



Engineering For the World We Live In

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

2007-2008

PRESIDENT  
Narendra Amarnani, P.E.\*

PRESIDENT-ELECT  
Michael Burke\*

SECRETARY  
Karine Leblanc\*

TREASURER  
Andy Khechoumian, P.E.\*

PAST PRESIDENT  
David M. Kuo, P.E.\*

DIRECTORS  
Joey Jiron\*  
Russell J. Lieu, P.E.  
Mark Mosley  
Eric Soladay P.E.

SOL\*AIR EDITOR  
Scott Neithercut\*

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

Standing Committees

Jai Agaram  
Bob Brennan  
Ryan Celaya  
Susan Chen  
Ishtiaq Chisti\*  
Mike Gallagher  
Chad Herrick  
Don La Marr\*  
Clay Lampman\*  
Jeff Landreth  
Pandora Lei  
Michael Levin  
Alex Munoz\*  
Scott Neithercut\*  
Ralph Panting\*  
Rene Peters\*  
Mike Taylor  
Phil Trafton\*  
Jim Winkles

Minutes  
of the  
Board of Directors' Meeting  
A California Corporation

November 6, 2007

The meeting was called to order at 4:30 p.m. by Narendra Amarnani at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California. Guests in attendance were Aaron Deutsch and Eddie Alejandro. Narendra Amarnani introduced Sue Colvin, the new Executive Secretary.

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KARINE LEBLANC – SECRETARY

11-06-07 MINUTES: The minutes of the October 2, 2007 meeting were reviewed.

Discussion: David Kuo corrected the minutes under Programs on page 4 by deleting the sentence "Narendra Amarnani will confirm speakers for the March meeting". He also stated that under Resource Promotion on page 8, the last sentence should read "All Board members are requested (not required) to donate to Full Circle".

Motion No: 11-06-1146: It was moved and seconded, by David Kuo and Mike Burke, respectively, to approve the October 2, 2007 meeting minutes as corrected. The motion carried.

**ACTION ITEMS:**

- None

12-18-07 Discussion:

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Roster – Karine Leblanc  
Product Directory – Chad Herrick

11-06-07: Karine Leblanc reported the Roster was on budget and going to press. The printing was delayed due to the printer being on vacation, but it will be printed by mid November.

Discussion: There was a discussion on membership. There have been one mailing and one e-mail for the membership renewal. Narendra Amarnani said there needs to be a second mailing to those who haven't responded. Karine stated an electronic copy of the Roster will be available. A letter will be included with the Roster explaining the use of the password to access the Roster on line. 400 Rosters will be printed.

**ACTION ITEMS**

- Jai Agaram will send a second membership mailing to those who haven't responded.
- Karine Leblanc to include a letter with the Roster explaining how to access the Roster on line.

Motions: None

12-18-7 Discussion:

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Ballots – Karine Leblanc

Discussion: None

**ACTION ITEMS:**

- None

Motions: None

12-18-07 Discussion:

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Karine Leblanc  
Public Relations – Chair TBA

Discussion: Mike Burke asked about membership promotion. Karine explained that the emphasis has been on updating the database.

ACTION ITEMS:

- None

Motions: None

12-18-07 Discussion:

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Home Page – Karine Leblanc

11-06-07: Karine stated the website was doing well. Amar asked that the next month's menu, location, and speaker with a one paragraph bio and picture of the speaker be placed on the website within a week following the meeting.

Discussion:

ACTION ITEMS:

- Next month's menu, location, and speaker with bio and picture of the speaker will be placed on the website within a week following the meeting.

Motions: None

12-18-07 Discussion:

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TREASURER – ANDY KHECHOUMIAN

11-06-07: Andy Khechoumian reported that the tax papers were mailed to the accountant. Andy stated that the Treasurer's Report for the month of September was corrected and e-mailed to the Board.

Motion No: 11-06-1147: It was moved and seconded by Karine Leblanc and Mike Burke, respectively, to receive the September Treasurer's Report. The motion carried.

Andy reviewed the Treasurer's Report for the month of October. Under the Expense Account 72100, Dinners, he indicated there were two \$500 checks sent to the Proud Bird as deposits for the January and February dinner venue. All the Scholarship checks have been disbursed.

Discussion: There was a question as to the Roster expenses. Karine Leblanc explained that \$2000 had been sent to the printer, and an additional \$2300 would be sent for the printing and postage. Narendra Amarnani noted that under Income Account 40100, Chapter Dues, there were 166 paid memberships. Susan Chen has a running list of members. David Kuo pointed out that the last column on the Treasurer's Report should read 2006-2007 (not 2007-2008). Don La Marr reported on the Edward H. Schmidt Golf Tournament and said that \$500 is due on 12-1-07,

and \$1000 due on 2-1-08. Phil Trafton remarked that the Scholarship Investments are doing well, and the fund has grown through good and bad times. Narendra Amarnani asked Andy Khechoumian to e-mail the Treasurer's Report to the Board prior to each meeting. Amar commented that Clay Lampman and Phil Trafton have been nominated to be Trustees on the National Scholarship Board. He asked Clay and Phil to keep the Board advised as to how the nominations are proceeding.

**ACTION ITEMS:**

- The last column of the Treasurer's Report will reflect the change to 2006-2007.
- Andy Khechoumian to e-mail Treasurer's Report to the Board prior to each meeting.
- Clay Lampman and Phil Trafton to keep Board advised of nominations proceedings.

Motion No. 11-06-1148: It was moved and seconded by David Kuo and Karine Leblanc, respectively, to receive the October Treasurer's Report with the correction of the last column change to 2006-2007.

12-18-07 Discussion:

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**NARENDRA AMARNANI – PRESIDENT**

11-06-07: Narendra Amarnani announced that Mark Mosley has resigned from the Board of Directors due to health reasons. It was suggested that Board members send their thoughts to Mark by e-mail. Narendra Amarnani also announced that Eric Soladay resigned from the Board of Directors due to a job offer resulting in a relocation.

There was a discussion regarding the procedure for replacement of the two positions by the Nominating Committee. Recommendations by the Board can be sent to Amar. The Nominating Committee will discuss their choices and contact the people to see if they will serve. Amar will make his selection from the recommendations of the Nominating Committee and the Board. He will then e-mail this information to the Board. These positions should be filled within the next couple of weeks.

**ACTION ITEMS:**

- The Nominating Committee will make recommendations for the two directors within the week.
- Board to e-mail their suggestions to Narendra Amarnani.
- Narendra Amarnani to select 2 directors within the next couple of weeks.

Motions: None

12-18-07 Discussion:

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**MIKE BURKE – PRESIDENT-ELECT**

## Programs

11-06-07: Mike Burke announced the December joint meeting will be held at the Energy Resource Center in Downey. Mike Burke reported that The Proud Bird, near the airport, would be the location for the January and February meetings. The December meeting will not have a Technical Session. For the March meeting, the title for the 3D Production has been expanded. The April meeting needs one more speaker and may not have a technical session. Mike will work with Ishtiaq Chisti to finalize these speakers. The May meeting speakers are set except for Dale Au. The March, April and May venues are undecided. Narendra Amarnani requested that Mike Burke verify if the January speaker is an attorney and also confirm the February speakers.

Discussion: Narendra Amarnani said another April speaker from SCG needs to be decided upon before Sol\*Air is published. Each utility speaker will have 20-25 minutes to speak. There was a discussion about possible venues for the March, April, and May meetings. Phil Trafton strongly urged that the contract with Taix's Restaurant be signed for March, April, and May. It was pointed out that in March there is a Distinguished Speaker, and the meeting should be held at Taix's because everyone is used to that venue. The Glendale area was suggested as a possible location and the Radisson was mentioned. Mike Burke was concerned about too much variety and that many changes break up the continuity. Aaron Deutsch felt that the meeting should be at Taix's for March, April, and May. Don La Marr suggested that someone should contact Taix's to see if they are willing to do fewer meetings at the same price. He stated that ASHRAE only has a signed contract through December. Mike Burke also indicated that Taix's always has excellent service and accommodations for the meetings and dinners. Karine Leblanc suggested the Board see how the meetings at The Proud Bird go in January and February. She felt the meetings should return to Taix's for March and April and then decide on a venue for May depending on the findings. Amar asked for a consensus. There was general consensus to have the January and February meetings at The Proud Bird, and the March and April meetings at Taix's Restaurant. The May meeting location will be decided depending on the results of the earlier meetings.

### ACTION ITEMS:

- Mike Burke to verify if the January speaker is an attorney.
- Mike Burke to confirm the February speaker.
- Mike Burke to confer with Istiaq Chisti regarding April speakers.
- Mike Burke to confirm Dale Au for May.
- All speakers to be finalized before the next Sol\*Air is published.
- Arrange for March and April meetings to be held at Taix's Restaurant

Motions: None

12-18-07: Discussion

MARK MOSLEY - DIRECTOR  
Historian – Ralph Panting

Discussion: None

ACTION ITEMS:

- None

Motion: None

12-18-07 Discussion:

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MARK MOSLEY - DIRECTOR  
Spring Seminar – TBA

Discussion: None

ACTION ITEMS:

- None

Motion: None

12-18-07 Discussion:

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MARK MOSLEY - DIRECTOR  
Student Activities – Jeff Landreth

Discussion: None

ACTION ITEMS:

- None

Motions: None

12-18-07 Discussion:

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JOEY JIRON - DIRECTOR  
Attendance & Reception – TBA

Discussion: None

ACTION ITEMS:

- None

Motions: None

12-18-07: Discussion

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JOEY JIRON - DIRECTOR  
Sol\*Air – Scott Neithercut

11-06-07: Scott Neithercut stated he doesn't have any articles for the December Sol\*Air as yet. The deadline is November 12. Scott said he will take care of recaps and menus. There is an early deadline for the December issue as Scott will be out of town from December 23<sup>rd</sup> through December 29<sup>th</sup>. Scott stated he needed information on the Table Tops for the December meeting.

Discussion: Karine Leblanc said she could provide the information on the Table Tops for the December meeting.

**ACTION ITEMS:**

- The deadline for articles is November 12.
- Karine Leblanc will provide information on the Table Tops for the December meeting.
- Scott Neithercut unavailable from December 23<sup>rd</sup> through December 29<sup>th</sup>

Motions: None

12-18-07: Discussion:

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JOEY JIRON - DIRECTOR  
Golf Tournament – Rene Peters

11-06-07: Rene Peters stated the flyer for the Golf Tournament is in Sol\* Air and on line. He stated the raffle was going well. He said he was asking speakers to contact their vendors to help get prizes. He felt they had more influence with their own vendors. Don La Marr stated he had a contract for October 27, 2008 for the Edward H. Schmidt Golf Tournament at the La Canada-Flintridge Country Club. He gave the contract to the Board to review. The contract would be read and signed within a week.

Discussion: Karine Leblanc said Rene could contact her about promoting the golf tournament. A correction was made to the golf flyer stating that the tournament deadline is 2007 not 2008.

**ACTION ITEMS:**

- Rene Peters to correct the deadline in the golf flyer.
- Rene Peters will ask speakers to contact vendors for prizes.

- The contract for the Golf Tournament at La Canada-Flintridge Country Club will be signed and returned by Don La Marr.

Motions: None

12-18-07 Discussion:

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ERIC SOLADAY - DIRECTOR  
Resource Promotion – Alex Munoz

11-06-07: Narendra Amarnani welcomed Alex Munoz and requested he attend every meeting. Alex Munoz said he is considering a Casino Night as a fundraiser for Resource Promotion. He will be asking for volunteers to send out Resource Promotion letters. In November, Alex will be contacting non-member donors, and the letters to members will be mailed by the end of November. Alex will contact Eric Soladay to discuss what he did last year with regard to the letters.

Discussion: Narendra Amarnani asked Alex to set target dates. He asked Alex to contact members in November, and Andy Khechoumian to send template letter to Alex. Amar asked for a mailing to members. Andy suggested the new Roster be used since it has more active members than the old database. He stated there are about 400 names on the list. Karine Leblanc has updated the database, and a lot of time was spent obtaining correct addresses. Amar suggested Alex check with Society and Andy Khechoumian to discuss any questions about the December Resource Promotion Night. David Kuo suggested Alex send an e-mail to all Board members asking for a donation to Full Circle. These donations need to be made before the end of December. Last year the checks were deposited in the Chapter's general fund, and then a check was written to Society with a list of the donors.

ACTION ITEM:

- Alex Munoz requested to attend all Board meetings.
- Alex Munoz set target dates for Resource Promotion Night.
- Andy Khechoumian to send to template letter to Alex.
- Resource Promotion mailing to be sent to members.
- Alex Munoz to check with Andy regarding what was done last year on Resource Promotion Night.
- Alex Munoz to contact Eric Soladay about donation letters to be sent out by the end of November.
- Alex Munoz to send e-mail to Board requesting Full Circle Donation by December.

Motions: None

12-18-07 Discussion:

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ERIC SOLADAY - DIRECTOR



Scholarships – Ishtiaq Chisti, Clay Lampman

11-06-07: Clay Lampman stated all the scholarship checks have been disbursed, and there will be no activity for scholarships until March. There will be an article featuring the scholarships in Sol\* Air.

Discussion: None

ACTION ITEMS:

Motions: None

12-18-07 Discussion:

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DAVID KUO – PAST PRESIDENT  
Honors and Awards

11-06-07: David Kuo reported there was nothing new at this time.

Discussion: Narendra Amarnani reported Don La Marr was the new Mentorship Chairman. Bob Brennan and Bob Woods have volunteered to help Don. One more volunteer is needed. The mentor will contact the new member a couple of times a month to discuss ASHRAE and the California business climate. The mentor will then report at the end of the month what interfacing has been done with the new member for that month. This could be done on a smaller scale the first year and could be added to the following year.

ACTION ITEMS:

Motions: None

12-18-07 Discussion:

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RUSSELL LIEU - DIRECTOR  
Chapter Technology Transfer Committee – Michael Taylor

11-06-07: Russell Lieu was out of town. Narendra Amarnani stated Mike Taylor had a nice article in Sol\*Air.

Discussion: None

ACTION ITEMS: None

Motions: None

12-18-07 Discussion:

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RUSSELL LIEU - DIRECTOR  
PAOE Points – Narendra Amarnani

11-06-07:

Discussion: None

Motions: None

12-18-07 Discussion:

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RUSSELL LIEU - DIRECTOR  
Refrigeration – Jim Winkle

11-06-07: Narendra Amarnani commented on the nice article Jim Winkle had written on Refrigeration in Sol\*Air.

Discussion: None

ACTION ITEMS: None

Motions: None

12-18-07 Discussion:

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At the conclusion of the meeting, Narendra Amarnani presented to Jody Rusling a bouquet of red roses and an award for the excellent job she has done as Executive Secretary of the Southern California Chapter of ASHRAE for 23 years. He expressed the Board's appreciation for all she has accomplished throughout her many years with ASHRAE.

The meeting was adjourned at 5:30 p.m.

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Secretary

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Executive Secretary

\* Denotes those in attendance

