



Engineering For the World We Live In

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

2007-2008

Standing Committees

PRESIDENT

Narendra Amarnani, P.E.\*

Jai Agaram

Sudhir Agrawal

Bob Brennan

PRESIDENT-ELECT

Michael Burke\*

Ryan Celaya

Susan Chen

SECRETARY

Karine Leblanc\*

Ishtiaq Chisti

Mike Gallagher

Chad Herrick

TREASURER

Andy Khechoumian, P.E.\*

Don La Marr\*

Clay Lampman\*

Pandora Lei

PAST PRESIDENT

David M. Kuo, P.E.\*

Michael Levin

Alex Munoz

Ralph Panting

Rene Peters\*

DIRECTORS

Aaron Deutsch\*

Joey Jiron\*

Jeffrey Landreth

Russell J. Lieu, P.E.\*

Mike Taylor

Phil Trafton\*

Jim Winkles

SOL\*AIR EDITOR

Scott Neithercut

EXECUTIVE SECRETARY

Mrs. Sue Colvin\*

P.O. Box 80133

San Marino, CA 91118

\*Denotes those in attendance

Minutes

of the

Board of Directors' Meeting

A California Corporation

May 6, 2008

The meeting was called to order at 4:00 p.m. by Narendra Amarnani at Castaway Restaurant, 1250 E. Harvard Road, Burbank, California. Guest in attendance was Joe Ablay.

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NARENDRA AMARNANI – PRESIDENT

5-06-08: Narendra Amarnani requested all Directors and Chairs continue to work on their report of the year's significant accomplishments in their area of responsibility. He suggested keeping the summary to a concise paragraph with a timeline of events and achievements. This summary will be placed on the website. These summaries and timelines are due May 21.

Discussion: None

**ACTION ITEMS:**

- All Directors and Chairs will summarize in a concise paragraph the year's significant accomplishments in their area of responsibility and include a timeline of events by May 21.

Motions: None

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**NARENDRA AMARNANI**  
**PAOE Points**

5-06-08: Narendra Amarnani stated he had completed the form for PAOE points. He recommended that PAOE Points would be a good responsibility for the Past President. He commented the Past President would have knowledge of all the areas of responsibility from the beginning of the year.

Discussion: Karine Leblanc and David Kuo agreed this was a good idea. The Past President could tell the Committee Chairs at the beginning of the year what needs to be achieved in order to earn points.

**ACTION ITEMS:**

- Past President to assume responsibility for PAOE points.

Motions: None

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**NARENDRA AMARNANI**  
**Western Section**

5-06-08: Narendra Amarnani stated there were 17 members in attendance at the Western Section Meeting, not 46 members as previously announced. This number will be verified, and if it is correct the Western Section will be paid \$30 for each of the 17 members in attendance by June 30.

Discussion: Karine Leblanc stated the Western Section Meeting was very good with a great panel and great speakers. Mike Gallagher was the moderator, and he directed questions to a panel consisting of a contractor, consultant, and engineers. Karine would like to have a similar panel and discussion for the Chapter.

**ACTION ITEMS:**

- Amar to verify if the correct number is 17 members in attendance at the Western Section Meeting.
- Andy Khechoumian to pay the Western Section \$30 for each member in attendance by June 30.

Motions: None

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KARINE LEBLANC – SECRETARY

5-06-08: MINUTES: The minutes of the April 1, 2008 meeting were reviewed.

Discussion: None

ACTION ITEMS: None

Motion No: 5-06-1166: It was moved and seconded by Karine Leblanc and David Kuo, respectively, to approve the April 1, 2008 meeting minutes as submitted. The motion carried.

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ROSTER – KARINE LEBLANC  
Product Directory – Chad Herrick

5-06-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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MEMBERSHIP – KARINE LEBLANC  
Co-Chairs: Jai Agaram and Susan Chen

5-06-08: Karine Leblanc reported a list of members with no email address had been sent to Narendra Amarnani. She had sent a thank you to Aaron Deutsch's secretary for her help in completing the email list. Susan Chen had taken care of the database. Karine stated the 2008-2009 dues notices will be sent out June 1.

Discussion: Aaron Deutsch suggested increasing the dues for 2008-2009. Clay Lampman commented the dues had not been increased in a long time. After a discussion, it was decided to increase the amount of the 2008-2009 dues to \$60. There will be a marketing strategy to publicize all the Chapter is doing for the members. Karine Leblanc will write the letter and send it to Clay Lampman, Phil Trafton, and Don La Marr for their approval. This letter will be included with the 2008-2009 dues notices.

ACTION ITEMS:

- Karine Leblanc to change the 2008-2009 dues notices to reflect the increase in the dues to \$60.
- Karine will write letter publicizing all the Chapter is doing for the members. She will send it to Clay Lampman, Phil Trafton, and Don La Marr for their approval.

- Karine will include the letter with the 2008-2009 dues notices.
- Karine Leblanc will send the 2008-2009 dues notices on June 1.

Motion No. 5-06-1167: It was moved and seconded by Mike Burke and Aaron Deutsch, respectively, to increase the 2008-2009 dues from \$50 to \$60. The motion carried.

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#### NOTICE OF MEETING – KARINE LEBLANC

Bob Brennan

5-06-08: Karine Leblanc stated a mass email for sponsorship was sent, and it was very successful with a good response.

Discussion: None

ACTION ITEMS: None

Motions: None

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#### NOMINATIONS – KARINE LEBLANC

5-06-08: Narendra Amarnani reported 64 valid ballots were received. In accordance with Chapter Bylaws, the following members are automatically elected to the Board of Directors:

Michael Burke as President

Narendra Amarnani as Past President

The following nominees received a majority:

President-Elect: Karine Leblanc

Secretary: Andy Khechoumian

Treasurer: Jeffrey Landreth

Board of Directors: Joe Ablay, Joey Jiron, Scott Neithercut, and Aaron Deutsch.

Discussion: Karine Leblanc stated there was a good response to the survey. Don La Marr will be responsible for shredding the ballots.

ACTION ITEMS:

- Karine Leblanc will announce the election results at the dinner.
- Don La Marr will shred the ballots.

Motions: None

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KARINE LEBLANC  
Public Relations – Chair TBA

5-06-08: Karine Leblanc reported she would be sending out articles about YEA and other events on the website.

Discussion: Michael Burke stated he was working on finding the Public Relations Chair for next year. Narendra Amarnani commented the importance of the Public Relations Chair since the Chapter has so many activities and events that need to be publicized.

ACTION ITEMS:

- Mike Burke to find a Public Relations Chair.

Motions: None

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HOME PAGE – KARINE LEBLANC

5-06-08: Karine Leblanc reported she had received information for the Scholarship Page from Clay Lampman. She stated there is new information on the website. Karine commented information about the Installation Dinner will be placed on the website.

Discussion: None

ACTION ITEMS:

- Karine Leblanc to place the Installation Dinner information on the website.

Motions: None

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YEA – KARINE LEBLANC

5-06-08: Karine Leblanc stated she and Scott Neithercut attended the Young Engineers in ASHRAE (YEA) on May 2 – 4 in Atlanta, Georgia. Pandora Lei could not attend. Karine reported there were about 40 young engineers from many states in attendance. The speaker was very good and the training subject was how to work with people and how to sell better. A personality test was provided as a means of learning about each other. Karine would like to bring the personality test to the Chapter meeting for everyone to fill out and learn about each other. She stated it was a good experience and the information learned will be used for the Chapter.

Discussion: Andy Khechoumian asked where to place in the budget YEA expenses. Karine Leblanc stated last year it was placed under CRC Delegate (71500). It was decided in the future the line item would be CRC Delegate/YEA

(71500). Amar requested Andy bring up this subject at the Budget Committee meeting.

**ACTION ITEMS:**

- Andy Khechoumian to place YEA expenses under CRC Delegates (71500) and rename the line item CRC Delegates/YEA.
- Andy to discuss placement of YEA expenses at the Budget Committee meeting.

Motions: None

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**TREASURER – ANDY KHECHOUMIAN**

5-06-08: Andy Khechoumian reported the Spring Seminar had good attendance and was successful. He reviewed the Income and Expenses for the April Treasurer's Report. He stated some payments for the Spring Seminar and the Golf Tournament had not been received as yet. Andy reported the Investments were basically the same as last month.

Discussion: Aaron Deutsch stated the new membership form will allow for a separation of the membership dues and payment for dinner. Narendra Amarnani pointed out the Resource Fund Donations (41100) needs to be sent to Society with a list of the people who made the donations. The total is \$1,640. He requested Sue Colvin to send a list of the donors to Andy, Alex Munoz, and Amar. Amar congratulated everyone for surpassing the projected income in all categories except Sol\*Air. Amar suggested that next year Sol\*Air advertisements could possibly be increased. However he is concerned about having too many advertisements. There was also a suggestion to increase the cost of ads to Sol\*Air since mailing costs have increased. Amar suggested the Sol\*Air Budget Plan (40500) be reviewed by the Budget Committee and consider these suggestions. There was a discussion about where to place the cost of printing the Ballots. It was decided to move the Ballots printing cost of \$436.92 from Roster (70400) to Printing and Mailing ((70300). The Budget Committee will decide whether to leave or remove *Sue only* from Printing and Mailing (70300). Andy clarified that Dinner (72100) included the Chapter Dinner and the Tri County Joint Meeting expenses. Andy explained the expenses for the Spring Seminar would be completed in May with food expenses of \$1,250 and \$1,000 for the speaker.

Russell Lieu reported the Picasso Catering bill from 2005-2006 had not been paid. He explained the bills and late notices had been sent, but they had not been received by the Chapter. It was confirmed the bill had not been paid. After a discussion, it was decided to pay the bill with a notation of Final Payment. It was suggested a letter be included explaining the bills and late notices had gone to an address of a member who was no longer active and express our apologies.

**ACTION ITEMS:**

- Sue Colvin to send the list of people who have made Resource Fund Donations to Andy, Alex Munoz, and Amar.
- Andy Khechoumian to send Resource Fund Donations to Society with a list of people who have made donations.
- Andy to move the Ballots printing cost of \$436.92 from Roster (70400) to Printing and Mailing (70300).
- The Budget Committee will review Sol\*Air Budget Plan (40500) and consider the suggestions made.
- The Budget Committee to decide whether to leave or remove *Sue only* from Printing and Mailing.
- Andy to pay the Picasso Catering bill of \$1,695.60 with a notation of Final Payment. He will include a letter with an explanation of the delay and the Chapter's apologies.

Motion No: 5-06-1168: It was moved and seconded by Russell Lieu and Joey Jiron, respectively, to pay the Picasso Catering bill for 2005-2006 in amount of \$1,695.60. The motion carried.

Motion No. 5-06-1169: It was moved and seconded by Karine Leblanc and David Kuo, respectively, to receive the April Treasurer's Report with the minor change of moving Ballot printing from Roster(70400) to Printing and Mailing (70300). The motion carried.

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**BUDGET AND AUDIT – ANDY KHECHOUMIAN**  
Phil Trafton

5-06-08: David Kuo reported the IRS is reviewing all 501C's. He stated the Golden Gate Chapter had been audited and paid several thousand dollars in order to keep their non profit status. David said the CRC workshop will focus and discuss this topic and the many levels of 501C's. David stated Mike Burgess strongly suggested the new Treasurer and the person responsible for the Scholarship Fund attend the CRC workshop in order to be informed on IRS regulations for non profit status.

Discussion: Phil Trafton stated the Chapter has kept the books very cautiously and carefully from the beginning. The taxes have been filed annually and in compliance with IRS regulations. Karine Leblanc reported the CRC workshop will be Saturday, May 10 at 10:30. Andy Khechoumian said he would attend the workshop. It was suggested that the accountant receive a report of the CRC workshop.

**ACTION ITEMS:**

- Accountant to receive a report of the CRC workshop.

Motions: None

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MIKE BURKE – PRESIDENT-ELECT

Programs

5-06-08: Mike Burke distributed a flyer about the Installation Dinner which will be held on June 28 at the Wilshire Country Club. He reported the evening would cost \$110 per person and will include a guitarist, band, and dancing. Mike estimated about 150 people might attend. Mike will distribute the flyers at the tonight's dinner.

Discussion: David Kuo suggested making a minimum commitment and looking into what that number would be. It was recommended that Mike send letters about his Installation Dinner to his friends and customers in the industry who would like to honor him. Karine Leblanc stated Mike should get a contract with all commitments listed including the Wilshire Country Club's minimum commitment.

ACTION ITEMS:

- Mike Burke to distribute the Installation Dinner flyers at the dinner.
- Mike to inquire about the number needed for a minimum commitment at the Wilshire Country Club.
- Mike to obtain a contract from the Wilshire Country Club which includes the minimum and all commitments for the Installation Dinner.
- Mike to send letters about the Installation Dinner to his friends and customers.

Motions: None

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JEFFREY LANDRETH - DIRECTOR

Scholarships – Ishtiaq Chisti, Clay Lampman

5-06-08: Clay Lampman reported 9 students had been interviewed. A total of \$13,200 was awarded including the commitment to Cal State Long Beach for the summer program. The regular scholarships ranged from \$1,200 to \$1,500 and included the following 5 colleges and universities: Cypress College, Cal State Long Beach, Cal Poly Pomona, Cal Poly San Luis Obispo, and Cal State Northridge. The checks will be distributed in August, and the Cal State Long Beach check will be issued in June.

Discussion: Narendra Amarnani asked if someone would coordinate the Summer Jobs Program. Joey Jiron, Russell Lieu, and Ishtiaq Chisti volunteered to help with the program.

ACTION ITEMS:

- Joey Jiron, Russell, and Ishtiaq Chisti will help with the Summer Jobs Program.
- Scholarship checks will be sent out in the summer.

Motions: None



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JEFFREY LANDRETH - DIRECTOR  
Historian – Ralph Panting

5-06-08: Mike Burke stated the historical article of Burke & Company – Roto Air, his father’s company, would be put off until next year.

Discussion: Narendra Amarnani stated the importance of the Historian and the importance of publishing historical articles.

ACTION ITEMS: None

Motions: None

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JEFFREY LANDRETH - DIRECTOR  
Spring Seminar – TBA

5-06-08: Narendra Amarnani reported the Spring Seminar had been very successful.

Discussion: None

ACTION ITEMS: None

Motions: None

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JEFFREY LANDRETH - DIRECTOR  
Student Activities – Pandora Lei

5-06-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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JOEY JIRON - DIRECTOR  
Sol\*Air – Scott Neithercut

5-06-08: Joey Jiron reported the May issue was the last Sol\*Air for the year.

Discussion: None

ACTION ITEMS: None

Motions: None

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**JOEY JIRON - DIRECTOR**

Golf Tournament – Rene Peters

5-06-08: Joey Jiron stated there were 89 people at the Golf Tournament on April 18. After expenses, there was a profit of \$9,691.43. He felt the Pin Up Golf made it more fun. Joey stated the Raffle did well. It was reported a few people had commented there were poor raffle prizes for the price of the raffle ticket. He stated next year the raffle prizes would be improved. Joey reported he was still waiting on a few more checks.

Discussion: Narendra Amarnani praised Joey Jiron and Rene Peters for an excellent Golf Tournament. Karine Leblanc commented Pin Up Golf was a good concept except it slowed down the pace. It was recommended to keep Pin Up Golf next year. Aaron Deutsch stated next year he will be in charge of all raffle prizes for the dinners and the Golf Tournament. He will make an effort to improve on the quality of the raffle prizes. There was a suggestion that Rene Peters be in charge of the Edward H. Schmidt Golf Tournament in the fall. Joey Jiron reported Rene is not able to be in charge of the tournament, but he would be willing to help.

ACTION ITEMS: None

Motions: None

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**AARON DEUTSCH - DIRECTOR**

Attendance & Reception

5-06-08: Aaron Deutsch stated there are 100 people signed up for the dinner at Castaways. He commented it had been a good idea to be in the Glendale and Burbank area. Aaron reported he had sent mailings about the location at Castaways to members from Simi Valley to Azusa. He had to turn down 35 because they had reached the maximum by the deadline. Aaron reported there were more students attending than in the past, and there was a good response for sponsorship of the student dinners. Aaron reported he had discussed next year with Taix Restaurant, and they would be having a price increase next year. He would discuss this matter later.

Discussion: None

ACTION ITEMS: None

Motions: None

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AARON DEUTSCH - DIRECTOR  
Resource Promotion – Alex Munoz

5-06-08: None

ACTION ITEMS: None

Motions: None

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DAVID KUO – PAST PRESIDENT  
Honors and Awards

5-06-08: David Kuo reported there had been 3 responses for submitting for the Society's Chapter Service Award. The Chapter should have 3 members receiving the Society's Chapter Service Award presented this weekend at the Chapter Regional Conference. Those members are David Kuo, Don La Marr, and Sudhir Agrawal.

ACTION ITEMS: None

Motions: None

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DAVID KUO – PAST PRESIDENT  
CRC

5-06-08: David Kuo stated he had completed the CRC report, and Mike Burke will present the report at the Chapter Regional Conference in San Diego this weekend.

Discussion: Narendra Amarnani reported the Regional dues for 2005-2006 had not been paid. He stated the Regional person in charge had died, and there was an oversight of the dues notices by the Chapter. The 2005-2006 Chapter books had been reviewed, and the check had not been sent. After a discussion, it was decided it was the Chapter's responsibility to pay their obligations.

Karine Leblanc stated Mike Burke, Andy Khechoumian, Aaron Deutsch, Joey Jiron, Scott Neithercut, and she will be attending the conference. David Kuo stated Society will pay for a delegate and an alternate, and the Chapter will pay for the rest. All the receipts should be sent to Andy.

ACTION ITEMS:

- Andy Khechoumian to pay the Regional dues for 2005-2006 in the amount of \$829.50.

Motion No.5-06-1170: It was moved and seconded by Joey Jiron and Russell Lieu, respectively, to pay the Regional dues for 2005-2006 in the amount of \$829.50. The motion carried.

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RUSSELL LIEU - DIRECTOR

Chapter Technology Transfer Committee – Michael Taylor

5-06-08: Russell Lieu reported there was still an outstanding bill for the payment to the Distinguished Speaker Larry Spielvogel for the CTTC. Russell Lieu stated there had been an oversight and some paperwork had not been submitted.

Discussion: David Kuo proposed the Chapter pay the bill for Larry Spielvogel because it was a Chapter mistake and the Chapter's commitment.

ACTION ITEMS:

- Andy Khechoumian to make the payment for the Distinguished Speaker Larry Spielvogel.

Motion No. 5-06-1171: It was moved and seconded by Russell Lieu and Andy Khechoumian to pay the outstanding bill to the Distinguished Speaker Larry Spielvogel for CTTC. The motion carried.

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RUSSELL LIEU - DIRECTOR

Refrigeration – Jim Winkle

5-06-08: None

Discussion: None

ACTION ITEMS: None

Motions: None

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Motion No: 5-061172: It was moved and seconded by Karine Leblanc and David Kuo, respectively, to adjourn the meeting at 5:55PM. The motion carried.

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Secretary

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Executive Secretary

