



Engineering For the World We Live In

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

2009-2010

PRESIDENT  
Karine Leblanc\*

PRESIDENT-ELECT  
Andy Khechoumian, P.E.\*

SECRETARY  
Jeffrey Landreth\*

TREASURER  
Aaron Deutsch\*

PAST PRESIDENT  
Narendra Amarnani, P.E.

DIRECTORS  
Matthew Church\*  
Edwin Hornquist\*  
Scott Neithercut  
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  
Carleton Beck  
Omar Chamma  
Ishtiaq Chisti  
Christine Cloutier  
Mike Gallagher  
Sean Gouw\*  
Michael Hass  
Chad Herrick  
Joey Jiron  
David Ku  
Don La Marr\*  
Clay Lampman\*  
David McKinney\*  
Margaret Motagally  
Ron Sweet  
Phil Trafton  
Stella Zarakhovsky

Minutes

of the

Board of Directors' Meeting

A California Corporation

March 2, 2010

\*Denotes those in  
attendance

The meeting was called to order at 4:15 p.m. by Karine Leblanc at The Proud Bird Restaurant, 11022 Aviation Boulevard, Los Angeles, California.

---

**PRESIDENT - KARINE LEBLANC**

**OPENING COMMENTS**

**Key Topics:** None

---

**PRESIDENT-ELECT – ANDY KHECHOUMIAN**

**PROGRAMS**

**Key Topics:**

1. Andy Khechoumian distributed the February Program Evaluation and reviewed the scores for the Technical Session and the Main Program. He reported the speakers received very high scores, and the members would recommend the speakers to other chapters.

**Action Items:** None

## **INSTALLATION DINNER – Sunday, June 27, 2010**

### **Key Topics:**

1. Andy Khechoumian reported the Installation Dinner budget will total \$9,280 and will include dinner and a “Dancing with the Stars” show. There was a discussion about the price to charge per person, and the number attendees needed to break even. It was decided the price per person would be \$90. If a table is purchased, one person will be admitted at no cost.

**Action Items:** None

---

## **SECRETARY – JEFFREY LANDRETH**

### **MINUTES OF 2-02-2010**

- The Minutes of the February 2, 2010 meeting were reviewed.

**Motion No. 3-02-1248:** It was moved and seconded by Jim Toda and Matt Church, respectively, to approve the Board Meeting Minutes of February 2, 2010 as submitted. The motion carried.

### **ROSTER**

#### **Key Topics:**

1. Jeffrey Landreth stated the Membership List had been undated with the help of Jim Toda and Sue Colvin. The latest update confirmed if the member would like Sol\*Air to be mailed or emailed.
2. Jeff recommended a committee be formed to strategize how to find a way to handle the Membership List and Roster with next year’s new method of paying the membership dues on the member’s anniversary date.

### **NOMINATIONS AND BALLOT**

#### **Key Topics:**

1. Jeffrey Landreth inquired about the timing of mailing the 2010-2011 Board of Directors’ ballot.
2. Aaron Deutsch suggested a member survey be included with the ballot.
3. Karine stated she will email the ballot format to Jeff. The ballots will be mailed as soon as possible, and the returned ballots will be counted at the May meeting.
4. The nominations for the 2010-2011 Board of Directors will be announced at the March meeting, and additional nominations from the floor will be received at that time.

#### **Action Items:**

1. Karine Leblanc will email the ballot format to Jeffrey Landreth.
-

## TREASURER – AARON DEUTSCH

### TREASURER'S REPORT

#### Key Topics:

1. Aaron Deutsch made a clarification of the December Treasurer's Report. He stated Dinner Expense (#72100) should have been recorded as \$2,800 instead of \$3,200.
2. Aaron reviewed the Income and Expenses for the January Treasurer's Report. He stated the \$290 Roster Promotion Income (#40700) will be moved to Sol\*Air Income (#40500). Aaron reported a correction will be made to the Roster Expense (#70400) Actual amount. Aaron will confirm the correct amount for Website Expense (#70420). He will adjust the amount for Honors and Awards Expense (#71600) as a portion will go to New Membership Promotion (#71200). Aaron reported the CRC Delegate Expense (#71500) amount will be moved to Seminar Expense (#72300). He stated the Dinner Income (#72100) amount included a \$700 deposit to the Proud Bird. A motion was made to approve the January Treasurer's Report with the corrections.
3. Aaron and Edwin Hornquist will confirm if Southern California Edison has issued a check for their contribution to the publication of Sol\*Air to the printer or to ASHRAE. It was decided Aaron will need to send ASHRAE invoices for the Sol\*Air printing costs to SCE for each month from September to the present.
4. Aaron reviewed the Income and Expenses for the February Treasurer's Report. The amount in Chapter Dues (#40100) should be \$60.00 to record a new member's Pay Pal deposit. Aaron clarified the Dinner Income (#40300) includes the receipts from the December Tri County Dinner and the February Dinner at Taix Restaurant. The Scholarship Donation – Raffle (#40400) includes \$230 from the December Dinner and \$155 from the February Dinner. The amount in Roster Promotion Income (#40700) will be moved to Sol\*Air Income (#40500). A motion was made to approve the February Treasurer's Report with the corrections.
5. Jeffrey Landreth inquired about future income and expenses and expressed concern that there might be a deficit. The financial expectations for future events and the expected contribution from SCE were reviewed.

#### Action Items:

1. Aaron Deutsch will make the corrections to the January and February Treasurer's Reports.
2. Aaron and Edwin Hornquist will confirm if SCE has issued a check to the printer or to ASHRAE.
3. Aaron will send ASHRAE invoices for Sol\*Air printing costs to SCE for each month from September to the present.

**Motion No. 3-02-1249:** It was moved and seconded by Jim Toda and Jeffrey Landreth, respectively, to approve the January Treasurer's Report with the corrections. The motion carried.

**Motion No. 3-02-1250:** It was moved and seconded by Edwin Hornquist and Jim Toda, respectively, to approve the February Treasurer's Report with the corrections. The motion carried.

**BUDGET AND AUDIT**

**Chair: Phil Trafton**

**Key Topics:** None

**FINANCE INVESTMENTS**

**Chair: Phil Trafton**

**Key Topics:** None

---

**DIRECTOR – SCOTT NEITHERCUT**

**NEWSLETTER**

**Editor: Christopher Zabaneh**

**Key Topics:**

1. Karine Leblanc reported Sol\*Air had been sent by mass email to 801 members.

**PUBLIC RELATIONS**

**Co-Chairs: Christopher Zabaneh and Stella Zarakhovsky**

**Key Topics:** None

**WEBSITE**

**Chair: Karine Leblanc**

**Key Topics:** None

---

**DIRECTOR – JIM TODA**

**MEMBERSHIP PROMOTION**

**Chair: Jim Toda**

**Key Topics:**

1. Jim Toda reported the Membership List is up to date, and Jeffrey Landreth will maintain the list for the remainder of the year.
2. He announced a new member, Timothy Allinson, had joined ASHRAE in February.
3. Jim inquired how the Board would like to handle a member's concern that he had paid his dues but had not received the Roster or emails. It was decided Affy Amad would receive a free membership in 2010-2011.

4. Karine reported the Chapter had agreed to use Society's service to collect the members' 2010-2011 Society and Chapter dues at the same time.

#### **ATTENDANCE & RECEPTION**

**Chair: David McKinney**

#### **Key Topics:**

1. David McKinney reported there were two bottles of wine for the Raffle.

#### **EMAIL**

**Chair: Karine Leblanc**

**Key Topics:** None

---

### **DIRECTOR – EDWIN HORNQUIST**

#### **CHAPTER TECHNICAL TRANSFER COMMITTEE**

**Co-Chairs: Edwin Hornquist and Andy Khechoumian**

#### **Key Topics:**

1. Edwin Hornquist stated an email blast with links was needed to generate interest for the Technology Awards. He commented a Board sub committee would need to decide next month how the entries would to be evaluated.

#### **Action Items:**

1. Edwin will send the Technology Award information and links to Karine Leblanc.
2. Karine will send the Technology Award information and links email blast.

#### **REFRIGERATION TOUR – April 8, 2010**

**Chair: Sean Gouw**

#### **Key Topics:**

1. Sean Gouw reported the Refrigeration Tour will be held at Fresh and Easy in Hollywood on April 8, 2010. Karine asked Sean to email her the Refrigeration Tour flyer with the tour schedule, and she will send an email blast with the information. Sean will also send the tour information to be included in the April Sol\*Air.
2. Karine stated a summary of the Refrigeration Tour will be in the May Sol\*Air.

#### **Action Items:**

1. Sean Gouw to send the Refrigeration Tour flyer to Karine for the email blast.
2. Karine to send a Refrigeration Tour email blast.
3. Sean will send the Refrigeration Tour information and schedule for the April Sol\*Air.

## **SPRING SEMINAR – April 22, 2010**

**Co-Chairs: Matt Church and Jeffrey Landreth**

### **Key Topics:**

1. Matt Church reported 10 people had signed up for the Spring Seminar.
2. He stated the Spring Seminar flyers will be distributed at the March dinner/meeting.
3. He suggested another Spring Seminar email be sent to the members to generate interest.
4. Edwin Hornquist suggested consolidating the email notices for April and May events so members did not receive too many emails at once. He commented the emails should be kept only to the key information for each event. Karine Leblanc will explore the most effective to email these event notices.

### **Action Items:**

1. Karine Leblanc to place the Spring Seminar information on the website.
2. Karine will find the most effective way to email notices for upcoming events.

## **RESEARCH PROMOTION – Kings Game – April 8, 2010**

**Chair: Michael Hass**

### **Key Topics:**

1. Edwin Hornquist reported the ARUP Kings Game box is sold out. The proceeds will go to Research Donations.
2. He stated Michael Haas will begin a second telephone campaign for Research Promotion Donations. He commented Michael will complete the calling himself.

---

## **DIRECTOR - MATT CHURCH**

## **STUDENT ACTIVITIES – E-Week – February 16-19th**

**Co-Chairs: Matt Church, Christine Cloutier, and Margaret Motagally**

### **Key Topics:**

1. Matt Church reported E-Week went very well. He stated Christine Cloutier will write a E-Week summary for Sol\*Air.
2. Edwin Hornquist commented Christine and Margaret Motagally did a great job organizing E-Week, and the students who attended the event were very engaged in the tours.

## **HISTORIAN**

**Chair: Joe Ablay**

### **Key Topics:**

1. It was reported Joe Ablay was having some difficulty completing the April Life Achievement Award article. Karine Leblanc stated she will contact Joe Ablay to offer her assistance with the Historian article.

**Action Items:**

1. Karine Leblanc to contact Joe Ablay to assist with the April Historian article.

**GOLF TOURNAMENT - May 7, 2010**

**Co-Chairs: Joey Jiron and Omar Chamma**

**Key Topics:**

1. Matt Church reported many people have signed up for the Golf Tournament.

**ED SCHMIDT GOLF TOURNAMENT**

**Co-Chairs: Don La Marr**

**Key Topics:** None

**SCHOLARSHIP**

**Co-Chairs: Ishtiaq Chisti and Clay Lampman**

**Key Topics:**

1. Clay Lampman reported the Scholarship information will be sent to the College Department Heads this week.
- 

**PAST PRESIDENT – NARENDRA AMARNANI**

**HONORS AND AWARDS**

**Chair: Phil Trafton**

**Key Topics:** None

**PAOE POINTS**

**Key Topics:** None

**WESTERN SECTION**

**Key Topics:**

1. Jim Toda reviewed the Board members who will attend the Western Section meetings for the next four months:
    - March – Jeffrey Landreth
    - April – Karine Leblanc
    - May – Matt Church
    - June – Jim Toda
-

**NEXT MEETING DATE:** Tuesday, April 6, 2010 at 4:00 PM at the Taix French Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

**Motion No: 3-02-1251:** It was moved and seconded by David McKinney and Matt Church, respectively, to adjourn the meeting at 5:35 p.m. The motion carried.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Executive Secretary