



Engineering For the World We Live In

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

2011-2012

Standing Committees

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Clay Lampman*

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Christine Cloutier*

Michael Hass*

Andy Reilman*

Ralph Panting

Ron Sweet

Jim Toda*

Phil Trafton

SOL*AIR EDITOR

*Denotes those in attendance

Minutes

of the

Board of Directors' Meeting

A California Corporation

July 19, 2011

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 Jeffrey Landreth at ARUP 12777 W. Jefferson Boulevard, Los Angeles, California. Guests in attendance were Bob Tomlinson, a former Chapter member, and Salman Ilyas.

PRESIDENT – JEFFREY LANDRETH

OPENING COMMENTS

Key Topics:

1. Jeffrey Landreth passed around the Chapter Information Questionnaire and asked the Board to review the information for accuracy. Jeff stated he is looking for a new Sol*Air Editor and asked the Board for recommendations. He also asked the Board for suggestions for other Chairs or Co-Chairs that are not filled. Jeff reported Matt Church had recommended Christine Young for Student Activities.
2. Jeff noted the new Board Members should use the Manual for Chapter Operations and the Chapter Bylaws which are printed in the Roster as a reference for their new Board responsibilities. He also distributed the list of requirements needed to earn PAOE Points which highlights the activities that

support the Presidential theme which is “Sustaining ASHRAE Through Leadership”. Jeff explained to the Board the process for tabulating PAOE Points into a database at the end of year, and the Chapter is compared to other chapters to gauge the success of the Chapter.

3. Jeff emphasized he will be available to help transfer knowledge of what has been done in the past and what Society expects for each Board Member’s responsibilities. He suggested each Board Member talk with the prior Board Member to discuss the responsibilities and any suggestions for improvement.
4. Jeff reviewed the various events which will be held during the 2011-2012 Chapter year. He commented the survey had indicated the members would like more seminars, particularly continuing education credits. Jeff stated the Chapter has budgeted for a YEA event to possibly be held in the fall. The main events in each month are the following: The Joint Meeting and Research Promotion Night in December; E-Week in February; the Spring Seminar and possibly another YEA event in March; the Refrigeration Tour and Spring Golf Tournament in the spring; Student night in May; and in June the Installation Dinner. Jeff suggested the Chapter should begin planning for a Joint Product Show and begin planning in the spring for next year’s Ed Schmidt Golf Tournament.
5. Clay Lampman mentioned there will be a President-Elect training in the first part of May. Karine Leblanc commented there will be a Leadership Training in the fall and in the spring, and it would be good to attend both.
6. Jeff reported he had an email from Jim Henry of Chevron stating in 1996 Chevron had created a Central Plant Design Guide for one of the seminars, and Chevron would like permission to update the guide and add local case studies.

Action Items:

1. All Board Members

Motion No. 7-19-1284: It was moved and seconded by Matt Church and Andy Reilman, respectively, to give permission to Jim Henry of Chevron, to update the Central Plant Design Guide. The motion was approved.

PRESIDENT-ELECT – MATT CHURCH

PROGRAMS

Key Topics:

1. Matt Church briefly reviewed the nearly complete 2011-2012 Program Schedule with topics and speakers for the Technical and Main Sessions. Matt stated he has included topics that had not been covered in the last few years. He also commented the Distinguished Lecturers had been confirmed early to be sure they would be available, and he has found sponsors for the speakers’ expenses.
2. Matt will email the 2011-2012 Program and Speaker Schedule to the Board after it is complete.
3. It was mentioned that the Chapter Meeting dates need to be sent to Region to earn PAOE Points.

4. Jeffrey Landreth asked Matt to reserve the Proud Bird for the November and March meetings.
5. There was a discussion about ways to generate cash flow and still support Research Promotion. Jeff stated there will be a separate meeting to discuss cash flow suggestions and credit card machine.

Action Items:

1. Matt Church to reserve the Proud Bird for November and March.
2. Matt to email the complete 2011-2012 Program Schedule to the Board.
3. Matt to send the Chapter Meeting dates to Region for PAOE Points.

INSTALLATION DINNER – June 12, 2011

Key Topics:

1. Jeffrey Landreth recapped the Installation Dinner and stated the expenses were \$6000, and the income was \$6350 plus \$185 from the Raffle. The Chapter still needs to invoice SCE for their portion.

SECRETARY – SCOTT NEITHERCUT

MINUTES OF 6-07-2011

- The Minutes of the June 7, 2011 Board of Directors' meeting were reviewed.

Motion No. 7-19-1285: It was moved and seconded by Andy Reilman and Andy Khechoumian, respectively, to approve the Board Meeting Minutes of June 7, 2011 as submitted. The motion carried.

ROSTER

Co-Chairs: Scott Neithercut, Chad Herrick, and Christine Lazo

Key Topics:

1. Jeffrey Landreth stated the 2011-2012 Chapter Roster publication will possibly be moved to December at the end of the calendar year since the previous Roster was published in early 2011.

TREASURER – EDWIN HORNQUIST

TREASURER'S REPORT

Key Topics:

1. It was stated the 2010-2011 books are not closed and after the final Treasurer's Report is received, the Board can review and vote on the Budget and Audit.
2. New bills cannot be paid until the Budget is approved.
3. It was decided the August 2nd Board Meeting will focus on finances and Budget approval.

4. Jeff stated this year he will reintroduce the Check Request Form and introduce a Standard Invoice template for this year. Jeff will forward the two forms to Edwin Hornquist. He asked the Board to send any Check Request Forms to Edwin well before the check is needed as the process takes time.

BUDGET AND AUDIT

Chair: Phil Trafton

Key Topics:

1. Jeff asked the Board to look at the amount spent last year for each event and to decide if it is appropriate or needs adjusting in the Budget for this year.

Action Items:

1. The Board is asked to look at Budget line items for events to see if amount budgeted is appropriate or needs adjusting.

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics:

1. Edwin Hornquist reviewed the current value of the Scholarship Investment Fund.
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DIRECTOR – OMAR CHAMMA

NEWSLETTER

Editor: TBA

Key Topics:

1. Jeffrey Landreth reported he will help Omar Chamma follow up on the editing and printing quotes for Sol*Air and the Roster.

PUBLIC RELATIONS

Chair: Karine Leblanc

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc reported the Website has been updated, and she asked the Board to review the Website and email her any corrections, additions, or changes. She stated an 80th Anniversary article was placed on the Website.

EMAIL

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc commented if a member needs to be added to the email list to notify her.

SPRING GOLF TOURNAMENT

Co-Chairs: Joey Jiron and Omar Chamma

Key Topics: None

ED SCHMIDT GOLF TOURNAMENT - 2012

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

Key Topics: None

DIRECTOR – MICHAEL HASS

MEMBERSHIP PROMOTION

Chair: Christine Lazo

Key Topics: None

RECEPTION AND TABLE TOPS

Chair: Jim Toda and Karine Leblanc

Key Topics:

1. Karine Leblanc offered to help with Table Tops since the donations will go to Research Promotion.

RAFFLE

Chair: Aaron Deutsch

Key Topics: None

HONORS AND AWARDS

Chair: Phil Trafton, Clay Lampman, and Andy Khechoumian

Key Topics:

1. There was a discussion about the Lifetime Achievement Awards being presented at the monthly meetings. It was decided to either have the award presented in the fall and the spring or once a year.

RESOURCE PROMOTION

Chairs: Karine Leblanc

Key Topics:

1. It was pointed out the Resource Promotion Sports events were a profitable way to add to the donations.
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DIRECTOR – ANDY REILMAN

CHAPTER TECHNICAL TRANSFER COMMITTEE

Chair: Andy Reilman, Sean Gouw, and TBA

Key Topics:

1. Jeffrey Landreth commented it would be best to have 5 Co-Chairs for CTTC.
2. Jeff reported Salman Ilyas might be interested in getting involved with CTTC.

REFRIGERATION TOUR

Chair: Sean Gouw

Key Topics: None

FALL SEMINAR

Chair: TBA (Andy Reilman – Interim)

Key Topics:

1. Andy Reilman reported this year there would most likely be a Spring and Fall Seminar and at least one could be a Webinar. Jeff suggested looking at the PAOE Points for topic ideas and possibly a Distinguished Lecturer would do a Webinar remotely.

SPRING SEMINAR

Chair: TBA (Andrew Reilman – Interim)

Key Topics: None

TECHNOLOGY AWARDS

Chair: TBA (Andy Reilman – Interim)

Key Topics: None

DIRECTOR – CHRISTINE CLOUTIER

STUDENT ACTIVITIES

Chair: Christine Young

Key Topics:

1. There was a brief discussion about the attendance, budget, and activities for students.

E-WEEK

Chair: TBA

Key Topics: None

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti, Phil Trafton, and Clay Lampman

Key Topics:

1. Clay Lampman stated the scholarships for the four-year colleges will need to be paid in first part of August, and the community colleges are paid in October.

YEA

Chair: Michael Hass

Key Topics:

1. It was suggested there was a need to find revenue generating ideas to offset student sponsorships as the number of students is increasing.

HISTORIAN

Chair: Clay Lampman

Key Topics:

1. Jeffrey Landreth asked Clay Lampman for advice or ideas about imparting the ASHRAE history to the Chapter. Jeff suggested a short historical segment could be held during the meeting announcements.

PAST PRESIDENT – ANDY KHECHOUMIAN

CRC

Chair: Karine Leblanc

Key Topics:

1. Jeffrey Landreth inquired which Board Members had booked their flight for CRC.
2. He reported Matt Church will be unable to attend CRC, and Edwin Hornquist will be the alternate. The following Board Members will attend CRC: Jeffrey Landreth, Edwin Hornquist, Karine Leblanc, Clay Lampman, Christine Cloutier, Michael Hass, Aaron Deutsch, and Omar Chamma.

3. Jeff asked the Board Members who will be attending CRC to complete their travel and hotel, and registration arrangements this week and send all the CRC receipts to Edwin Hornquist. Jeff stated he had sent the schedule and registration forms to the Board, and he asked them to copy him when the forms are completed.
4. Jeff commented there will be two Board Members at every CRC workshop.
5. Clay Lampman mentioned there will be a CRC workshop for YEA this year.
6. Clay Lampman suggested he will look into presenting a motion at CRC to clarify the responsibilities of the operation for each ASHRAE Section.
7. Jeff asked if there were any motions to be presented at CRC to please email them to him.

PAOE POINTS

Key Topics: None

WESTERN SECTION

Key Topics: None

NEXT MEETING DATE: Tuesday, August 2, 2011 at 4:00 PM at ARUP, 12777 W. Jefferson Boulevard, Los Angeles, 90066

Motion No: 7-19-1286: It was moved and seconded by Matt Church and Andy Khechoumian, respectively, to adjourn the meeting at 6:00 pm. The motion was approved.

Secretary

Executive Secretary