



Engineering For the World We Live In

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

2008-2009

PRESIDENT

J. Michael Burke*

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

EXECUTIVE SECRETARY

Mrs. Sue Colvin*

P.O. Box 80133

San Marino, CA 91118

Standing Committees

Jai Agaram

Sudhir Agrawal

Bob Brennan

Ryan Celaya

Susan Chen

Ishtiaq Chisti*

Matt Church*

Matt Ebejer

Mike Gallagher

Chad Herrick*

David Kuo

Don La Marr

Clay Lampman*

Pandora Lei

Michael Levin

David McKinney*

Alex Munoz

Ralph Panting

Rene Peters

Mike Taylor

Phil Trafton*

Jim Winkles

Stella Zarakhovsky

*Denotes those in attendance

Minutes

of the

Board of Directors' Meeting

A California Corporation

August 12, 2008

The meeting was called to order at 4:15 p.m. by Michael Burke at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California. Guests in attendance were Matt Church, David McKinney, and Ron Sweet,

J. MICHAEL BURKE - PRESIDENT

Key Topics:

- Michael Burke introduced Matt Church who will be the Chair of the Spring Seminar and David McKinney who will be the Chair of the Edward H. Schmidt Golf Tournament

SECRETARY - ANDY KHECHOUMIAN

Key Topics:

- MINUTES OF 7-08-08: The minutes of the July 8, 2008 meeting were reviewed.

Motion No: 8-12-1181: It was moved and seconded by Joey Jiron and Aaron Deutsch, respectively, to approve the July 8, 2008 meeting minutes as submitted. The motion carried.

TREASURER – JEFFREY LANDRETH

Key Topics:

- Jeffrey Landreth summarized the July Treasurer’s Report.
- It was reported there are 56 paid members as of August 12, 2008.
- Jeffrey reported a Check Request Form will be used to help with record keeping.
- Jeffrey will use Quicken for the record keeping and its invoice capability. This would be of help to members who require an invoice receipt.
- It was reported a receivable for the Installation Dinner in the amount of \$1650 has not been received from Southern California Edison.

Action Items:

- Jeffrey Landreth to amend the Treasurer’s Report by moving \$10 for a Life Member Donation from Resource Fund Donation (41100) to Chapter Dues (40100).
- Jeffrey to amend the report by changing the Previous Year heading from 2006-2007 to 2007-2008.
- All Board members were asked to pay their membership dues.
- Jeffrey to add a pro rata Percentage of Budget column to the Treasurer’s Report.
- Jeffrey to check on the progress of the receivable from SCE.

Motion No. 8-12-1182: It was moved and seconded by Karine Leblanc and Narendra Amarnani, respectively, to receive the July Treasurer’s Report as amended. The motion carried.

MEMBERSHIP

DIRECTOR - TBA

Co-Chairs: Jai Agaram and Susan Chen

Key Topics:

- It was discussed that there was a need for a Membership Director other than the Secretary.

Action Items:

- The discussion about a Membership Director will be continued at another time.
-

ROSTER – ANDY KHECHOUMIAN
Product Directory – Chad Herrick

Key Topics:

- Andy Khechoumian stated the Roster was nearly complete, and he needed the list of Chapter Officers.
- Chad Herrick reported all but one of the sponsors for the Product Directory had returned this year and a few new ones had been added.

Action Items:

- Mike Burke to complete the List of Chapter Officers in a week and send it to Andy Khechoumian for the Roster and Karine Leblanc for the Website.
-

BUDGET AND AUDIT
JEFFREY LANDRETH - TREASURER
Chair: PHIL TRAFTON

Key Topics: None

FINANCE INVESTMENT
JEFFREY LANDRETH - TREASURER
Chair: PHIL TRAFTON

Key Topics: None

WEBSITE
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics: None

PROGRAMS
KARINE LEBLANC – PRESIDENT-ELECT

Key Topics:

- Karine Leblanc reviewed each month's speakers and topics for the 2008-2009 Programs.
- Karine stated she had reviewed the comments emailed by the Board and incorporated the suggestions where possible.
- The November Meeting will honor Sally Ehrmann as the First Women Pioneer in the industry.

- She stated the January program will have a new title.
- There was a discussion about the topics to be presented at the September Tech Session and the Main Speaker.
- It was suggested to use the theme of ASHRAE in the titles of programs where possible.

Action Items:

- Karine Leblanc to give the January program a new title.
- Jeffrey Landreth, Aaron Deutsch, and Karine will make minor adjustments to the year's programs.
- Karine Leblanc to complete the Programs for 2008-2009 by Friday, August 15 in order to get PAOE points.

Motion No: 8-12-1183: It was moved and seconded by Narendra Amarnani and Aaron Deutsch to approve the September Technical Session and Main Speaker as planned. The motion carried.

**ATTENDANCE & RECEPTION
AARON DEUTSCH – DIRECTOR**

Key Topics:

- Aaron Deutsch stated he had formed a committee of 5 to work on registration: 2 people would work the desk with a computer to be online with PayPal. 1 person would accept checks, 1 person would handle tickets, and 1 person would work the line to facilitate those using credit cards.
- Aaron will eliminate the use of a credit card machine at the dinner/meetings which will save on costs.
- Aaron will purchase a portable printer to print names on badges for those who are not members. The traditional badges will continue to be used for members.

Action Items:

- Aaron to obtain the updated list of members from Jai Agaram in order to update the traditional badges.
-

**RAFFLE
AARON DEUTSCH – DIRECTOR**

Key Topics:

- Aaron reported he had sent an email for raffle prizes to 85 vendors and received no response. He asked Board members to call their manufacturers and vendors to help obtain raffle prizes.

Action Items:

- Board members to help obtain raffle prizes from their vendors and manufacturers.
-

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

Key Topics: None

HISTORIAN AND TECHNICAL ADVISOR
JOE ABLAY - DIRECTOR

Key Topics:

- Joe Ablay reported he and Mike Burke would submit the first historical article on Air Filtration from 1943 to the present. The article will be submitted to Scott Neithercut by August 15.

Action Items:

- Mike Burke and Joe Ablay to submit historical article by August 15.
-

PUBLICATION AND NEWSLETTER
SCOTT NEITHERCUT – DIRECTOR
Chair: TBA

Key Topics:

- Scott Neithercut distributed a rough draft of items in the September issue of Sol*Air.
- Scott stated the first newsletter will be delivered about August 25.
- Each month submissions for Sol*Air articles will need to be submitted within a week following each meeting.
- Scott asked for confirmation of the times for the September meeting. Mike reviewed the scheduled times as follows: 5:30 Social Hour; 6:20 Tech Forum; 7:00 Dinner/Raffle; 7:45 Main Program; 9:00 Adjourn. This information will be on the website.
- Scott will sponsor the hors d'oeuvres for the September Dinner Meeting.
- Scott needed a recap of the Installation Dinner for Sol*Air.
- Scott needed help with captions for pictures in Sol*Air.
- Scott stated the long version of the President's Message will be in Sol*Air.
- Ron Sweet commented the cost of printing and mailing should be closely watched and sponsorships should offset this cost.
- Amar commented it was important to find a Chair for Sol*Air in order to train for the future.
- There was a discussion about the possibility of electronically mailing Sol*Air.

- Mike Burke and Joe Ablay will work together to write short technical articles for Sol*Air.

Action Items:

- Mike Burke to send list of Board and Chairs for Sol*Air to Scott by August 15.
 - Mike Burke to send bullets to Scott to recap the Installation Dinner for Sol*Air.
 - Karine Leblanc to help Scott with captions for Sol*Air.
 - Joe Ablay and Mike Burke to write short technical articles for Sol*Air.
 - Joe Ablay will do an historical article for a future newsletter.
 - A Chair for Sol*Air is needed.
-

EDWARD H. SCHMIDT GOLF TOURNAMENT - October 24, 2008

JOEY JIRON - DIRECTOR

Co-Chairs: David McKinney and Matt Ebejer

Key Topics:

- Joey Jiron reported there will be an Ed Schmidt Golf Tournament meeting on August 21.
- Phil Trafton asked the members to help find Sponsors at all levels and Lunch and Dinner Sponsorships.
- Phil Trafton stated there was a need for high end silent auction prizes and raffle prizes.
- Mike Burke reported the final letter was sent to Linda Schmidt, and it would be presented to the committee in 2-3 days.

Action Items:

- Members to help find Sponsors at all levels and Lunch and Dinner Sponsorships.
 - Members to help with high end silent auction prizes and raffles prizes.
 - Mike Burke and Linda Schmidt to complete letter to be included in mailing
-

SPRING GOLF TOURNAMENT

JOEY JIRON – DIRECTOR

Chair: TBA

Key Topics: None

SPRING SEMINAR – Tentative date: Friday, March 13, 2009

JEFFREY LANDRETH -DIRECTOR

Chair: Matt Church

Key Topics:

- Jeffrey Landreth stated the members had indicated on the exit survey they would prefer to have the seminars on Friday.

- Phil Trafton and Ron Sweet stated by having the seminar on a Friday it meant employers would have to pay a day's salary as well as the cost of the seminar. They suggested having the Spring Seminar on a Saturday.

Action Items:

- Jeffrey Landreth and Matt Church to set a final date for the Spring Seminar.
-

STUDENT ACTIVITIES

KARINE LEBLANC – PRESIDENT-ELECT

Chair: PANDORA LEI

Key Topics: None

YEA

DIRECTOR – TBA

Chair: TBA

Key Topics: None

RESEARCH PROMOTION

DIRECTOR – JOE ABLAY

Chair: Michael Kalemkaryan

Key Topics:

- Clay Lampman reported there is a Research Promotion Seminar in Las Vegas on August 16, and the Chapter needs to send a Director or Chair.

Action Items:

- A Director or Chair needs to attend the seminar in Las Vegas on August 16.
-

SCHOLARSHIP

NARENDRA AMARNANI - PAST PRESIDENT

Co-Chairs: Ishtiaq Chisti, Clay Lampman

Key Topics: None

HONORS AND AWARDS

NARENDRA AMARNANI – PAST PRESIDENT

Key Topics: None

**PAOE POINTS
NARENDRA AMARNANI – PAST PRESIDENT**

Key Topics: None

**WESTERN SECTION
MICHAEL BURKE - PRESIDENT**

Key Topics: None

**CRC
KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

**NOMINATIONS
DON LA MARR**

Key Topics: None

**CHAPTER TECHNICAL TRANSFER COMMITTEE
JOEY JIRON – DIRECTOR
Chair: TBA**

Key Topics:

- Joey Jiron stated he will be beginning a dialogue with OSHPOD.

Action Items:

- Mike Burke to send CTTC manual pages from the Chapter Operations Manual to Joey Jiron.
 - A Chair needs to be found for CTTC.
-

**REFRIGERATION
DIRECTOR – TBA
Chair: TBA**

Key Topics: None

NEXT MEETING DATE: Tuesday, September 9 at 4:00 pm at Taix Restaurant.

Motion No: 8-12-1184: It was moved and seconded by Clay Lampman and Jeffrey Landreth, respectively, to adjourn the meeting at 6:30 PM. The motion carried.

Secretary

Executive Secretary