



Engineering For the World We Live In

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

2009-2010

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JP Lara

David McKinney*

Carla Mitchell

Margaret Motagally*

Ralph Panting

Ron Sweet

Jim Toda*

Phil Trafton*

Stella Zarakhovsky

*Denotes those in
attendance

Minutes

of the

Board of Directors' Meeting

A California Corporation

July 14, 2009

The meeting was called to order at 4:10 p.m. by Karine Leblanc at Donald F. Dickerson Associates, 1100 Wilshire Boulevard, Los Angeles, California 90017.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics:

1. Karine Leblanc asked all Board members to email her if they will be unable to attend the meeting.
2. She also asked the Board members to pay their membership dues.
3. Karine reported she had received a Letter of Resignation from J. Michael Burke stating that he will be unable to fulfill his position on the Board of Directors as Past President. Karine stated Narendra Amarnani has agreed to fill the position as Past President. She commented Amar will attend the Board meetings, but he will be unable to attend all the dinner-meetings.

Motion No: 7-14-1222: It was moved and seconded by Jim Toda and Edwin Hornquist, respectively, to approve Narendra Amarnani as Past President of the Board of Directors for 2009-2010. The motion carried.

4. Karine reported there will be a Life Achievement Award at each dinner as a way to link the Youth with Wisdom.
5. Karine Leblanc began a discussion on the topic of Pre-Purchased Dinners. This plan would allow attendees to receive a discount for pre-purchasing dinners such as purchase 7 member dinners and get 1 dinner free. There was a discussion of how to handle the logistics and control of this with members, non-members, or guests. It was brought up that the purpose of the member price was to be an incentive to become a member. Karine commented it was important to consider if a guest attends even at a member price it might be a way of encouraging their membership. It was decided to offer a pre-paid member price for this year. However, on Membership Night everyone would pay the member price only in order to encourage non members to become members. Phil Trafton suggested this offer needed to be publicized. A decision was made to have this one time offer at the October meeting, but publicize the offer at the September meeting.
6. Karine commented next year will be the 80th Anniversary of ASHRAE. She suggested the Chapter begin to plan how to celebrate this event which would fall during Andy Khechoumian's tenure. Phil Trafton suggested this will be an appropriate time to give the Louise and Bill Holladay Award because he was the founder of the Southern California Chapter. Elbert Kelly was suggested as a possibility.
7. Karine explained the process of PAOE Points to the Board and new Board members. She asked each Director and Chair to review the PAOE Points for each area of responsibility and note what can be accomplished this year in order to earn more points. Narendra Amarnani will monitor the PAOE Points and keep the Board informed of areas that need improvement.

PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian reviewed the suggested 2009-2010 Programs. There was a discussion about adjustments to themes, Main and Technical speakers and topics. Karine Leblanc listed the members to be honored at each dinner-meeting. It was suggested that a professor might be honored at the May Student and Young Engineers Night.
2. Andy reviewed the various speakers and Distinguished Lecturers being considered for the Main and Technical sessions. Christine Cloutier will inquire about a woman speaker, and Andy will ask Erin McConahey for suggestions for women speakers for Women in Engineering Night.

3. There was a discussion of possible changes for the Main and Technical Sessions. It was agreed to have a Forum on Acoustics for the September meeting, and the theme would be CTTC Night. Other possible topics were OSHPOD and Title 24. Aaron Deutsch felt the November Humidification and Dehumidification should be separated into a Main and Technical Session due to the amount of information to be covered. Edwin Hornquist commented he may be able to be of help for potential speakers for the Refrigeration Night. A decision was made to eliminate the Technical Session at the December Joint Meeting to allow for time to view the Table Tops. Kent Peterson will be the December Main speaker. Edwin Hornquist suggested changing the name of the April meeting topic to Solar Power Generation instead of Photo Voliaic Application. Ishtiaq Chisti commented the Energy Commission's new standards could be a topic, and Martha Brooke was suggested as a possible speaker. Martha Motagally suggested the topic of Leed for Hospitals as another possibility.
4. The Monthly themes were discussed with firm placement of Resource Promotion Night in December, Women in Engineering Night in March, Student and Young Engineers Night in May, and Membership Night in both October and possibly September.
5. Each month's Main and Technical Session speakers and topics were set, and Andy will confirm the availability of the speakers. Karine asked Andy to email the revised Program Schedule to the Board.

Action Items:

1. Andy Khechoumian to contact Erin McConahey for speaker suggestions for Women in Engineering Night speakers.
2. Andy to add a column indicating each month's honoree.
3. Andy will email a revised Program schedule to the Board.

INSTALLATION DINNER

Key Topics:

1. Andy questioned the minimum income expected for the Installation Dinner. It was stated that in the past the surplus goal has been \$2000.

SECRETARY – JEFFREY LANDRETH

MINUTES OF 6-02-09:

- The Minutes of the June 2, 2009 meeting were reviewed.

Motion No. 7-14-1223: It was moved and seconded by Aaron Deutsch and Jim Toda, respectively, to approve the Minutes of June 2, 2009 as submitted. The motion carried.

ROSTER

Key Topics: None

TREASURER – AARON DEUTSCH

TREASURER’S REPORT

Key Topics:

1. The Past Treasurer Jeffrey Landreth was not able to attend the meeting, and as a result the May and June Treasurer’s Report will be reviewed for approval at the August Meeting.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics:

1. The 2008-2009 Chapter Audit was read and reviewed. Ishtiaq Chisti commended Jeffrey Landreth for the excellent financial reporting.
2. The 2009-2010 Chapter Budget was reviewed.

Motion No: 7-14-1224: It was moved and seconded by Jim Toda and David McKinney, respectively, to receive the audit as submitted. The motion carried.

Motion No: 7-14-1225: It was moved and seconded by David McKinney and Jim Toda, respectively, to approve the 2009-2010 Chapter Budget as submitted. The motion carried.

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics: None

DIRECTOR – SCOTT NEITHERCUT

NEWSLETTER –

Editor – Christopher Zabaneh

Key Topics: None

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Stella Zarakhovsky

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Karine Leblanc reported that membership information had been sent by email to 661 Society members who were listed on the database. Another 100 forms and letters were sent to members who did not have email addresses.
2. As of July 14, 2009, there were 28 paid memberships.

ATTENDANCE & RECEPTION –

Chair: David McKinney

Key Topics:

1. David McKinney discussed dinner reservations at the dinners. He will use on-line registration, and reservations will have a deadline of the Friday before the meeting. There was a discussion as to how to handle late reservations. The final decision was that people with late reservation may attend the meeting, but they cannot be guaranteed a meal. This information will be placed on the website.
2. Raffle donations need improvement, and David requested any suggestions from the Board. Raffle donations will be discussed at another meeting.

Action Items:

1. Reservation deadline information will be posted on the website.

EMAIL

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Co-Chairs: Edwin Hornquist and Andy Khechoumian

Key Topics: None

REFRIGERATION

Chair: Sean Gouw

Key Topics: None

SPRING SEMINAR

Co-Chairs: Matt Church and Carla Mitchell

Key Topics: None

RESEARCH PROMOTION

Chair: Michael Hass

Key Topics:

1. Michael Hass stated the Board members need to join Full Circle by November 15th. He will email a reminder to the Board.
2. Michael suggested the Table Top income should go to Resource Promotion and the cost will be a minimum of \$150. It was suggested an announcement be made at the meeting to give recognition for the donation to the Table Top company and to encourage attendees to visit the Table Tops.
3. Michael stated the Resource Promotion goal for this year is \$10,000.
4. A raffle will be organized for the December Joint meeting with the proceeds divided proportionately between the groups.

Action Items:

1. All Board members are asked to join Full Circle by November 15th.
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DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES

Co-Chairs: Matt Church, Christine Cloutier, Margaret Motagally

Key Topics:

1. Matt Church reported he plans on contacting K-12 private schools and private technical high schools. He suggested providing the financing for small groups to attend E-Week or go to a university to do a project. Aaron Deutsch suggested taking the students on tours of how things are made in various industries.

HISTORIAN

Chair: Joe Ablay

Key Topics: None

GOLF TOURNAMENT

Co-Chairs: Joey Jiron, JP Lara, and Omar Chamma

Key Topics: None

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics: None

PAST PRESIDENT – NARENDRA AMARNANI

HONORS AND AWARDS

Chair: Phil Trafton

Key Topics:

1. Phil Trafton offered to help with the Honors and Awards for the year.

PAOE POINTS

Key Topics: None

WESTERN SECTION

Key Topics:

1. Jim Toda questioned if one Board member will be attending the Western Section meetings. Phil Trafton stated the Chapter is asked to attempt to have at least one member at each Western Section meeting.

Action Items:

1. Jim Toda will bring a schedule to the August meeting for the Board to sign up for at least one Western Section meetings.
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NEXT MEETING DATE: Tuesday, August 4, 2009 at 4:00 PM at Donald F. Dickerson Associates, Downtown Office, Suite 1806, 1100 Wilshire Blvd., Los Angeles, California 90017.

Motion No: 7-14-1226: It was moved and seconded by David McKinney and Jim Toda, respectively, to adjourn the meeting at 6:25 p.m. The motion carried.

Secretary

Executive Secretary