



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

PRESIDENT
Andy Khechoumian, P.E.*

Joe Ablay
Sudhir Agrawal*
Narendra Amarnani
Ishtiaq Chisti
Christine Cloutier
Mike Gallagher
Sean Gow
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*

PRESIDENT-ELECT
Jeffrey Landreth*

SECRETARY
Aaron Deutsch*

TREASURER
Scott Neithercut

Minutes

PAST PRESIDENT
Karine Leblanc*

of the

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

Board of Directors' Meeting

A California Corporation

SOL*AIR EDITOR
Christopher Zabaneh

May 3, 2011

*Denotes those in attendance

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

The meeting was called to order at 4:15 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 advised the incoming Board it is important for the President, the Officers, and the Board of Directors to keep in close contact and respond to emails in a timely manner in order for the Chapter to run smoothly and to keep track of the cash flow.
2. Andy Khechoumian reported ASPE inquired if ASHRAE would be interested in having a Joint Product Show in August. This event could generate Table Top income for the Chapter, but it would also be expected that the Chapter would share the cost of the event. Andy reported previous shows have had 500 attendees. Andy inquired if the Board was interested in participating in this joint event, and the general consensus was to participate in the Joint Product Show.

Jeffrey Landreth stated he would look into finding a Chair for the event. It was suggested that Michael Hass or Andrew Reilman might agree to Chair this joint effort.

PRESIDENT-ELECT – JEFFREY LANDRETH

PROGRAMS

Key Topics:

1. Jeffrey Landreth distributed the Program Evaluations and reported all of speakers and topics evaluations were very good.

INSTALLATION DINNER – June 12, 2011

Key Topics:

1. Jeffrey Landreth distributed the flyer for the Installation Dinner to be held on Sunday, June 12, 2011 at il Moro Restaurant on Olympic Boulevard in Los Angeles. Jeff indicated the dinner price is \$90.00 per person or \$80.00 per person for a table of 10. He reported there will be a DJ and significant Raffle prizes. Jeff commented the restaurant can accommodate 150 people.
2. Karine Leblanc will place the Installation Dinner flyer on the Website.

Action Items:

1. Karine Leblanc will place the Installation Dinner flyer on the Website.
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SECRETARY – AARON DEUTSCH

MINUTES OF 4-05-2011

- The Minutes of the April 5, 2011 Board of Directors' meeting were reviewed.

Motion No. 5-03-1280: It was moved and seconded by Karine Leblanc and Jim Toda, respectively, to approve the Board Meeting Minutes of April 5, 2011 as submitted. The motion carried.

ROSTER

Co-Chairs: Aaron Deutsch and Chad Herrick

Key Topics:

1. Phil Trafton stated next year he would like to be involved in the proof reading the Roster to verify that all Past Presidents and the Award Members are included in the Roster.
2. Aaron Deutsch questioned the difference in the amount of Business Card Income indicated by Chad Herrick and the amount indicated in the Treasurer's Report. He asked if someone would contact Chad Herrick to confirm the correct amount.

NOMINATIONS AND BALLOT

Key Topics:

1. The ballots for the election of the 2011-2012 Board of Directors were counted at the May Board Meeting.
2. Aaron Deutsch reported 30 ballots were received by email and 3 by mail for a total of 33 ballot responses received. In accordance with the ASHRAE Chapter Bylaws, the following members are automatically elected to the Board of Directors:
President: Jeffrey Landreth
Past President: Andy Khechoumian
3. The following nominees received a majority vote:
President-Elect: Matthew Church
Secretary: Scott Neithercut
Treasurer: Edwin Hornquist
Board of Directors: Omar Chamma, Christine Cloutier, Michael Hass, and Andrew Reilman
4. Aaron Deutsch distributed the Chapter Survey which was included with the Election Ballot and he commented 20 members had completed the survey. Karine Leblanc mentioned the survey format was very professional and well done. Aaron mentioned the Ballot and Survey that went to some companies' email may have been filtered or gone into "spam". Aaron suggested next year distributing the survey at the April Meeting to avoid any of the emailing issues.
5. Aaron noted the survey results indicated most members are satisfied with the dinners, meetings, cost, and location. He noted most of the respondents would like to pay by credit card or pay at the door. The survey also pointed out most members attended the monthly meetings for the Technical Sessions and for social purposes.
6. There was a discussion about various ways for members to pay for dinner reservations. Andy Khechoumian stated the 2011-2012 Board will need to decide which methods of payment will be used to make dinner reservations, and how to handle last minute reservations or "walk ins".
7. Aaron reviewed the survey question regarding "Technical Seminars". Most respondents would like more seminars. Aaron suggested the Chapter provide Technical Webinars as well as the Spring Seminar. For the Webinars, Phil Trafton suggested offering one price for a company and one price for an individual.
8. Andy stated the Chapter needs to send the check to pay the Region X Membership Contribution for the 217 Paid Chapter Members. The deadline is May 15 and the contact person is Cindy Hyatt. Jim Toda will contact Scott Neithercut about issuing the check.

Action Items:

1. The 2011-2012 Board will need to decide which methods of payment will be used for dinner reservations, and how to handle last minute reservations and "walk ins".
2. The Region X Membership Contribution check needs to be sent to Cindy Hyatt.

TREASURER – SCOTT NEITHERCUT

TREASURER’S REPORT

Key Topics:

1. In Scott Neithercut’s absence, the March and April Treasurer’s Report will be reviewed by email, and the Board will vote by email on the approval of the March and the April Treasurer’s Report.

Motion No. 5-03-1281: An email motion was made to approved the March and April Treasurer’s Reports as submitted. The motion carried.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics:

1. Phil Trafton reported the Budget and Audit Committee will meet at the end of June, and he will send out a notice of the exact date after contacting the members.

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics: None

DIRECTOR – OMAR CHAMMA

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics: None

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 the 2011 Paid Membership total as of the end of April is 73 paid members.
2. Jim stated there are 20 new Chapter members and 19 Life Members.
3. Jim also will need a check for the payment for new badges.

ATTENDANCE, RECEPTION & RAFFLE

Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch

Key Topics:

1. Aaron Deutsch reported he will take responsibility for the 2011-2012 Raffle Prizes.
 2. In regards to dinner reservation payments by credit card, Matt Church noted there is a law that a credit card machine needs to encode the information at the point of transaction. The phone swipe methods are not encrypting the information before it is processed. He suggested more information is needed before the Chapter decides on using this new method of processing credit cards.
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DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Chair: Edwin Hornquist

Key Topics:

1. Edwin Hornquist reported he has submitted one entry for the Technology Awards.

REFRIGERATION TOUR – April 27, 2011

Chair: Sean Gouw

Key Topics:

1. Edwin Hornquist reported the Refrigeration Tour which was held on April 27, 2011 at Marquez Brothers Enterprises with a pizza lunch, and it was very successful.
2. Edwin indicated Sean Gouw will submit a Refrigeration Tour review for the September Sol*Air.
3. Karine Leblanc will send a Refrigeration Tour review by mass email.

Action Items:

1. Sean Gouw will submit a Refrigeration Tour review for the September Sol*Air.

SPRING SEMINAR – April 8, 2011

Chair: Andrew Reilman

Key Topics:

1. Edwin Hornquist reported the Spring Seminar speakers were very good, but the attendance was low. He asked what could be learned from this experience. It was concluded that April is a busy month and possibly late March would be better next year.

RESOURCE PROMOTION

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

Key Topics:

1. Edwin Hornquist reported there are no more activities for Research Promotion.
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DIRECTOR - MATT CHURCH

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

Co-Chairs: Christine Cloutier and Margaret Motagally

Key Topics: None

HISTORIAN

Chair: Rene Peters

Key Topics: None

SPRING GOLF TOURNAMENT – June 3, 2011

Co-Chairs: Joey Jiron and Omar Chamma

Key Topics:

1. Joey Jiron confirmed the date of the Spring Golf Tournament will be June 3, 2011. He reported the target number will be 40 to 60 attendees.
2. Joey asked for sponsors for foursomes and tee signs. He also requested help in obtaining raffle prizes.
3. He stated he will make a deposit for the tournament.
4. Phil Trafton commented asking ASPE for suggestions on how they manage their profitable golf tournament.

ED SCHMIDT GOLF TOURNAMENT- October 18, 2010

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

Key Topics:

1. Phil Trafton suggested for the 2011 Ed Schmidt Golf Tournament that the Chapter contact Braemar Country Club as they have very good and affordable package deals.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Clay Lampman and Ishtiaq Chisti will announce names of the Student Scholarship winners and present the Scholarship checks and certificates.
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PAST PRESIDENT – KARINE LEBLANC

HONORS AND AWARDS

Chair: Phil Trafton, Clay Lampman, and Karine Leblanc

Key Topics: None

PAOE POINTS

Key Topics:

1. Karine Leblanc confirmed the PAOE Points Report will be ready before the deadline, and if she has any questions she will contact the Board Member.

80th ANNIVERSARY CELEBRATION

Key Topics:

1. The 80th Anniversary was celebrated successfully on March 3, 2011, and Lynn G. Bellenger, Society President, attended the celebration. Photographs of this event will be published in the next Society "Insight" Newsletter.

WESTERN SECTION

Key Topics:

1. Jim asked for confirmation that checks were paid to the Western Section and Orange Empire for the amount owed to them for their portion of the Joint Meeting.

YEA – April, 2011

Key Topics: None

NEXT MEETING DATE: Tuesday, June 7, 2011 at 4:00 PM at ARUP, 12777 W. Jefferson Boulevard, Ste. 200, Los Angeles, 90066

Andy Khechoumian adjourned the May 3, 2011 meeting at 5:40 pm.

Secretary

Executive Secretary