leblanc reported she has changed the website membership form to reflect the change in dues from \$50 to \$60. She stated she had not sent out the Dues Notices for 2008-2009, but she would send them out the next day. Karine pointed out she has composed a letter to go with the Dues Notice stating what the members are receiving for their membership. This information is also on the website. Karine stated she had indicated on the website that any payment made previously would be good until September. Karine stated she would like to save money by not doing a paper mailing. Instead she would like to do a mass email for the Dues Notices. She will electronically send the first mailing, and a paper mailing will be sent for the second notice.

The Dues Notices process will be as follows:

- Sue Colvin will receive the Membership form and payment by mail.
- Sue will send original membership forms to Susan Chen.
- Sue will send a copy of the membership form to Karine Leblanc.
- Sue will keep a copy of the membership form and a copy of the check.
- Sue will log the payments in the ledger and keep track of the total membership.
- Susan will transfer the membership information to the database.

- Susan Chen and Jai Agaram will use the database to send out mass emails or emails to particular categories as needed.

Discussion: Narendra Amarnani asked that the new membership information no longer be put in Excel but be placed directly into the Database.

ACTION ITEMS:

- Karine Leblanc will send the 2008-2009 Dues Notices electronically.
- Karine will include with the Dues Notice a letter stating what each member is receiving for their membership.

Motions: None

NOTICE OF MEETING – KARINE LEBLANC

Bob Brennan

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

NOMINATIONS – KARINE LEBLANC

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

KARINE LEBLANC

Public Relations – Chair TBA

6-03-08: Narendra Amarnani inquired about the status of finding a Public Relations Chair.

Discussion: Mike Burke stated he is working on finding a Chair for Public Relations.

ACTION ITEMS:

- Mike Burke to find a Public Relations Chair.

Motions: None

HOME PAGE – KARINE LEBLANC

6-03-08: Narendra Amarnani stated there needed to be three Recaps and a Power Point from the May Meeting to be placed on the website.

Discussion: None

ACTION ITEMS:

- Mike Burke to place on the website three Recaps and a Power Point from the May Meeting.

Motions: None

YEA – KARINE LEBLANC

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

TREASURER – ANDY KHECHOUMIAN

6-03-08: Andy Khechoumian reviewed the May Treasurer's Report. He reported under Income Accounts that there are 241 paid members. He stated the Golf Tournament (40610) is the final income report. He reported a donation was made from Mechanical Engineers of California to the Scholarship Fund (41200). He said a thank you note had been mailed. Andy reviewed the Expense Accounts and stated there had been additional costs for the Website (70420). Karine Leblanc pointed out that Scholarship and YEA had been included in the Website and they added to the cost. Andy explained the cost under Student Activities (71831) was for frames for the certificates given to the students. Andy reported Dinner (72100) included the dinner at Castaways and the previous bill for Picasso Catering.

Discussion: Phil Trafton reported the Scholarship Fund (41200) donation is in the Ready Asset Fund. He stated when the Market improves the money will be invested. Phil commented the Golf Tournament and the Dinners had done very well and all Income Accounts were better than expected. Phil suggested E-Week and YEA Workshop Expenses (71832) be separated into two line items in next year's budget because they are two separate expenses.

ACTION ITEMS:

- Budget Committee to separate E-Week and YEA Workshop Expenses (71832) into two different line items.

Motion No. 6-03-1174: It was moved and seconded by Aaron Deutsch and Mike Burke, respectively, to receive the May Treasurer's Report as submitted. The motion carried.

BUDGET AND AUDIT – ANDY KHECHOUMIAN
Phil Trafton

6-03-08: Mike reported on Audit information learned at the CRC. He stated the speaker had warned the Chapters to be ready for and aware of tax audits. He commented the Chapter needs to be aware of the new forms required.

Discussion: Phil Trafton stated the Chapter needs to give this new audit information to the accountant. Andy Khechoumian stated the tax forms could be found on the tax website.

ACTION ITEMS:

- Andy Khechoumian to give new audit information learned at the CRC to the accountant and let him know about the information on the tax website.

Motions: None

MIKE BURKE – PRESIDENT-ELECT
Programs

6-03-08: Mike Burke stated he is having preliminary Board meeting on June 10.

Mike Burke reported on the Installation Dinner which will be held on June 28 at the Wilshire Country Club. He reported the evening would cost \$110 per person and will include a guitarist, band, and dancing. The Country Club needs a guarantee of \$5500. The guitarist is \$175, and the band will cost \$1000.

Discussion: Phil Trafton stated all outgoing and incoming Board members try to attend the Installation Dinner as recognition of Mike Burke. Amar suggested Mike make a big effort to call all the members about attending the dinner. Phil Trafton asked everyone on the Board to promote the dinner to their business friends.

ACTION ITEMS:

- Mike Burke to hold a preliminary Board meeting on June 10.
- Board Members to promote the Installation Dinner to their business friends and companies.
- Mike Burke to contact ASHRAE members and his business friends to promote the Installation Dinner.

- Mike Burke to give a check for \$3000 to the Wilshire Country Club.

Motion No. 6-03-1175: It was moved and seconded by Joey Jiron and Russell Lieu, respectively, to increase the Installation Dinner (71900) budget up to \$7000. The motion carried.

JEFFREY LANDRETH - DIRECTOR
Scholarships – Ishtiaq Chisti, Clay Lampman

6-03-08: Narendra Amarnani inquired about the status of the Summer Jobs Program. He stated this program was as important as the Scholarships that have been given. He would like Russell Lieu to take the lead on this program and Joey Jiron would help with the program. Amar asked Joey to send an email about the Summer Jobs Program to Amar, Mike Burke, Ishtiaq Chisti, Russell Lieu, and Clay Lampman. Amar commented that Ishtiaq has had experience with the program and would be of help.

Discussion: Joey Jiron stated he did not have an update on the program.

ACTION ITEMS:

- Joey Jiron to send an email regarding the Summer Jobs Program to Amar, Mike Burke, Ishtiaq Chisti, Russell Lieu, and Clay Lampman.

Motions: None

JEFFREY LANDRETH - DIRECTOR
Historian – Ralph Panting

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

JEFFREY LANDRETH - DIRECTOR
Spring Seminar – TBA

6-03-08: Narendra Amarnani inquired about the CEU credits for the Spring Seminar. He stated when there is an 8 hour seminar there should be a take home Power Point CD given to the attendees.

Discussion: None

ACTION ITEMS:

- Jeffrey Landreth to see if all CEU credits were given to the attendees of the Spring Seminar.

Motions: None

JEFFREY LANDRETH - DIRECTOR
Student Activities – Pandora Lei

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

JOEY JIRON - DIRECTOR
Sol*Air – Scott Neithercut

6-03-08: Phil Trafton reported SCE will support up to a maximum of \$6000 the publication of Sol*Air beginning with the September issue. If there are nine issues, SCE will reimburse the Chapter a monthly amount of approximately \$667. SCE will not pay a third party, but the Chapter should submit an invoice each month to SCE. The Chapter will need to cover any additional costs. Phil asked what the monthly expenses were for Sol*Air in order to plan the Budget. He noted that in the past the September and October issues have been sent to all 800 members. He suggested the Board consider whether to send Sol*Air to all 800 members. He asked for the Board to also consider sending Sol*Air to only the paid members and send links to everyone else in order to keep the costs close to the \$667 amount from SCE.

Discussion: Narendra Amarnani asked Joey Jiron to contact Scott Neithercut to obtain the printing costs for Sol*Air. He asked Joey to also contact Super Printing for their portion of the printing costs. Amar suggested increasing the advertising costs for Sol*Air.

ACTION ITEMS:

- Joey Jiron to ask Scott Neithercut to obtain the printing costs for Sol*Air.
- Joey to call Super Printing to obtain their portion of the printing costs.

Motions: None

JOEY JIRON - DIRECTOR
Golf Tournament – Rene Peters

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

DIRECTOR - TBA
Edward H. Schmidt Golf Tournament – 2008
Phil Trafton

6-03-08: Phil Trafton expressed concern about the lack of promotion for the Edward H. Schmidt Golf Tournament. He stated that flyers need to be sent and sponsors and prizes need to be found. Phil commented that this tournament is the largest fund raising activity and more planning needs to be done soon. He stated the Chapter needs a Director for this tournament, and he and Don La Marr would be willing to help. Phil suggested Control Air and ACCO have a huge golf tournament and possibly they would be willing to co-chair this tournament.

Discussion: None

ACTION ITEMS:

- Mike Burke to find a Director and Committee for the Edward H. Schmidt Golf Tournament before June 10.

Motions: None

AARON DEUTSCH - DIRECTOR
Attendance & Reception

6-03-08: Aaron Deutsch stated he is compiling a list of members who have attended most of the meetings from September through May. The Chapter will present to those members a certificate for their attendance.

Aaron commented there will be changes next year to the PayPal system and members will be able to charge their dinners and raffle tickets on line. He stated the members will also be required to put in their membership number before charging their dinners.

Discussion: None

ACTION ITEMS:

- Aaron to obtain attendance information for September, October, and November from David McKinney at Burke Environmental who has the books for those meetings.
- Aaron will complete the list of members who will receive certificates by next week.

Motions: None

AARON DEUTSCH - DIRECTOR
Resource Promotion – Alex Munoz

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

DAVID KUO – PAST PRESIDENT
Honors and Awards

6-03--08: None

Discussion: None

ACTION ITEMS: None

Motions: None

DAVID KUO – PAST PRESIDENT
CRC

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

RUSSELL LIEU - DIRECTOR
Chapter Technology Transfer Committee – Michael Taylor

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

RUSSELL LIEU - DIRECTOR
Refrigeration – Jim Winkle

6-03-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

The next Board of Directors Meeting will be held on July 8, 2008 at 4:00 p.m. at Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

Motion No: 6-03-1176: It was moved and seconded by Russell Lieu and Joey Jiron, respectively, to adjourn the meeting at 5:50PM. The motion carried.

Secretary

Executive Secretary

