



Engineering For the World We Live In

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

2009-2010

Standing Committees

PRESIDENT
Karine Leblanc*

Joe Ablay
Sudhir Agrawal*
J. Michael Burke
Omar Chamma

PRESIDENT-ELECT
Andy Khechoumian, P.E.*

Ishtiaq Chisti*
Christine Cloutier*

SECRETARY
Jeffrey Landreth*

Mike Gallagher
Sean Gow

TREASURER
Aaron Deutsch*

Michael Hass
Chad Herrick*

PAST PRESIDENT
Narendra Amarnani, P.E.

Joey Jiron
David Kuo*

DIRECTORS
Matthew Church*
Edwin Hornquist*
Scott Neithercut*
Jim Toda*

Don La Marr
Clay Lampman*

SOL*AIR EDITOR
Christopher Zabaneh*

JP Lara
David McKinney*
Carla Mitchell
Margaret Motagally
Ralph Panting
Ron Sweet
Phil Trafton*
Stella Zarakhovsky

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

*Denotes those in
attendance

Minutes

of the

Board of Directors' Meeting

A California Corporation

September 1, 2009

The meeting was called to order at 4:05 p.m. by Karine Leblanc at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

PRESIDENT - KARINE LEBLANC

OPENING COMMENTS

Key Topics:

1. Karine Leblanc reviewed the information for the YEA Leadership Weekend in Atlanta, Georgia. She stated it will be held the weekend of October 2-4, and the Board has budgeted for two members to attend. She reported Matt Church and Michael Hass are interested in attending. The cost of \$250 will include hotel, meals, and all expenses except the cost of travel.
2. Karine led a discussion on New Faces in Engineering which recognizes young engineers who are under 30 years and have made an engineering accomplishment. These engineers will be featured in USA Today. She commented there are a number of engineers who are under 30 years in the Chapter and on the Board. She stated the Board members need to nominate

themselves or others for this award. Ishtiaq Chisti suggested Board members nominated a young engineer from their company and commented all nominees should be recognized by the Chapter in Sol*Air. It was mentioned that past winners' accomplishments could be reviewed for possible qualifications.

Action Items:

1. Young engineers need to be nominated for New Faces in Engineering.
-

PRESIDENT-ELECT – ANDY KHECHOUMIAN

PROGRAMS

Key Topics:

1. Andy Khechoumian reviewed the final 2009-2010 Program plans.
2. Karine asked if Eli Howard had been confirmed for the October Technical Session. Phil Trafton commented he will get a confirmation from Eli.
3. Andy reported the October Main Speakers have been confirmed, and he stated there will be a panel format.
4. The bio for the May Technical Speaker David Hernandez is needed.
5. There was a question concerning information on the April Technical speaker. David Kuo and Ishtiaq Chisti offered to help obtain this information.

Action Items:

1. Phil Trafton will confirm Eli Howard for the October Meeting.
2. David Kuo and Ishtiaq Chisti will obtain information on the April Technical Speaker.

INSTALLATION DINNER

Key Topics: None

SECRETARY – JEFFREY LANDRETH

MINUTES OF 8-11-2009

- The Minutes of the August 11, 2009 meeting were reviewed.

Motion No. 9-01-1229: It was moved and seconded by Jim Toda and Aaron Deutsch respectively, to approve the Board Meeting Minutes of August 11, 2009 as submitted. The motion carried.

ROSTER

Key Topics:

1. Chad Herrick reported he had received approximately \$10,000 in advertising commitments. It is a little less than last year, but the total is in line with two years ago.

2. Jeff stated Missy Goulet has completed 80% of the Roster.
3. Karine will announce at the dinner that there is only one more week to pay membership dues in order to meet the Roster deadline.
4. There was a discussion of the quantity of Rosters to be ordered. Jeff suggested ordering 200, and Andy Khechoumian stated it is more costly to order a second printing. It was decided to order 150, but Jeff will adjust the number if the membership numbers increase. Twenty extra Rosters will be added to the membership total.
5. Karine will email a "Last Chance" notice to pay membership dues before the Roster deadline. Jim Toda will begin a telephone tree to remind members about paying their dues.
6. Jeff reported the Roster mail date will be September 30.
7. Jeff will evaluate the final costs and decide whether to use recycled paper for the Roster.
8. Chad Herrick inquired about receiving the final revised Roster proof to show advertisers and receive their final confirmation. Jeff reported he would have the final proof in a week.

Action Items:

1. Karine to email a "Last Chance" to pay membership dues before the deadline.
 2. Jim Toda to begin a telephone tree to encourage membership.
 3. Jeff to send the final advertising proof to Chad Herrick
-

TREASURER – AARON DEUTSCH

TREASURER'S REPORT

Key Topics:

1. Aaron Deutsch reviewed the income and expenses in the July Treasurer's Report. He reported the PayPal membership transactions had been transferred to the Chapter account.
2. Aaron commented next month he will add a detailed explanation for all checks written. The report will include a comparison of Budget versus Actual income and expenses.
3. Aaron explained the advantages of using QuickBooks. He stated all deposits go directly into the Chapter bank account, and the credit card scanner inputs information and generates a receipt automatically.
4. Aaron stated the Proud Bird deposit had been made for the November meeting, and the Quiet Cannon deposit will be made this week.
5. Aaron asked the Board to notify him ahead of time when expenses need to be paid and let him know of the urgency by email or phone.
6. Jeffrey Landreth pointed out the date 2008-2009 in the report's heading and summary needs to be corrected.

Action Items:

1. Aaron Deutsch will send the Quiet Cannon deposit.

2. Aaron will correct the year in the heading and summary in the Treasurer's Report.
3. The Board is asked to notify Aaron in advance when checks are needed.

Motion No: 09-01-1230: It was moved and seconded by Edwin Hornquist and Jim Toda, respectively, to approve the July Treasurer's Report with the heading correction. The motion carried.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics:

1. Phil Trafton reviewed the August Scholarship Investments and stated they are holding their own. He suggested if money is available, this might be a time to invest while stocks are still down.

DIRECTOR – SCOTT NEITHERCUT

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Christopher Zabaneh reported there had been some misprints in the September Sol*Air. He stated he would give the printer another chance, and he will use a higher grade of ink and paper in future issues.
2. Chris asked for feedback on the new layout and look of Sol*Air. The comments were very good.
3. Ishtiaq Chisti mentioned there should be an acknowledgment in newsletter of SCE's contribution to the publishing of Sol*Air.
4. It was suggested the Programs page in Sol*Air needs to be clearer and have better readability.
5. Chris commented this year the checks for invoices will be sent directly to the Treasurer.
6. Chris will make the promotion of dinner ticket prices more prominent in Sol*Air.
7. Chris will take pictures of the programs and of the raffle prize sponsors.
8. Chris explained the costs of printing Sol*Air. The printing costs for the September issue were about half of last year, but if the quality of ink and paper are improved the cost will increase. In addition, Missy Goulet's fees have increased from last year.
9. Chris reported folding Sol*Air made mailing considerably cheaper. It was agreed to mail a folded copy of Sol*Air.

10. Karine asked Chris to send her any business card advertising so it can be posted on the website.
11. Chris stated in the future the members will receive Sol*Air a full week before the meeting.
12. Karine was asked to send out a marketing email soliciting business card advertising. Scott Neithercut will email the information to Karine.
13. The Board complimented Chris on the nice job of updating Sol*Air.

Action Items:

1. Chris will improve the programs page readability, add an acknowledgement of SCE's contribution for publishing Sol*Air, and make the prepaid dinner price more prominent.
2. Chris to send business card advertising to Karine Leblanc.
3. Karine to send out marketing email for soliciting business card advertising.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Stella Zarakhovsky

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc reported the website will be updated.
-

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim Toda showed the Board the new badges which identify Board members, Life members, and Past Presidents. Jim will investigate purchasing a new badge box which will travel well.
2. Jim stated 6 new members had joined ASHRAE. He will introduce these new members at the meeting, and Clay Lampman and Ralph Panting have offered to be their mentors.
3. He reported membership was up from last year at this time.
4. Jim stated he will follow-up with members who have registered but have not paid.

Action Items:

1. Jim Toda will email Membership PAOE points to Narendra Amarnani.

ATTENDANCE & RECEPTION

Chair: David McKinney

Key Topics:

1. David McKinney stated Carleton Beck will be helping with Attendance and Reception this year.
2. David reported there were 5 raffle prizes for the September meeting. The donations included Dodger tickets, bottles of wine, and a gift card. He commented he is looking for more raffle prize donations for the next meetings.
3. At the first dinner meeting, each attendee will be given a free drink ticket donated by Drymaxx Air Solutions and Western Allied.
4. David Kuo suggested asking each attendee to donate \$5.00 for the raffle since they will be receiving a free drink ticket.

EMAIL

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc asked for comments about the emails sent to members. It was stated some members are getting multiple emails. Karine reported the first email was sent to multiple databases, and now the duplicates have been eliminated and the problem should not happen again. It was also stated that the emails are very professional.
2. There was a discussion about having “unsubscribe” on the emails and adding a brief follow-up survey as to why the member unsubscribed. Karine stated she will look into how this could be handled.

Action Items:

1. Karine Leblanc to look into the possibility of an unsubscribe survey.
-

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. Edwin Hornquist stated Sean Gouw will report a date and location for the Refrigeration Tour at the next meeting.
2. Sean will have a Refrigeration Tour article in the March Sol*Air.

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 in the March Sol*Air.

SPRING SEMINAR – March 24, 2010**Co-Chairs: Matt Church and Carla Mitchell****Key Topics:**

1. Edwin Hornquist reported the Spring Seminar committee does not have speakers or topics as yet. He will have the Spring Seminar flyers out by December.

RESEARCH PROMOTION**Chair: Michael Hass****Key Topics:**

1. Edwin reported a Research Promotion Fundraiser Event would be an Angels Baseball Game and Tailgate Party on Saturday, September 26. The \$40.00 price would include the cost of the tickets, food, and drinks. Karine commented the Angels Game was chosen because Dodger Stadium does not allow tailgating.
2. Edwin stated the hotel and flight had been booked for the September Research Promotion Training in Chicago. Society pays for the travel costs. Michael Hass will be attending.
3. Karine requested all Board Officers to send their Full Circle checks to Michael Hass before November 15. If all the Board Officers contribute, the Chapter earns PAOE points.
4. The 2009 Research Promotion Night is scheduled for the December meeting at the Quiet Cannon.
5. The September Table Top is sponsored by American Coil, and they will make a Research Promotion donation.

DIRECTOR - MATT CHURCH**STUDENT ACTIVITIES****Co-Chairs: Matt Church, Christine Cloutier, and Margaret Motagally****Key Topics:**

1. Matt Church reported schools are beginning, and he will be getting in touch with teachers, universities, and high schools about the school programs offered.

HISTORIAN**Chair: Joe Ablay****Key Topics:**

1. Matt Church reported there will be an article on Clay Lampman in the October issue of Sol*Air. Karine asked for Clay to send a picture and bio.

GOLF TOURNAMENT - May 14, 2010

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

Key Topics:

1. Matt Church reported there is no conflict for the Golf Tournament to be held on May 14, 2010.
2. Matt stated the \$1000 deposit will be due in December.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Matt Church reported Aaron Deutsch had sent the checks for the four-year students, and Clay Lampman will hand deliver the checks to the community colleges. He asked the Student Activities Co-Chairs to participate in delivering the checks to the colleges.

PAST PRESIDENT – NARENDRA AMARNANI

HONORS AND AWARDS

Chair: Phil Trafton

Key Topics: None

PAOE POINTS

Key Topics: None

WESTERN SECTION

Key Topics:

1. David McKinney agreed to attend to the Western Section meeting in October.
 2. Jim inquired how to identify Western Section members. Clay Lampman stated the identification is based on zip codes. He suggested Ralph Panting might be able to help with this question.
-

NEXT MEETING DATE: Tuesday, October 6, 2009 at 4:00 PM at Las Freses Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

Motion No: 9-01-1231: It was moved and seconded by Matt Church and Edwin Hornquist, respectively, to adjourn the meeting at 5:30 p.m. The motion carried.

Secretary

Executive Secretary