



Engineering For the World We Live In

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

2009-2010

PRESIDENT
Karine Leblanc*

PRESIDENT-ELECT
Andy Khechoumian, P.E.

SECRETARY
Jeffrey Landreth*

TREASURER
Aaron Deutsch*

PAST PRESIDENT
Narendra Amarnani, P.E.

DIRECTORS
Matthew Church*
Edwin Hornquist
Scott Neithercut
Jim Toda*

SOL*AIR EDITOR
Christopher Zabaneh*

Standing Committees

Joe Ablay
Sudhir Agrawal
J. Michael Burke
Omar Chamma
Ishtiaq Chisti
Christine Cloutier
Mike Gallagher
Sean Gouw*
Michael Hass
Chad Herrick
Joey Jiron
David Kuo
Don La Marr
Clay Lampman
JP Lara
David McKinney
Carla Mitchell
Margaret Motagally
Ralph Panting
Ron Sweet
Phil Trafton*
Stella Zarakhovsky

Minutes

of the

Board of Directors' Meeting

A California Corporation

August 11, 2009

*Denotes those in attendance

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

The meeting was called to order at 4:00 p.m. by Karine Leblanc at Donald F. Dickerson Associates, 1100 Wilshire Boulevard, Los Angeles, California.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics:

1. Karine Leblanc stated the Quiet Cannon reservation for the December Joint Meeting needed to be confirmed, and she will take care of it. After a discussion, it was agreed to choose the least expensive dinner package which would cost approximately \$34.00 including tax and tip. It was decided to have a bartender for an additional \$95.00. A deposit of \$1000 is required.
2. Karine led a discussion on the expenses for the April Distinguished Lecturer Todd Rindlibaker. It was agreed to put a cap of approximately \$250 for the cost of his flight from Utah.

Action Items:

1. Karine Leblanc to make December reservation for the Quiet Cannon.
 2. Karine will email Chris Zabaneh information for the ASHRAE Winter Meeting article in Sol*Air.
 3. Chris Zabaneh will write the article for the September and October issues of Sol*Air.
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PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian was on vacation and in his absence Karine Leblanc reviewed the highlights of the 2009-2010 Program schedule.
2. Aaron Deutsch stated Andrew Cook will be the Technical Speaker at the November Meeting. The speaker's bio has been received, and Aaron will email his picture.
3. Karine Leblanc stated she will reserve the Proud Bird for the November Meeting. Aaron Deutsch suggested reserving the larger room for the increase in attendance expected for the Chapter's honoree Harold Kushner.
4. Karine commented the January Meeting will be changed from January 5 to January 12 due to the holidays.
5. Karine commented the April Technical speaker needs to be confirmed.
6. Karine stated she will verify the December Main topic is Standard 189 not 62.2.
7. Phil Trafton commented he had heard from Eli Howard, and he believes he will be available for the October Technical Session.

Action Items:

1. Karine Leblanc will reserve the Proud Bird for the November Meeting.
2. Karine will verify the December Main topic.

INSTALLATION DINNER

Key Topics: None

SECRETARY – JEFFREY LANDRETH

MINUTES OF 7-14-2009

- The Minutes of the July 14, 2009 meeting were reviewed.

Motion No. 8-11-1227: It was moved and seconded by Aaron Deutsch and Matt Church, respectively, to approve the Minutes of July 14, 2009 as submitted. The motion carried.

ROSTER

Key Topics:

1. Jeffrey Landreth displayed a sample of the 2009-2010 Roster cover. He will receive Missy Goulet's art work suggestions soon.
2. He reported Chad Herrick has received approximately \$10,000 in advertising commitments.
3. There was a discussion about whether to use color for the advertisements. Jeff stated he will get a breakdown on the costs if only the advertisements are in color and report to the Board.
4. Jeff stated he is planning on using last year's Roster printer, and the printer will also mail the Rosters.
5. He commented only the business contact information will be listed in the Roster unless the member prefers the home contact.
6. The goal for publication of the Roster is September. Jeff will contact Chad Herrick about completion of the advertising commitments.

Action Items:

1. Jeffrey Landreth to get a breakdown of the costs of using color for advertisements in the Roster and report to the Board.

TREASURER – AARON DEUTSCH

TREASURER'S REPORT

Key Topics:

1. Aaron Deutsch stated he will have the July Treasurer's Report by next week after he receives more information and meets with Jeffrey Landreth.
2. Aaron stated he would like to look into the costs of Quicken vs. PayPal. He commented Quicken has automatic deposits. He will email his findings to the Board and ask for their opinion.
3. Following an email explanation of the costs and benefits of using Quicken, the following comments were made:
 - Jim Toda – yes
 - Jeff Landreth – questioned if B of A would charge for set up?; Aaron has the software, but next year it will need to be purchased; Where will we take the costs from?; Will Aaron have to bring his computer to all events in order to use the swipe feature to benefit the lower cost of swiping?; Can people pay online through the website?
 - Amar – yes; make sure to charge processing fees if using for other chapters.
 - Scott – yes
 - Andy – yes
 - Matt - yes
 - Edwin – yes
 - Aaron – yes
 - Karine – yes

- The Board agreed to use Quicken.
4. Aaron stated he will deposit checks tomorrow and inquire about the Chapter's ATM card.
 5. Karine Leblanc asked that the Treasurer's Report contain a detailed explanation of deposits and expenses.

Action Items:

1. Aaron Deutsch will deposit checks and inquire about the Chapter ATM card.
2. Aaron will email the comparison of costs and details of Quicken vs. PayPal to Board.
3. Aaron will email the Treasurer's Report.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics:

1. Phil Trafton reported the Scholarship Investments are improving, but he suggested trying not to withdraw any money until the investments recover more.

DIRECTOR – SCOTT NEITHERCUT

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Christopher Zabaneh reported he is updating the layout and the look of Sol*Air. He plans to keep the "blueprint" theme which will be used on the Roster.
2. Chris stated he will check the by-laws to see if the business cards can be on a whole page or only at the bottom of the pages.
3. Chris is considering updating the Sol*Air logo. Phil Trafton commented he believes the logo is trademarked, and therefore the basic font and color need to stay the same, but the font size could be changed.
4. Chris discussed the addition of an information box in the corner of some Sol*Air pages. This box or bubble would be used to inform the members of important information. He asked for ideas or suggestions from the Board.
5. Chris stated he will get a Sol*Air cost quote from the Roster printer and email it to Karine.
6. Karine commented SCE will contribute to the cost of Sol*Air whether it is mailed or emailed.
7. It was reported a paper copy of Sol*Air will be mailed to the 2009-2010 paid members only.

8. The September issue was discussed. Chris will write an Editor's Page. A summary of the Installation Dinner with pictures will be included in Sol*Air, and also a page introducing the New Board. It was suggested to include a promotion for the pre-paid group dinner purchase for the December Joint Meeting at the Quiet Cannon.
9. Karine reported she will email the dinner menus to Chris to be placed in Sol*Air each month.
10. Phil Trafton and Chris suggested including a picture of the Raffle Donors and publishing their names. Karine will email a raffle picture for Chris to include in September Sol*Air.
11. Aaron Deutsch announced Western Allied and Drymaxx will donate \$250 each to sponsor one free drink per attendee for the September Meeting. He would like to find additional sponsors.
12. Aaron expressed concern about the record keeping for the pre-paid dinner purchase. It was expressed that only paid members will be able to purchase a pre-paid package and will pay for 7 dinners and receive 1 dinner free. This offer will be included in Sol*Air. If non-members want to purchase the pre-paid package, it will be handled on a case by case basis.
13. There will be no fees for late dinner reservations, but the attendee cannot be guaranteed a dinner. This information will be included in Sol*Air.
14. Chris will add a recap of CRC with pictures.
15. Chris reported he had not received a Historian's article, but he will talk to Joe Ablay. Karine suggested that Elbert Kelley is willing to write Historical articles each month.
16. Karine stated she will email information about the YEA baseball game to be included in Sol*Air.
17. Karine asked Chris to include a notation "Have you renewed your membership?" in Sol*Air.
18. Karine stated everything in Sol*Air will be posted on the Website. Chris will inform advertisers that Job Posting and Business Cards will be in Sol*Air and on the Website. Karine will email Chris the advertising rates.
19. There will be a Life Time Achievement Award section in Sol*Air with an article and picture about the honoree for the following month.
20. Aaron reported he will have a Dehumidification article ready for the October issue of Sol*Air.

Action Items:

1. Karine Leblanc to email Chris the menus for the each month's dinners, a summary and pictures of the Installation Dinner, a Raffle prize picture, information about the YEA baseball game, and the advertising rates.
2. Chris Zabaneh to obtain a Historical article for Sol*Air.

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. Jim Toda reported the dues notices were emailed, and about 100 paper notices were mailed to people who did not have email addresses.
2. Jim commented he will prepare new dinner badges. Phil Trafton suggested identifying the members who are Officers, Past Presidents, and Life Members. Jim will find a means of identifying the badges of these members. The badges will be ordered only for this year's paid members. Jim will have the badges for the September meeting.
3. Jim stated he will follow-up with members who have registered but have not paid.

ATTENDANCE & RECEPTION

Chair: David McKinney

Key Topics: None

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 TOUR – April, 2010

Chair: Sean Gouw

Key Topics:

1. Sean Gouw led a discussion on the Refrigeration Tour. He reported he had a response from Doug Scott who is willing to participate in the tour. It was suggested the tour could be a project Doug Scott had worked on. Aaron Deutsch stated Doug might suggest a refrigeration client and venue and lead the tour.
2. Karine asked Sean to place a Refrigeration Tour article in the March Sol*Air.

3. After a discussion of the Refrigeration Tour, it was decided the November meeting would be titled Controls Night instead of Refrigeration Night.

Action Items:

1. Sean will confirm the date and location of the Refrigeration Tour at the next meeting.
2. Sean will have a Refrigeration Tour article ready by February to be published in the March Sol*Air.

SPRING SEMINAR – March 24, 2010

Co-Chairs: Matt Church and Carla Mitchell

Key Topics: None

RESEARCH PROMOTION

Chair: Michael Hass

Key Topics: None

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES

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

Key Topics:

1. Matt Church reported he had talked with Clay Lampman about asking members to judge K-12 Science Fairs and setting aside a portion of the Scholarship Fund for prize money.
2. Aaron Deutsch offered to contact the high schools, and Karine Leblanc suggested following up with Christine Cloutier and Margaret Motagally to inform the schools there are willing volunteers to talk to the students.

HISTORIAN

Chair: Joe Ablay

Key Topics: None

GOLF TOURNAMENT - May 14, 2010

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

Key Topics:

1. Matt Church reported he is not aware of any conflict for the Golf Tournament to be held on May 14, 2010.
2. Matt will inquire when a deposit is needed.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. He reported Clay Lampman had delivered the scholarship checks to Cypress College.
 2. Phil Trafton commented in the past the Past President is on the Board the first year, the next year the Past President is to be on the Scholarship Committee, and the following year the Past President is to be the Scholarship Chair. He said he would like to see this policy reintroduced in the future.
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PAST PRESIDENT – NARENDRA AMARNANI

HONORS AND AWARDS

Chair: Phil Trafton

Key Topics: None

PAOE POINTS

Key Topics: None

WESTERN SECTION

Key Topics:

1. Jim Toda reported the Board members had each volunteered to attend one Western Section meeting, and he thanked them for their willingness to participate.
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NEXT MEETING DATE: Tuesday, September 1, 2009 at 4:00 PM at Las Freses Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

Motion No: 8-11-1228: It was moved and seconded by Jim Toda and Aaron Deutsch, respectively, to adjourn the meeting at 5:50 p.m. The motion carried.

Secretary

Executive Secretary