



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

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Andy Khechoumian, P.E.*

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Sudhir Agrawal
Narendra Amarnani
Ishtiaq Chisti*

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Michael Hass

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Chad Herrick

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Scott Neithercut*

Minutes

Joey Jiron

PAST PRESIDENT
Karine Leblanc

of the

David Kuo

Don La Marr

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

Board of Directors' Meeting

Clay Lampman*

Christine Lazo

Kevin Lynch

Margaret Motagally

Ralph Panting

Rene Peters*

Andrew Reilman

Ron Sweet

Phil Trafton

A California Corporation

SOL*AIR EDITOR
Christopher Zabaneh*

September 14, 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 4:20 p.m. by Andy Khechoumian at Taix French Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

PRESIDENT – ANDY KHECHOUMIAN

OPENING COMMENTS

Key Topics:

1. Andy Khechoumian reported the CRC in Reno, Nevada was very successful. He commented this evening he will present a short Power Point presentation recapping the Chapter's awards and honors announced at CRC.
2. Andy reported the number of CTTC Technology Awards needed improvement. Aaron Deutsch commented the Chapter needs to clarify the required number of Board members involved in CTTC and also needs to submit more Technology Awards in order to meet the CRC requirement. Edwin Hornquist suggested the Board find a number of technology submissions and judge the ones that are the most qualified. Edwin will clarify the number projects needed to meet the Technology Award requirement and the number of Board members to be involved in CTTC. Andy reported the Board should begin looking for technology

projects early in the year in order to meet the requirements without time constraints

3. Andy inquired if all of the Board Members who attended the CRC had submitted their transportation receipts. Scott Neithercut reported a few receipts had not been received. The Chapter has 30 days to submit the receipts to Society.
4. Andy again stated the importance of the Board Members and Committee Chairs to write a Manual of Procedures describing their duties and the key methods used in fulfilling their responsibilities. They are asked to include any suggestions for improvement. Andy commented he will bring binders to the next meeting to be used for these manuals. Jeffrey Landreth suggested using the Chapter Manual on the Society website and using the list of PAOE Points as a good guide for planning Chapter activities. These manuals will be given as a guide to next year's Board and Committee Chairs and then passed on year after year.

Action Items:

1. Board Members need to submit their CRC transportation receipts.
 2. Edwin Hornquist will clarify the number of Board members needed to be involved in CTTC and the number of awards needed to meet CTTC requirements.
 3. Andy Khechoumian will prepare Manual of Procedure binders for the Board.
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PRESIDENT-ELECT – JEFFREY LANDRETH

PROGRAMS

Key Topics:

1. Jeffrey Landreth distributed and reviewed the 2010-2011 Program and Speaker Schedule.
2. He commented he will be receiving the pictures and bios for the October speakers.
3. He reported the two Proud Bird deposits for the November and March meeting had been paid, and the large room will be used with a plan for 60-80 attendees.
4. Jeffrey asked Scott Neithercut to issue check for the Taix French Restaurant deposit.
5. Jeffrey stated the 2010-2011 Program and Speaker Schedule will be sent to Aaron Deutsch for the Roster with a copy to Missy Goulet, to Karine Leblanc for the Website, and to Christopher Zabaneh for Sol*Air.
6. He is looking on a speaker for the January Main Program.
7. Jeffrey reported the February meeting has been moved to February 8 because of a conflict with the Winter Meeting. He commented the February Technical Session will be deleted due to an extended main program.
8. Jeffrey is following up on a woman speaker for the March Technical Session which is Women in Engineering Night. Christine Cloutier will make inquiries about a speaker for the Technical Session.
9. Clay Lampman suggested a program could have a panel of a contractor, supplier, and an engineer to discuss new building specifications. The Board suggested various topics for the programs that were still To Be Determined.

10. Jeffrey stated the April speaker is the only speaker who will need travel expenses paid by the Chapter and these expenses are included in the Chapter budget.
11. The May Main Program will be the SciArc Cal Tech Team.

Action Items:

1. Scott Neithercut will send the deposit to Taix French Restaurant.
2. Jeffrey Landreth will obtain the October speakers' bios and pictures.
3. Jeffrey Landreth will email the 2010-2011 Program and Speaker Schedule to Aaron Deutsch, Karine Leblanc, and Christopher Zabaneh.
4. Jeffrey will find a speaker for the January Main Program and the March Technical Session.
5. Christine Cloutier will inquire about a speaker and topic for the March Technical Session on Women.

INSTALLATION DINNER

Key Topics:

1. Scott Neithercut will send the names of the two outstanding checks to Andy Khechoumian in order to finalize the Installation Dinner.

SECRETARY – AARON DEUTSCH

MINUTES OF 8-10-2010

- The Minutes of the August 10, 2010 Board of Directors' meeting were reviewed.

Motion No. 9-14-1261: It was moved and seconded by Jeffrey Landreth and Scott Neithercut, respectively, to approve the Board Meeting Minutes of August 10, 2010 as submitted. The motion carried.

ROSTER

Co-Chairs: Aaron Deutsch and Chad Herrick

Key Topics:

1. Aaron Deutsch presented the 2010-2011 ASHRAE Roster cover and back cover. The cover represents engineers and contractors and indicates a theme of "All Working Together". Andy Khechoumian commented the "80th Anniversary" will be added to the front cover. The inside cover will have a picture of the Board and the Letter from The President.
2. Andy emphasized it was important to add Christopher Zabaneh's new email address to the Roster.
3. Aaron stated the final date for all submissions to be included in the Roster will be Monday, September 27. He reported the draft of the Roster will be ready for the October dinner.
4. Aaron reported 210-220 Rosters will be printed, and the mailing will date will be the end of October.

Action Items:

1. The deadline for Roster submissions will be Monday, September 27.
2. The “80th Anniversary” and Christopher Zabaneh’s new email address to be added to the Roster.

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. Scott Neithercut reported the July 1, 2010 Chapter balance in the July Treasurer’s Report was confirmed as correct by Phil Trafton, and Scott stated the July Treasurer’s Report was correct and complete.
2. Scott reviewed the August Treasurer’s Report Income and Expenses. He stated the Scholarship checks had been written to four students.
3. Scott stated there were two outstanding checks for the Installation Dinner. Scott will send the names of the outstanding checks to Andy Khechoumian in order to finalize the Installation Dinner.
4. Clay Lampman requested the scholarship checks for the community colleges needed to be written in order for the checks to be presented on October 1. Scott stated he would send the community college checks to Clay Lampman after receiving the list of students’ names.
5. Scott Neithercut will collect the Full Circle checks in the absence of Michael Hass.
6. Andy commented a CRC suggestion had been to have a Chapter lap top computer to be used by the Treasurer and contain all of the Chapter’s QuickBook bookkeeping information. He commented this lap top would be passed down to the next year’s Treasurer. He stated this would be discussed and a vote taken at another time.
7. Edwin Hornquist inquired what the Chapter’s risk management guidelines were for the Chapter’s Investment Funds. It was stated the decisions were made by the Fund Manager and the Investment Chairman.

Motion No. 9-14-1262: It was moved and seconded by Edwin Hornquist and Jim Toda, respectively, to approve the July Treasurer’s Report as submitted. The motion carried.

Motion No. 9-14-1263: It was moved and seconded by Jeffrey Landreth and Matt Church, respectively, to approve the August Treasurer’s Report as submitted. The motion carried.

Action Items:

1. Scott Neithercut will send the names of the outstanding Installation Dinner checks to Andy Khechoumian.
2. Scott to send the Community College scholarship checks to Clay Lampman after receiving the list of recipients.
3. The decision to have a Chapter lap top computer for the Treasurer will be discussed at another time.

BUDGET AND AUDIT

Chairs: Phil Trafton, Don La Marr, Ishtiaq Chisti

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics: None

DIRECTOR – OMAR CHAMMA

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Omar Chamma stated that in Christopher Zabaneh's absence, Missy Goulet and Karine Leblanc handled the publication of the September Sol*Air.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Karine Leblanc

Key Topics:

1. Omar Chamma reported Karine Leblanc had submitted an article on Scholarship Insight, and she is waiting for it to be published.

WEBSITE

Chair: Karine Leblanc

Key Topics:

1. Omar Chamma stated Karine Leblanc had updated the 2010-2011 information on the website.
2. Andy Khechoumian noted the CRC Report had been removed from the website. He stated the CRC information needed to be put back on the website.
3. Jeffrey Landreth commented he recalled a Board information error on the website and suggested it be checked for current information.

Action Items:

1. CRC Report to be placed back on the website.
2. Board website information to be checked for current information.

EMAIL

Chair: Karine Leblanc

Key Topics:

1. Omar Chamma stated Karine Leblanc had emailed the Newsletter and the Ed Schmidt Golf Tournament Flyer.
 2. He reported the design of the online meeting reminder indicates the Chapter is also on Twitter and Facebook, and he asked if the Board would approve this. There was a discussion about this topic, and Andy Khechoumian suggested the issue be taken up at another time due to time constraints.
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DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim Toda stated as of September 13 the Membership total was 159 Paid Members plus 19 Life Members and one new member.
2. Andy Khechoumian commented the new payment method for members to pay their Chapter and Society dues at the same time has had a positive effect on the Chapter's membership total.
3. Jim reported there were about 15-20 members who were new to the Chapter.
4. Jim stated the October meeting is Membership Night.

ATTENDANCE & RECEPTION

Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch

Key Topics: None

DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Chair: Edwin Hornquist

Key Topics:

1. Edwin Hornquist stated he will make an announcement at the meeting asking the membership to begin a search for Technology Award Projects that would qualify for submission. He will make an announcement at each meeting.
2. Edwin commented it would be helpful to have manager of the Technology entries. It was suggested that an Awards Submission Chair be appointed to

handle the technology awards process. He suggested Karine Leblanc might be willing to help with this project.

3. It was suggested the first step might be to review the High Performance Website or USGBC to look for a list of projects or certified buildings that might qualify and have been operational for 15 months.

Action Items:

1. A Technology Awards Submission Chair to be appointed.
2. Board members are asked to suggest projects for the Technology Awards.

REFRIGERATION TOUR

Chair: Sean Gouw

Key Topics: None

SPRING SEMINAR

Chair: Andrew Reilman

Key Topics: None

RESOURCE PROMOTION

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

Key Topics:

1. Edwin stated Michael Hass would not be attending the Resource Promotion Training since he had attended last year. Andy Khechoumian commented he would like to find another Resource Promotion member to train for next year's Resource Promotion Chair and would attend the training in 2011.
2. Edwin stated the President, President-Elect, Secretary, Treasurer, and the Resource Promotion Chair are requested to pay their Full Circle contribution.

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES – E-Week

Co-Chairs: Christine Cloutier, and Margaret Motagally

Key Topics: None

HISTORIAN

Chair: Rene Peters

Key Topics:

1. It was confirmed that Rene Peters will assume the responsibilities of Historian.

SPRING GOLF TOURNAMENT

Co-Chairs: Joey Jiron and Omar Chamma

Key Topics: None

ED SCHMIDT GOLF TOURNAMENT- October 18, 2010

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

Key Topics:

1. Omar Chamma reported the Ed Schmidt Golf Tournament has 8 foursomes registered for the tournament but more foursomes are needed.
2. Omar stated the golf shirts with the Ed Schmidt logo had been ordered.
3. Omar reported quality prize donations were needed and would be appreciated. He commented donations have been made for a one night stay at Casa Del Mar by Phil Trafton and cases of wine from ICI Engineers.
4. Andy Khechoumian asked Omar to make an golf tournament announcement at the night's meeting.

Action Items:

1. Board Members are asked to make donations or find prize donations for the golf tournament.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Scott Neithercut to send community college scholarship checks to Clay Lampman after receiving the list of recipients.

PAST PRESIDENT – KARINE LEBLANC

HONORS AND AWARDS

Chair: Phil Trafton, Clay Lampman, and Karine Leblanc

Key Topics:

1. Andy Khechoumian stated he would like to continue presenting Lifetime Achievement Awards at 4 or 5 of the dinners. He asked the Past Presidents for their suggestions of Lifetime Achievement candidates. Andy commented he also needed to find other members who would support the honorees by speaking on their behalf on the night the award is presented.
2. Ishtiaq Chisti suggested a Lifetime Achievement Award could be presented at the Joint Meeting if the member was widely known by the other chapters.
3. Andy commented he would make a list of possible candidates and confer with Ishtiaq Chisti and Clay Lampman for their advice.
4. Andy stated the honoree's family and company would need to be contacted in order to attend the event.

Action Items:

1. Members are asked to send the names of possible Lifetime Achievement Award candidates.

PAOE POINTS

Key Topics: None

80th ANNIVERSARY CELEBRATION

Key Topics: None

WESTERN SECTION

Key Topics: None

NEXT MEETING DATE: Tuesday, October 5, 2010 at 4:00 PM at Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

Motion No: 9-14-1264: It was moved and seconded by Jeffrey Landreth and Matt Church, respectively, to adjourn the meeting at 5:40 p.m. The motion carried.

Secretary

Executive Secretary