



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

November 9, 2010

*Denotes those in
attendance

The meeting was called to order at 4:25 p.m. by Andy Khechoumian at The Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California. Guest in attendance was Michael Burgess from Region 10.

PRESIDENT – ANDY KHECHOUMIAN

OPENING COMMENTS

Key Topics: None

PRESIDENT-ELECT – JEFFREY LANDRETH

PROGRAMS

Key Topics:

1. Jeffrey Landreth distributed and reviewed the October Meeting Speaker Evaluation Results, and he stated in general the presentations were good. Jeff commented he had hoped to post the presentation on the Website, but the

speaker did not send it to him. Karine stated the Chapter receives PAOE Points for having the Speaker Evaluation each month. Mike Burgess commented the Speaker Evaluation Results be forwarded each month to CTTC as the results have valuable information for CTTC about the types of programs and speakers. Karine Leblanc stated she would send the Speaker Evaluation Results to CTTC.

2. It was reported the Tri County meeting will be held on December 14, 2010 at the Energy Resource Center in Downey. Andy Khechoumian requested the December Program information be placed on the Website.
3. Jeffrey stated he has scheduled the speaker for the February Technical Session. Andy asked Jeff to obtain the speaker's bio and picture.

Action Items:

1. Karine Leblanc will send the Speaker Evaluation Results to CTTC.
2. Jeffrey Landreth will obtain the February Technical Speaker's bio and picture.
3. Jeffrey will place the December Program information on the Website.

INSTALLATION DINNER

Key Topics: None

SECRETARY – AARON DEUTSCH

MINUTES OF 10-05-2010

- The Minutes of the October 5, 2010 Board of Directors' meeting were reviewed.

Motion No. 11-09-1267: It was moved and seconded by Karine Leblanc and Jim Toda, respectively, to approve the Board Meeting Minutes of October 5, 2010 as submitted. The motion carried.

ROSTER

Co-Chairs: Aaron Deutsch and Chad Herrick

Key Topics:

1. In the absence of Aaron Deutsch, Andy Khechoumian reported the Roster needs to be completed, and he is making the decision to print the Roster as is this week. He stated it has been time consuming to make all the changes and omissions, and Missy Goulet has charged another \$500 to make these additions and changes. Andy commented it will be impossible to keep making changes, and there needs to be a cut off date.
2. The Board offered suggestions to solve the on going problem of changes in member's information. Michael Burgess suggested in the future the Chapter look into using Microsoft Access which has been used by other Chapters. Another suggestion was to place on the Website an Addendum to the Roster with any additions or changes to a member's information.
3. It was decided that Missy Goulet would be contacted and a request made for a consideration on the price of editing and the cost of changes for the Chapter as it is a non-profit organization.

4. A final decision was made to print the Roster as is and complete the process this week. An Addendum to the Roster with any information additions or changes will be placed on the Website.

Action Items:

1. Andy Khechoumian to contact Aaron Deutsch with the Board decisions to complete the Roster, to add an Addendum, and to contact Missy Goulet about editing costs.

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 reviewed the Income and Expenses for October Treasurer’s Report.
2. Many of the Board Members had not been able to review the entire Treasurer’s Report before the meeting, and it was decided that the October Treasurer’s Report would be approved by an email vote.
3. It was noted that the vote to approve the September Treasurer’s Report had not been completed. It was decided the September Treasurer’s Report would be approved by an email vote also.
4. Scott reported the Chapter is short on money for operating expenses because Society has been very slow in sending the Membership dues to the Chapter. Andy Khechoumian will contact Society and inquire about the delay in receiving the Membership dues and how this problem can be resolved.
5. Scott reported the amount received to date for the Ed Schmidt Golf Tournament is slightly more than the expenses.
6. Scott stated the Roster Business Card Advertising is down.

Action Items:

1. The Board will review the September Treasurer’s Report and the October Treasurer’s Report and email their vote to the Board.
2. Andy Khechoumian will contact Society to inquire about the delay in the Chapter Membership dues.

Motion No. 11-09-1268: An email motion was made to approve the September Treasurer’s Report as submitted. The motion carried by a majority email vote.

Motion No. 11-09-1269: An email motion was made to approve the October Treasurer’s Report as submitted. The motion carried by a majority email vote.

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 had fewer pages this month as a cost saving measure and fewer articles had been received.
2. Christopher stated the Sol*Air address list needs to be pared down to only include the member's name and one mailing address.
3. Cost saving measures were discussed, and it was decided the members will be notified that Sol*Air will go paperless with the January, 2011 issue. For the few members who need to have Sol*Air delivered, the newsletter will be copied at Kinko's and mailed to them.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Karine Leblanc

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc stated the list of Resource Promotion Donations will be added to the Website.

EMAIL

Chair: Karine Leblanc

Key Topics:

1. Karine Leblanc will continue to work with Jeffrey Landreth to email the updated Program and Speaker schedule.
-

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim Toda stated there were 8 brand new members, and 4 of the 8 members were YEA members.
2. Jim stated two members who had paid their Chapter dues did not want to pay Society dues. If they would not be able to have member privileges, they would like their dues refunded. It was decided that an exception could not be made, and Jim will discuss an alternative solution with these two members.

ATTENDANCE, RECEPTION & RAFFLE

Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch

Key Topics:

1. Scott emphasized it was important for Attendance and Reception to notify him how the money received is to be assigned the Treasurer's Report line items of Raffle, Dinner, or Membership.

DIRECTOR – EDWIN HORNQUIST

CHAPTER TECHNICAL TRANSFER COMMITTEE

Chair: Edwin Hornquist

Key Topics: None

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. Michael Hass reported he had sent out an email list of potential Resource Promotion Donors, and he asked the Board to review the list to see if they could personally contact any of the donors with whom they had a business relationship.
2. Michael stated the Board had completed their Full Circle Donations.

3. Michael reported he will personally contact the Resource Promotion Donor list rather than use a committee this year.
4. Michael asked the Board Members to email him if they are aware of any sales representatives who might sponsor a Table Top for the December Meeting.
5. Karine Leblanc inquired if the Board would be continuing with last year's decision to have the revenue from Southern California Chapter's Table Tops go to Resource Promotion. Karine indicated she would email last year's agreement to Andy Khechoumian so that the decisions are clear before the December meeting. There was a discussion about the December Meeting, and how to divide the responsibilities, expenses, and the revenue received from the attendance and the Table Tops. It was decided to review last year's decision about the division of revenue and expenses, and confer with the three Chapter Presidents to make a final decision.

Action Items:

1. Karine Leblanc will email the 2009 December Joint Meeting decisions to Andy Khechoumian and Jim Toda.
 2. Andy Khechoumian and Jim Toda will contact the three Chapter Presidents concerning a decision about the division of revenue and expenses for the December Meeting.
-

DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES – E-Week: February, 2010

Co-Chairs: Christine Cloutier, and Margaret Motagally

Key Topics:

1. Matt Church stated he would like to make a short meeting announcement about E-Week, and the need for local businesses to offer their facilities for the students to visit.
2. Matt reported the Winter Meeting in Las Vegas has a new format, and he felt there should be a nice turnout because of the location. Michael Burgess suggested any attendees make their reservations early as there is a large contingency coming from China.
3. Karine Leblanc asked Matt to target every school and report to her the number of students attending from each school.

HISTORIAN

Chair: Rene Peters

Key Topics: None

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. The Ed Schmidt Golf Tournament was postponed to November 1, 2010 due to a rain delay.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Clay Lampman announced the Scholarship checks had been dispersed to Cypress College and Antelope Valley, and one Scholarship check still needs to be given to El Camino. He stated Long Beach State may not be having their program any longer.
-

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 reported this year 25 PAOE Points can be earned for each of the E-Week events which will be held in February over a four day period.
2. Karine will email Board Members who are responsible for areas which need to earn additional PAOE Points.
3. Karine commented the Chapter will earn PAOE Points if members who advance to a new status are announced at the monthly meetings. She reported members' advancement is listed in Insight.

80th ANNIVERSARY CELEBRATION

Key Topics:

1. Karine Leblanc reviewed possible plans for the 80th Anniversary Celebration which might include having a wine and cheese event where members could mingle at high tables. She is thinking of having a large poster showing a photographic history of the Southern California Chapter. Mike Burgess suggested having food stations, and some tables and chairs for members who might need to be seated. Karine is considering an April date for the celebration which could be held at a central location or a hotel.
2. The 80th Celebration had not been placed in the Chapter Budget, and the Board discussed possible methods of financing the event such as approaching companies to sponsor the event or charging for attendance.

3. Karine will research all of the possibilities and report at another meeting.

WESTERN SECTION

Key Topics: None

NEXT MEETING DATE: Tuesday, December 14, 2010 at 4:00 PM at the Energy Resource Center, 9240 Firestone Blvd, Downey, California, 90241

Motion No: 11-09-1270: It was moved and seconded by Karine Leblanc and Matt Church, respectively, to adjourn the meeting at 6:00 p.m. The motion carried.

Secretary

Executive Secretary