



Engineering For the World We Live In

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

2010-2011

Standing Committees

PRESIDENT

Andy Khechoumian, P.E.*

PRESIDENT-ELECT

Jeffrey Landreth*

SECRETARY

Aaron Deutsch*

TREASURER

Scott Neithercut*

PAST PRESIDENT

Karine Leblanc

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Omar Chamma*
Matt Church*
Edwin Hornquist
Jim Toda*

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Christopher Zabaneh

EXECUTIVE SECRETARY

Mrs. Sue Colvin*
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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
Andrew Reilman
Ron Sweet
Phil Trafton

Minutes

of the

Board of Directors' Meeting

A California Corporation

August 10, 2010

*Denotes those in attendance

The meeting was called to order at 4:30 p.m. by Andy Khechoumian at Donald F. Dickerson, 6840 Hayvenhurst Avenue, Van Nuys, California.

PRESIDENT – ANDY KHECHOUMIAN

OPENING COMMENTS

Key Topics:

1. Andy Khechoumian emphasized the importance for the Board Meetings to begin on time. He asked all Board Members to make an effort to arrive on time for the 4:00 p.m. Board Meetings.
2. Andy stated the Board Members attending the CRC in Reno, Nevada need to obtain their transportation vouchers.
3. Andy will arrange a CRC planning meeting.
4. Each 2009-2010 Board Member are asked to prepare a Power Point slide for the CRC presentation. This year's presentation will build on Karine Leblanc's 2009 CRC presentation.
5. The 2009–2010 Board Members and Committee Chairs are asked to write a Manual of Procedures describing their duties and the key methods used in

fulfilling their responsibilities. They are asked to include any suggestions for improvement. These manuals will be given as a guide to the new 2010-2011 Board and Committee Chairs and then passed on year after year.

Action Items:

1. Board Members need to obtain their CRC transportation vouchers.
 2. The 2009-2010 Board Members and Committee Chairs are to write a Manual of Procedures describing their responsibilities, methods, and suggestions.
 3. Each Board Member will prepare a Power Point slide for the CRC presentation and send to Andy Khechoumian.
 4. Andy Khechoumian to arrange a CRC planning meeting.
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PRESIDENT-ELECT – JEFFREY LANDRETH

PROGRAMS

Key Topics:

1. Jeffrey Landreth reviewed the progress on the 2010-2011 Program and Speaker Schedule.
2. The Board made additional suggestions for Program Topics and Speakers. Some topic suggestions were Fire Code Compliance, new Building Codes, Indoor Air Quality and Energy Efficiency, and OSHPD's new requirements.
3. Jeffrey inquired about the budget for speaker's travel expenses.
4. Andy Khechoumian stressed the need for the Program and Speaker Schedule to be as complete as possible for the Roster and the Website and any remaining openings be labeled To Be Determined.
5. Jeff explored the idea of finding young engineers to speak at the Technical Sessions, and engineering experts to speak at the Main Speakers.
6. Jim Toda stated YEA members have suggested having workshops for specifically for young engineers.
7. A plan is being considered to have the Technical Sessions when two rooms are available at Taix Restaurant and eliminate the Technical Session at the Proud Bird when only one room is reserved.
8. Jeffrey reported he will take care of the menu selections at the restaurants.
9. Aaron Deutsch reminded Scott Neithercut to send the deposit check to reserve the Proud Bird.

Action Items:

1. The Board is asked to email suggestions for Program Topics and Speakers to Jeffrey Landreth.
2. Scott Neithercut to send deposit check for the Proud Bird.

INSTALLATION DINNER

Key Topics:

1. Andy Khechoumian stressed to finalize the processing of payments for The Installation Dinner.

SECRETARY – AARON DEUTSCH

MINUTES OF 7-13-2010

- The Minutes of the July 13, 2010 Board of Directors' meeting were reviewed.

Motion No. 8-10-1259: It was moved and seconded by Matt Church and Jim Toda, respectively, to approve the Board Meeting Minutes of July 13, 2010 as submitted. The motion carried.

ROSTER

Co-Chairs: Aaron Deutsch and Chad Herrick

Key Topics:

1. Aaron Deutsch presented the preliminary 2010-2011 ASHRAE Roster cover and back cover. The Board offered their comments and suggestions.
2. Aaron stated the goal is to have the Roster to the printer by September 30 with a mailing date by the middle of October.
3. He commented quotes for an all inclusive price for printing the Roster are still being received.
4. Aaron reported the Business Card Advertising application forms have been mailed to the 2009-2010 advertisers to inquire about their interest in advertising in the 2010-2011 Roster. He will also begin pursuing new business card advertisers. Andy Khechoumian suggested the Board assist Aaron in asking their contacts for business card advertisements. Chad Herrick has set a business card application deadline for August 27.
5. Andy Khechoumian asked the Board's feeling about the suggested printing date. It was decided the advertiser's would like the Roster to be printed as early as possible.
6. Aaron commented he is hoping to bring a Roster sample to the September meeting in order to encourage payment of membership dues.
7. Aaron reported he will add a category to the Roster's Honors and Awards Page to include the 2009-2010 Lifetime Achievement Award Recipients.
8. Aaron requested any comments about the cover or content of the Roster be emailed to him.

Action Items:

1. Aaron Deutsch to obtain quotes for an all inclusive price for printing the Roster.
2. Board suggestions and comments for Roster cover or content to be sent to Aaron Deutsch.

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 July Treasurer’s Report. There was a discussion about the “carry over” from 2009-2010 and the exact figure for the remaining balance. Scott explained the expense and income items.
2. The Chapter balance as of July 1, 2010 will be clarified by Phil Trafton.
3. Scott Neithercut stated the Treasurer’s Report will be emailed to the Board for their approval.
4. The outstanding checks will be deducted in the August Treasurer’s Report.
5. The outstanding Installation Dinner payments will be included in the August Treasurer’s Report.
6. Jeffrey Landreth offered to confer with Scott on how procedures have been done in the past.
7. Andy Khechoumian requested to use Quicken or QuickBooks for the Treasurer’s Report.

Action Items:

1. Phil Trafton will clarify the Chapter balance as of July 1, 2010.
2. Scott Neithercut will email the July Treasurer’s Report for the Board’s approval.
3. Jeffrey Landreth to confer with Scott Neithercut on how procedures have been done in the past.

BUDGET AND AUDIT

Chairs: Phil Trafton, Don La Marr, Ishtiaq Chisti

Key Topics: None

FINANCE INVESTMENTS

Chair: Phil Trafton

Key Topics: None

DIRECTOR – OMAR CHAMMA

NEWSLETTER

Editor: Christopher Zabaneh

Key Topics:

1. It was reported Christopher Zabaneh was on vacation.
2. It was decided Sol*Air business card advertisements payments will be sent directly to Scott Neithercut.
3. Andy Khechoumian will discuss with Karine Leblanc the ways to handle Sol*Air until Christopher Zabaneh returns.

PUBLIC RELATIONS

Co-Chairs: Christopher Zabaneh and Karine Leblanc

Key Topics: None

WEBSITE

Chair: Karine Leblanc

Key Topics: None

DIRECTOR – JIM TODA

MEMBERSHIP PROMOTION

Chair: Jim Toda

Key Topics:

1. Jim stated as of August 9 the Membership total of 150 includes 125 members who have paid their Society and Chapter dues and 25 Life Members.
2. He reported Adam Thomas is a new member and will receive a free first year membership.
3. Jim reported the Membership Dues mailing was sent out to the 25 Life Members and 15 Southern California Members who are not assigned to the Southern California Chapter.
4. Jim commented he will check with Karine Leblanc to see if a new 2010-2011 Membership Registration link is on the website in order for members to register on line.
5. Jim reported there is Membership Training in Georgia in September. The transportation is paid by Society, but the Chapter would need to pay for the other expenses. He asked if the Board would like him to attend. It was decided since Jim is experienced as the Membership Chair, there was no need for him to attend the seminar. It was suggested another member become involved in Membership Promotion in order to learn the process, and that person could attend the Membership Training next year.
6. Jim commented he plans to order badges only for members who attend the dinner meetings.

Action Items:

1. Karine Leblanc to place a 2010-2011 Membership Registration link for online registration.

ATTENDANCE & RECEPTION

Chairs: Christine Lazo, Kevin Lynch, and Aaron Deutsch

Key Topics:

1. Aaron Deutsch will contact Christine Lazo and Kevin Lynch to request their assistance during program.

2. Aaron will require at least 3 members to help him at the reception desk.

Action Items:

1. Aaron Deutsch to contact Christine Lazo and Kevin Lynch to request their assistance during program.

EMAIL

Chair: Karine Leblanc

Key Topics: None

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:

1. Jeffrey Landreth reported he and Andy Reilman were exploring an idea for a Spring Seminar program which would complement the National Theme by having three energy modeling companies give presentations on their software in an Open Forum with questions from members submitted before the meeting.

RESOURCE PROMOTION

Co-Chairs: Michael Hass, Andrew Reilman, and Karine Leblanc

Key Topics:

1. Michael Hass requested the Board contribute \$100 to Full Circle by November 15. The Directors are not asked to contribute.
2. Michael reported the Table Tops will again go to Resource Promotion, and he will begin looking for companies to sponsor Table Tops for the 2010-2011 Dinner Schedule.
3. He mentioned he would like to get more members involved in finding sponsors for Table Tops.
4. Michael asked if the Board Members could help find members who might donate season tickets or a sport box to Resource Promotion.

5. Andy Khechoumian suggested Michael find another member to be involved in Resource Promotion, and the Chapter could send the new person to the Resource Promotion training next year.
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DIRECTOR - MATT CHURCH

STUDENT ACTIVITIES – E-Week

Co-Chairs: Christine Cloutier, and Margaret Motagally

Key Topics: None

HISTORIAN

Chair: TBA

Key Topics:

1. Andy Khechoumian stated he is still looking for the Historian Chair.

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. Omar Chamma reported the Ed Schmidt Golf Tournament flyer is on the website.
2. The tournament budget will be presented at the next meeting.
3. Omar stated prize donations are needed such as T shirts, dinners, hotel reservations, and sport event tickets. He asked the Board Members to contact suppliers for donations. He and Matt Church emphasized the importance of acquiring good prize donations.
4. Omar reported the \$500 deposit for the Ed Schmidt Golf Tournament has been made.
5. Matt Church suggested in the past it was very successful to have people sell raffle tickets on the golf course.
6. It was suggested that an Ed Schmidt Golf Tournament flyer be placed in Sol*Air.

Action Items:

1. Board Members are asked to contact suppliers for golf tournament prize donations.
2. A Golf Tournament flyer to be placed in Sol*Air.

SCHOLARSHIP

Co-Chairs: Ishtiaq Chisti and Clay Lampman

Key Topics:

1. Matt Church will inquire if the Scholarship checks have been distributed.
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PAST PRESIDENT – KARINE LEBLANC

HONORS AND AWARDS

Chair: Phil Trafton, Clay Lampman, and Karine Leblanc

Key Topics: None

PAOE POINTS

Key Topics: None

80th ANNIVERSARY CELEBRATION

Key Topics: None

WESTERN SECTION

Key Topics: None

NEXT MEETING DATE: Tuesday, September 14, 2010 at 4:00 PM at Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

Motion No: 8-10-1260: It was moved and seconded by Matt Church and Jim Toda, respectively, to adjourn the meeting at 6:45 p.m. The motion carried.

Secretary

Executive Secretary