



Engineering For the World We Live In

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

2010-2011

Standing Committees

PRESIDENT
Andy Khechoumian, P.E.*

Joe Ablay
Sudhir Agrawal
Ishtiaq Chisti
Christine Cloutier
Mike Gallagher

PRESIDENT-ELECT
Jeffrey Landreth*

Sean Gouw
Michael Hass
Chad Herrick

SECRETARY
Aaron Deutsch*

Joey Jiron

TREASURER
Scott Neithercut*

Minutes

David Kuo

PAST PRESIDENT
Karine Leblanc*

of the

Don La Marr

DIRECTORS
Omar Chamma*
Matt Church*
Edwin Hornquist
Jim Toda**

Board of Directors' Meeting

Clay Lampman
Christine Lazo
Kevin Lynch

A California Corporation

Margaret Motagally

Ralph Panting

Rene Peters

Andrew Reilman*

Ron Sweet

Phil Trafton*

SOL*AIR EDITOR
Christopher Zabaneh*

July 13, 2010

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

*Denotes those in
attendance

The meeting was called to order at 4:15 p.m. by Andy Khechoumian at Donald F. Dickerson, 6840 Hayvenhurst Avenue, Van Nuys. California.

PRESIDENT – ANDY KHECHOUMIAN

OPENING COMMENTS

Key Topics:

1. Andy Khechoumian welcomed the new Board and Committee Chairs and thanked them for their participation in the Southern California Chapter of ASHRAE.
2. Andy discussed the CRC costs that would be covered by Society and which would be the Chapter's responsibility.
3. Phil Trafton stated the Chapter usually pays for the registration for the Delegate and the Alternate and for one day's registration for the Chairs. Since the conference is in Reno, he commented the Chapter usually pays for the hotel for one night.
4. Karine Leblanc will verify which costs will be covered by Society, and she stated she will be attending as the Regional Vice Chair.

5. It was decided a CRC planning meeting will be set, and Andy will email the date and time to the Board.
6. Aaron Deutsch offered to attend CRC in place of Scott Neithercut who will be unable to attend.
7. Aaron asked that all CRC receipts be sent to him, and he will forward them to Scott Neithercut, the new Treasurer.
8. Phil Trafton suggested to Andy Khechoumian that the 2009-2010 Board Members and Committee Chairs write a Manual of Procedures with the key methods and tasks related to their responsibilities and add any suggestions for improvements. These manuals have been used in the past and will be given to new 2010-2011 Board and Committee Chairs and passed on year after year.

Action Items:

1. Karine Leblanc to verify the CRC costs that Society will cover.
2. Andy Khechoumian to email date and time for CRC planning meeting.
3. Board Members and Committee Chairs to write a Manual of Procedures with the key methods used for their 2009-2010 responsibilities and add any suggestions for improvement.

PRESIDENT-ELECT – JEFFREY LANDRETH

PROGRAMS

Key Topics:

1. Andy Khechoumian stated he will continue the Lifetime Achievement Awards in 2010-2011 and asked for suggestions for members who should be recognized. Board members were asked to email Jeffrey Landreth with their Lifetime Achievement Awards suggestions.
2. He commented the Awards will be limited to 6 or 7 times in the year because some meetings were too long.
3. Jeffrey Landreth asked the Board for suggestions for Program Topics and Speakers. Andy suggested using last year's planning format and only changing the dates, programs, and speakers.
4. Phil Trafton suggested forming a subcommittee to meet before the next Board Meeting to schedule the Programs and Speakers. He stated it is important to get the Board's input and exchange ideas in order to plan the best year's programs. Karine Leblanc suggested referring to the Distinguished Lecturer's list.
5. There was a discussion about ways to improve the Technical Session and the Main Program. These suggestions will be addressed at the subcommittee meeting prior to the August meeting.
6. The Board reviewed the dates and locations for the 2010-2011 Dinner Meeting Schedule.
7. Andy Khechoumian stated he will make the restaurant reservations for the year's dinner meetings and obtain the contracts for the Board's approval.
8. Jim Toda stated he will inquire about the date and location for the December Joint Meeting.

Action Items:

1. The Board is asked to send suggestions for Program Topics and Speakers to Jeffrey Landreth.
2. Andy Khechoumian to make restaurant reservations and obtain the contracts for the year's meetings.
3. Jim Toda to inquire about the date and location for the December Joint Meeting.

INSTALLATION DINNER

Key Topics:

1. Andy Khechoumian reported the Installation Dinner was successful and had approximately a \$6000 surplus.
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SECRETARY – AARON DEUTSCH

MINUTES OF 6-07-2010

- The Minutes of the June 7, 2010 Board of Directors' meeting were reviewed.

Motion No. 7-13-1254: It was moved and seconded by Karine Leblanc and Matt Church, respectively, to approve the Board Meeting Minutes of June 7, 2010 as submitted. The motion carried.

ROSTER

Co-Chairs: Aaron Deutsch and Chad Herrick

Key Topics:

1. Aaron Deutsch stated quotes for Roster printing costs are still being received, and the goal is to have one company do the typesetting, printing, and mailing.
2. Karine Leblanc commented she will obtain a Roster printing quote to add to the quote she received for printing the newsletter.
3. Aaron gave a brief description of his ideas for the front and back cover of the Roster.
4. Suggestions were made by the Board for the Roster's font, color, and binding.
5. Tentative target dates for proof reading and mailing the Roster were set for September and October respectively.
6. Chad Herrick will obtain business card advertisements for the Roster.

Action Items:

1. Aaron Deutsch will obtain additional quotes for the Roster printing costs.
2. Karine Leblanc will obtain a new quote for adding the Roster printing costs.
3. Chad Herrick to pursue Roster business card advertisements.

NOMINATIONS AND BALLOT

Co-Chairs: Clay Lampman, Phil Trafton, Ishtiaq Chisti, and Jeffrey Landreth

Key Topics: None

TREASURER – SCOTT NEITHERCUT

TREASURER’S REPORT

Key Topics:

1. Aaron Deutsch stated the June Treasurer’s Report will be emailed to the Budget and Audit Committee and to the Board for their approval.
2. Aaron suggested arranging automatic transfers from Pay Pal to the Bank of America account.
3. Phil Trafton stated the Board will begin using Quick Books. Andy Khechoumian, Aaron Deutsch, Scott Neithercut, and Phil Trafton will meet to learn the new electronic bookkeeping system in order to make a better transition. He commented that these members and the Audit Committee will meet with the new Treasurer, Scott Neithercut, for the first few months of his term in order to make a smooth transition.
4. It was decided that the President and the Treasurer will have a Chapter credit card, and this will be arranged at the time the signature changes are made.

Action Items:

1. Aaron Deutsch will email the June Treasurer’s Report to the Budget and Audit Committee and to the Board for their approval.
2. Andy Khechoumian, Aaron Deutsch, Scott Neithercut, and Phil Trafton to meet to learn the new bookkeeping system.

BUDGET AND AUDIT

Chairs: Phil Trafton, Don La Marr, Ishtiaq Chisti

Key Topics:

1. Phil Trafton stated the audit needs to be completed by next week at the latest in order for the change over in the Board’s Bank of America signatures to be made.

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics:

1. Phil Trafton reported \$17,000 was placed in various conservative investment funds which have growth and dividends.
2. He stated the overall investment portfolio has increased over the last month.

DIRECTOR – OMAR CHAMMA

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Christopher Zabaneh reported he will strive to keep down the cost of 2010-2011 Sol*Air.

2. After receiving the new quotes on printing costs, Christopher will be able to make Sol*Air planning decisions and decide on possible short cuts.
3. Christopher stated there were a few outstanding business card advertisements.
4. A cost savings suggestion was to put the meeting recap online instead of in Sol*Air.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Karine Leblanc

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc stated she will update the 2010-2011 Board of Directors on the Website.
2. Aaron Deutsch commented the Website budget nearly doubled this year in part due to some invoice payments which covered 2008 costs.
3. Aaron questioned and will clarify the June Website charges. Karine stated the Website charges are based on 15 minutes increments.
4. In order to save Website costs, Phil Trafton suggested simplifying the Website by having a standard template for the monthly meetings and then the only changes needed will be the Program Topic Title, Speaker names, and location.
5. Karine stated she will place the CRC Awards on the Website following the conference in August.
6. Christopher Zabaneh suggested placing a link to Sol*Air on the Website to make it more user friendly. Karine will inquire about the costs for this change.

Action Items:

1. Aaron Deutsch to clarify the June Website charges.
2. Karine Leblanc will update the new Board of Directors on the Website.
3. Karine will inquire about charges for placing a link to Sol*Air on the Website.

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim stated 104 members had paid their Society and Chapter dues membership, and 2 members paid their dues by Pay Pal for a total of 106 members as of July 12, 2010. He commented the increase in membership was a result of the Board's approval at Karine Leblanc encouragement to use Society's new system for each member to pay the Chapter's dues through Society.
2. Jim stated that members who are assigned to other chapters, but attend the Southern California Chapter meetings, will receive dues notices.

3. Phil Trafton cautioned that a few members who paid their dues through Society may be members of other chapters, and their dues may need to be sent the correct chapter.
4. Jim stated he will be putting together the member list. After a discussion it was decided to base this member list on the date the dues were paid during the calendar year.
5. Christopher Zabaneh asked for a list of each member's Sol*Air mailing preference and mailing information.
6. Aaron Deutsch stated he needed to have all the members' information for the Roster.
7. Jim commented all Life Members will be included in the mailing list, but the mailing information will need to be updated.
8. Phil Trafton suggested long time members should not be removed from the list even if they have not registered.
9. Karine Leblanc will place a new 2010-2011 Membership Registration link for online registration.

Action Items:

1. Karine Leblanc to place a 2010-2011 Membership Registration link for online registration.

ATTENDANCE & RECEPTION

Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch

Key Topics:

1. Jim Toda reported he had acquired new badges to identify the 50 year ASHRAE members. Two 50 year members are Dick Gilbert and Sally Ehrmann.
2. It was suggested that a committee be formed to be responsible for obtaining Raffle prizes for each meeting.

EMAIL

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Chair: Edwin Hornquist

Key Topics: None

REFRIGERATION TOUR

Chair: Sean Gouw

Key Topics: None

SPRING SEMINAR

Chair: Andrew Reilman

Key Topics:

1. Andrew Reilman stated he will begin the process of setting a date and speakers for the Spring Seminar. It was suggested to again have the seminar at the Energy Resource Center.
2. Jeffrey Landreth commented if the seminar is based on the National Theme, the Chapter will earn PAOE Points.
3. Andy Khechoumian expressed concern that Spring Seminars attendees receive their Continuing Education Certificates. Phil Trafton commented the Honors and Awards Committee will be involved to be sure the members receive the certificates.

Action Items:

1. Andrew Reilman will begin the process of setting a date and speakers for the Spring Seminar.

RESOURCE PROMOTION

Co-Chairs: Michael Hass, Andrew Reilman, and Karine Leblanc

Key Topics:

1. It was reported the 2009-2010 Resource Promotion goal was met for the first time in ten years.

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES – E-Week

Co-Chairs: Christine Cloutier, and Margaret Motagally

Key Topics: None

HISTORIAN

Co-Chairs: Rene Peters

Key Topics:

1. Names were suggested for an additional person to help Rene Peter with the historical and Lifetime Achievement Awards articles. Andy Khechoumian will find another Historian Co-Chair.

Action Items:

1. Andy Khechoumian will find another Historian Co-Chair.

GOLF TOURNAMENT

Co-Chairs: Joey Jiron and Omar Chamma

Key Topics:

1. Matt Church stated there will be the Ed Schmidt Golf Tournament in the fall and also the Spring Golf Tournament.

ED SCHMIDT GOLF TOURNAMENT

Co-Chairs: Don La Marr, Phil Trafton, Joey Jiron, and Omar Chamma

Key Topics:

1. Omar Chamma reported Don La Marr will contact Andy Khechoumian with the plans and ideas for the Ed Schmidt Golf Tournament.
2. A date for the Ed Schmidt Golf Tournament will be set.
3. Omar commented he would like to find additional people to help with the tournament, and he would like to recruit young members to become involved in planning the golf tournaments.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics: None

PAST PRESIDENT – KARINE LEBLANC

HONORS AND AWARDS

Chair: Phil Trafton, Clay Lampman, and Karine Leblanc

Key Topics:

1. Phil Trafton stated he is planning on the Honors and Award Committee to meet earlier in the year so that specific awards can be ordered for the recipients.

PAOE POINTS

Key Topics: None

80th ANNIVERSARY CELEBRATION

Key Topics:

1. Karine Leblanc reported she is making plans for ASHRAE's Southern California Chapter's 80th Anniversary celebration. It is one of the oldest chapters in the nation. Karine will discuss her ideas for the celebration at the August meeting.

WESTERN SECTION

Key Topics: None

NEXT MEETING DATE: Tuesday, August 3, 2010 at 4:00 PM at Donald F. Dickerson, California, 6840 Hayvenhurst Avenue, Van Nuys, 91748

Motion No: 7-13-1255: It was moved and seconded by Jeffrey Landreth and Karine Leblanc, respectively, to adjourn the meeting at 6:25 p.m. The motion carried.

Secretary

Executive Secretary