



Engineering For the World We Live In

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

2010-2011

PRESIDENT
Andy Khechoumian, P.E.*

PRESIDENT-ELECT
Jeffrey Landreth*

SECRETARY
Aaron Deutsch*

TREASURER
Scott Neithercut*

PAST PRESIDENT
Karine Leblanc

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

SOL*AIR EDITOR
Christopher Zabaneh*

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

Standing Committees

Joe Ablay
Sudhir Agrawal
Narendra Amarnani
Ishtiaq Chisti
Christine Cloutier
Mike Gallagher
Sean Gouw
Michael Hass
Chad Herrick
Joey Jiron*
David Kuo
Don La Marr
Clay Lampman*
Christine Lazo
Kevin Lynch
Margaret Motagally
Ralph Panting
Rene Peters
Andrew Reilman
Ron Sweet
Phil Trafton

Minutes

of the

Board of Directors' Meeting

A California Corporation

February 8, 2011

*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: None

PRESIDENT-ELECT – JEFFREY LANDRETH

PROGRAMS

Key Topics:

1. Jeffrey Landreth reviewed the speaker scores and the comments from the January Program Evaluation.
2. Jeff indicated he will be sending a Program Speaker Evaluation Summary to Region X in order to earn PAOE Points.

3. Andy Khechoumian emphasized the importance of emailing the Program announcement early particularly due to the change of some meeting dates from the first Tuesday of the month. Jeffrey Landreth reported the first announcement for the February meeting was emailed two weeks before the meeting a reminder before the meeting.
4. Jeffrey reviewed the March Program schedule and stated there will not be a Technical Session. Instead of the Technical Session, there will be the 80th Anniversary Celebration with cake and possibly champagne on the tables. It was suggested Past Presidents could present a short historical review of ASHRAE memories.
5. Andy commented flowers will be given to the ladies for Women Engineers Night.

INSTALLATION DINNER – June, 2011

Key Topics:

1. Jeffrey Landreth reported he is exploring the possibility of having the Installation Dinner at Edison Downtown, and he will be receiving a list of dates and prices.
2. After checking the ASHRAE calendar, a possible date suggested was Sunday, June 19, 2011.

SECRETARY – AARON DEUTSCH

MINUTES OF 1-11-2011

- The Minutes of the January 11, 2011 Board of Directors' meeting were reviewed.

Motion No. 2-08-1273: It was moved and seconded by Aaron Deutsch and Jim Toda, respectively, to approve the Board Meeting Minutes of January 11, 2011 as corrected. The motion carried.

The correction was on page 1 under Programs Key Topics. The first sentence should have read "Jeffrey Landreth stated he did not have the November Program Evaluation to present at the meeting", and not the Joint Meeting December Program Evaluation.

ROSTER

Co-Chairs: Aaron Deutsch and Chad Herrick

Key Topics:

1. Aaron Deutsch reported the Roster has still not been printed because the Chapter did not have funds to pay the printer in advance.
2. Aaron stated he will obtain for next year's Secretary 3 quotes for layout and printing of the Roster and Sol*Air. He stated he will have these quotes by May.
3. Aaron reported the Roster Business Card Advertising has dropped over the last 3 years. Don La Marr suggested checking with Chad Herrick to inquire why companies are not advertising in the Roster.

Action Items:

1. Aaron Deutsch will check with Chad Herrick concerning the reason companies not continuing to advertise in the Roster.

2. Aaron will have 3 quotes for the cost of layout and printing of the Roster and Sol*Air by the May meeting.

NOMINATIONS AND BALLOT To Be Determined

Key Topics:

1. Andy Khechoumian inquired about the schedule for the 2011-2012 Board of Directors' Nominations, the emailing and mailing of the Ballot, and the announcement of the election results.
 2. Clay Lampman stated the Nominating Committee needs to meet, choose a Chairman, and select the Nominees for the 2011-2012 Board of Directors. The Nominations will be announced at the March Meeting and additional nominations from the floor will be received at that time. The Ballot will be announced at the April meeting. Following the meeting, the Ballot for the Election of 2011-2012 Chapter Officers will be emailed or mailed to the members. The ballots will be counted at the May Board Meeting by the Nominating Committee, and the results will be announced at the May Chapter meeting.
 3. Jeffrey Landreth emphasized the heading in the Minutes under Nominating Committee Co-Chairs should read "To Be Determined" because the Committee Members will be announced at the March meeting.
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TREASURER – SCOTT NEITHERCUT

TREASURER'S REPORT

Key Topics:

1. Scott Neithercut stated Society owes the Chapter approximately \$2000 for the Chapter Memberships paid through Society.
2. Andy Khechoumian emphasized it would be helpful to have the Treasurer's Report emailed at least one day before the meeting in order for the Board to have time to thoroughly review the report.
3. Scott stated the Chapter has not made money on the dinners.
4. Aaron Deutsch reported the December Dinner credit card receipts have been completed.
5. Scott reported approximately \$2000 is still outstanding from the credit card receipts because Bank of America is holding the funds for 90 days.
6. Scott stated the November credit receipts were never processed because of problems with processing credit cards off-line, and Merchant Services at Bank of America shut down the machine and did not have the correct contact information to inform the Chapter.
7. Scott commented he had forgotten to send to Edwin Hornquist the invoice for SCE's donation to the publishing of Sol*Air. He will expedite this invoice immediately. Christopher Zabaneh will send the invoices for the September through December printing and mailing costs to Scott Neithercut.

8. Andy reported Clay Lampman had suggested emailing the Roster to the members as a cost saving measure. There was a discussion about the possibilities of emailing the Roster.
9. Another alternative Clay Lampman suggested was asking Phil Trafton about using the Money Market funds temporarily and paying the funds back when revenue is received.
10. As an immediate solution to the problem of printing the Roster, Aaron Deutsch will pay for the costs with his business credit card, and the Chapter can reimburse him in the next few months.
11. Scott indicated he will email the January Treasurer's Report to the Board this week.
12. It was reported the November and December Treasurer's Reports had not been approved at the previous Board Meeting.
13. Andy Khechoumian stated the Board will vote by email on the approval of the November, December, and January Treasurer's Report.
14. Andy Khechoumian distributed Society's Notice to Continue Collection of Chapter Dues by Society. There was a discussion about whether to continue offering members the option of paying their dues through Society. The advantage is the Membership total has increased, but Society's payment to the Chapter is too slow. It was suggested the Chapter use Direct Deposit to see if it helps the funds be deposited sooner and will avoid delays and errors due to changes in the Treasurer's address from year to year. A motion was passed to approve continuing to have Society collect Chapter Membership Dues and have the checks sent to the Chapter account by Direct Deposit.

Action Items:

1. Scott Neithercut to send to Edwin Hornquist the invoice for SCE's donation to the publishing of Sol*Air.
2. Scott Neithercut will email the January Treasurer's Report to the Board.
3. The Board will vote by email on the approval of the November, December, and January Treasurer's Report.
4. Scott Neithercut will arrange for Society to use Direct Deposit for the payment of Membership Dues paid through Society.

Motion No. 2-08-1274: It was moved and seconded by Aaron Deutsch and Scott Neithercut, respectively, to approve continuing to have Society collect Chapter Membership Dues and have the checks sent to the Chapter account by Direct Deposit. The motion carried.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics: None

DIRECTOR – OMAR CHAMMA

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. Christopher Zabaneh reported Sol*Air was emailed on Tuesday, February 8.
2. Andy Khechoumian asked that Sol*Air be emailed at least a week before the meeting.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Karine Leblanc

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics: None

EMAIL

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim Toda reported there were 11 Paid Members in January.
2. Jim suggested the possibility of combining the 2010 and the 2011 Membership Lists for the Roster in order to avoid not including in the Roster paid members only because their Membership Dues Anniversary date is after the Roster is published. There was a discussion about when to publish next year's Roster since this year's Roster is being mailed late. It was suggested next year's Roster could be published in December, 2011 and include both the 2010 and the 2011 Membership Lists.

ATTENDANCE, RECEPTION & RAFFLE

Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch

Key Topics:

1. Andy Khechoumian inquired about the night's raffle prizes. He reported he had brought some Ed Schmidt Golf Tournament golf shirts.
 2. Aaron Deutsch offered to donate 2 nights at his time-share.
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DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Chair: Edwin Hornquist

Key Topics:

1. Edwin Hornquist commented he had not received any entries for the Technology Awards.
2. Edwin would like to send an E-mail blast to encourage entries for the awards and provide a link for the Technology Award entry form. It was stated Karine Leblanc will be able to help with the E-mail blast. Edwin commented the deadline for entries is the end of March.

Action Items:

1. Edwin Hornquist to contact Karine Leblanc about a Technology Award E-mail blast.

REFRIGERATION TOUR – April, 2011

Chair: Sean Gouw

Key Topics: None

SPRING SEMINAR

Chair: Andrew Reilman

Key Topics:

1. Andy Khechoumian stated he will contact Andy Reilman concerning the progress of the Spring Seminar plans.

RESOURCE PROMOTION

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

Key Topics:

1. Scott Neithercut stated that the money owed the Tri County Chapter and the Orange Empire will be repaid next month if funds are available.
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DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES – E-Week: February 20-26, 2011

Co-Chairs: Christine Cloutier and Margaret Motagally

Key Topics:

1. Matt Church stated he is in need of another facility which can handle 60 students for E-Week. He commented the groups could be split.
2. Aaron Deutsch suggested he may be able to arrange a tour of a chocolate factory. Matt will contact Aaron with the information for the tour.

Action Item:

1. Matt Church to contact Aaron Deutsch with the E-Week information for a possible tour of a chocolate factory.

HISTORIAN

Chair: Rene Peters

Key Topics: None

SPRING GOLF TOURNAMENT – May, 2011

Co-Chairs: Joey Jiron and Omar Chamma

Key Topics:

1. Joey Jiron reported the Spring Golf Tournament will be at Brookside Country Club. He commented Brookside has lowered the price per player this year. He will inquire about paying a lower amount for the deposit and will ask if there is a deadline.
2. Joey stated he is making plans for 40 players. It was suggested asking Brookside to begin the shotgun on more holes in order to avoid delays.
3. He stated no date has been set for the tournament. It was suggested that a Friday in May with a 1:00 pm starting time would be a good time.
4. Joey commented that golf tournament activities generate additional revenue.

Action Items:

1. Joey Jiron will contact Brookside about possible dates and the cost of a deposit for the Spring Golf Tournament.

ED SCHMIDT GOLF TOURNAMENT- October 18, 2010

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

Key Topics: None

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Clay Lampman reported there is a Scholarship article in Sol*Air, and he will be sending scholarship information to the various colleges next week.

2. He commented the students are told the checks will not be given out until August, but he would prefer giving them in May if funds are available.
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PAST PRESIDENT – KARINE LEBLANC

HONORS AND AWARDS

Chair: Phil Trafton, Clay Lampman, and Karine Leblanc

Key Topics:

1. Clay Lampman reported the Chapter is late in applying for Society Awards since the deadlines were December 1, 2010. He stated there are Chapter Awards also, and they could be given out at the Installation Dinner.
2. Clay will write a Chapter Awards article for Sol*Air.

PAOE POINTS

Key Topics: None

80th ANNIVERSARY CELEBRATION

Key Topics: None

WESTERN SECTION

Key Topics: None

YEA – April, 2011

Key Topics:

1. Andy Khechoumian asked for recommendations for Young Engineers in ASHRAE candidates for the ASHRAE leadership training. The candidates must be under 30 years of age, and it was suggested they should be members who are active in the Chapter. The candidates suggested were Christine Cloutier and Christine Lazo.
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NEXT MEETING DATE: Tuesday, March 8, 2011 at 4:00 PM at the Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, 90045.

Andy Khechoumian adjourned the January 11, 2011 meeting at 5:55 pm.

Secretary

Executive Secretary

