



Society for Design Administration
An Affiliate of The American Institute of Architects

Orange County Chapter

2009 Officers

President

Natalie Newman, SDA
RNM Design
949-752-1800
nnewman@rnmdesign.com

Co-Vice President

Betsy Nickless, SDA/C
Steven Langford Architects
949-833-9066
betsy@sladesign.com

Co-Vice President

Karen Henderson, SDA
Snyder-Langston
949-412-2358
khenderson@snyder-langston.com

Recording Secretary

Cheryl Mathes, SDA
HRP Studio
(714) 557-5852
cmathes@hrpstudio.com

Corresponding Secretary

Tammy Bennar, SDA
CDPC, Inc.
(949) 399-0870
tbennar@cdpcinc.com

Treasurer

'Position Open'

Directors

Cindy Loomer, SDA
Connie McKenna-
McCulloch, SDA/C
Judy Merrill, SDA/C
Wendy Woolsey, SDA/C

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THE COMMENTARY

April 2009 Edition

A Newsletter of the Society For Design Administration
Orange County Chapter

President's Corner

By Natalie Newman, SDA



"Change has a considerable psychological impact on the human mind. To the fearful it is threatening because it means that things may get worse. To the hopeful it is encouraging because things may get better. To the confident it is inspiring because the challenge exists to make things better. Obviously, then, one's character and frame of mind determine how readily he brings about change and how he reacts to change that is imposed on him."

~ King Whitney Jr.

I really didn't know what to write about in this edition of *The Commentary*. So I went online and searched famous quotes and figured I'd find a topic there to discuss. But then I couldn't decide on a topic. What could I write about that would be pertinent in the now? Then I found the word 'change.' Yes. That is it. Change!

Whether it's social change, seasonal change, career change, personal change, a change of opinion, a change in management, a change in life, or even a change in scenery, just like our spring weather, there is so much of it happening. So much more of it to come. I don't know about the rest of you, but I personally am tired of the changes in my life this year...and it's only March. So how do I avoid becoming negative? How do I keep from worrying that things will get worse? How can I change the way I react to change?

Well, I guess I have to accept that everything around me changes all the time, and I have little or no control over it. Then I need to adapt to the changes around me so that I don't get thrown off track. Then finally, I need to keep moving forward. Be motivated and think positive.

And as for the content of my character and my peace of mind, I'd rather be hopeful and/or confident in my reaction to change than to fear it. Like the catch phrase in *StarTrek: The Next Generation*, "Resistance is futile."

Accept. Adapt. Move Forward.

Upcoming Events

April 2009

- April 2** **Business Meeting 5:30 pm**
Meeting will be hosted by
HRP Studio.
- April 15** **Luncheon Meeting 11:30 am**
"Project Administration 101"
Presented by Susan Stewart, West
Project Administration Manager,
from PB.
Wyndham Hotel, Costa Mesa.

May 2009

- May 2** **SDA National Annual Business Meeting 9:00 am**
via webinar/audio conference.
Hosted by RNM Design.
- May 5** **Business Meeting 5:30 pm**
Meeting will be hosted by
RNM Design.
- May 19** **Luncheon Meeting 11:30 am**
"LEED Accreditation Process for
Dummies." Presented by U. S.
Green Building Council
Wyndham Hotel, Costa Mesa.

June 2009

- June 4** **Business Meeting 5:30 pm**
Meeting will be hosted by
Wells Fargo Insurance Services.
- June 18** Luncheon Meeting 11:30 am
"Feng Shui for Beginners."
Wyndham Hotel, Costa Mesa

Upcoming Events

- Sept. 5—27** **Construction** at South Coast Plaza
Sept. 12 **Project Playhouse** at Irvine
Spectrum
- Sept. 13** **Construction Awards Gala** at
South Coast Plaza
- Oct. 2—3** **SDA Western States Regional Conference**—Tucson, Arizona

Job Board

Did you know that SDA maintains a Job Board? This includes persons looking for work as well as firms looking for qualified personnel in the A/E industry. Most of the positions are for administrative staff, as AIA maintains its own job board for licensed architects. If your firm is looking for a person with certain qualifications or if you know someone who is looking for a position in an A/E firm, please contact Betsy Nickless by calling (949) 833-9066 or by e-mail at betsy@sladesign.com.

HAPPY BIRTHDAY



April 19	Mike Rankin
May 1	Janet Caprario
May 3	Rebecca McCune
May 6	Gail Dyer
May 9	Karen Johnston
May 23	Diane Sommerville
May 28	Helen Palermo
June 9	Sharon Gerken
June 11	Gina Lesley
June 16	Marcy Fields

Project Playhouse 2009

For the past 17 years SDA/OC has stepped up to the plate and volunteered at Project Playhouse in Fashion Island with selling tickets and manning villages.

This year, HomeAid's Project Playhouse® is moving to its new home – the Irvine Spectrum Center - and it will run from August 1st through September 12th with Village Tour hours 12-6pm. Due to the different traffic flow, the volunteer hours are now 11:30am-3:30pm and 2:30pm-6:30pm with only one (1) village located at the Giant Wheel Court.

Mark your calendars because the SDA/OC will need at least 11 members volunteering for Project Playhouse on **Saturday, September 12, 2009 - from 2:30 - 6:30pm** to help at the registration/ticket sales table, at the village entrance gate and in the village, and selling Opportunity Playhouse tickets and promoting Project Playhouse throughout the Irvine Spectrum Center. The SDA/OC volunteers will also be invited to the Live Public Auction and Party that evening.

If you would like to volunteer, please contact Natalie Newman at (949) 752-1800 ext. 318 or at nnewman@rnmdesign.com.



National SDA Annual Business Meeting

SDA business carries on! Although we will not be together in San Francisco in May, the SDA Annual Business Meeting will be held as originally planned. After a few weeks of research and coordination, National has determined that the SDA Annual Business Meeting can be successfully held via webinar/audio conference. The National Executive Committee is excited about the new format and the opportunities that it affords our members across the nation during this time of economic difficulty. They anticipate that this meeting will last approximately 2.5 hours. So we are planning a chapter meeting around this event so you, as a member, will be able to participate and observe the governance of your Society first-hand.

Date: Saturday, May 2, 2009

Time: 9:00am

Host Site: RNM Design
2 Corporate Park, Suite 100
Irvine, CA 92606
Natalie Newman
(949) 752-1800 or (562) 481-7739 cell.
nnewman@rnmdesign.com

Format of the annual meeting will be:

- State of the Society
- Nomination of Candidates
- Candidate Speeches
- Annual Report
- Election of New Officers
- Bylaw and Standing Rules Amendments
- Installation of New Officers (new for this format)
- Announcement of Chapter Award winners
- Announcement of the Lifetime Achievement Award winner

Please RSVP to Natalie by April 30th if you plan to attend this meeting.

NOTE: If you arrive after 8:55am, the doors will be locked.

This and That

New I-9 Form

Much confusion surrounds a memorandum issued by White House officials in January that calls for a freeze on any federal regulations not yet published in the Federal Register.

The memorandum created confusion for employers because it affects the new I-9 Form issued by the Department of Homeland Security and the US Citizenship and Immigration Service (USCIS), along with a requirement that employers begin using the new I-9 Form on February 29, 2009.

However, effective January 30, 2009, the USCIS issued an announcement that the new I-9 Form will be delayed until April 3, 2009. Until then, employers should use the current I-9 Form that bears a 06/05/07 revision date and June 30, 2009 expiration date.

The freeze does not include the Family and Medical Leave Act regulations effective January 2009. Those regulations are published in the Federal Register and are currently in effect.

Reprinted from: *California Employer Update Newsletter*, California Chamber of Commerce, February 2009

Stress Busters

We all have stress in our lives but not knowing how to handle it can negatively affect our health. Use these helpful hints to give your health the support it deserves.

1. Keep a positive attitude and learn to be flexible
2. Eat healthy and get regular exercise and sleep
3. Learn to relax
4. Get organized
5. Learn to say "no"
6. Schedule time for yourself
7. Build a support network and ask for help

Reprinted from: Mission Hospital, *My Health Magazine*, Spring 2009

Microsoft Tip

Microsoft *Word* includes keyboard shortcuts for quickly inserting the current date and time into your documents and memos.

On most Windows versions of Word, press Alt+Shift+D to automatically add the date into the text of your document, or Alt+Shift+T to add the time. (On the Mac edition of Word, press Shift+Control+D or Shift+Control+T to get the same results.)

If you want to change the format of the date and time display — say, "January 31, 2008" instead of "1/31/08" — go to the Insert menu in Word and choose the Date and Time option.



This and That

(continued)

The Difference Between 'Good' and 'Well'

When asked, "How are you doing?" many people will immediately answer, "I am doing good." Unless they're talking about the good they're doing for their community, they should have answered instead with "I am doing well."

Good and *well* in the context illustrated above are no doubt two very commonly confused words. *Good* is an adjective (and a noun in some cases); *well* can be an adjective or an adverb, but in most cases, it is used as an adverb. In the example sentence, *well* should be used because an adverb is needed to modify the verb *doing*. *Good* is not the most appropriate word to use in this context because adjectives cannot modify verbs.

Perhaps you've also wondered, "What about 'I am feeling good'? Is this correct, or is it 'I am feeling well'?" Here's where it can get tricky. Both are correct. But isn't *feeling* a verb? Yes, but it is a linking verb. Linking verbs are different from other verbs in that they are not performing an action, but are connecting the subject with another word in the sentence. In both sentences, *feeling* links *good* and *well* back to the subject *I*. *Good* and *well* are not adverbs modifying the verb *feeling*; rather, they are adjectives modifying *I*, the subject of the sentence.

Note that the meanings conveyed are different (*feeling good* refers to a state of mind; *feeling well* refers to health), but both are grammatically correct. The same is true when used with other linking verbs such as *look*. (You *look* good. You *look* well.) Looking good refers to attractiveness; looking well refers to health.

In a nutshell:

Good: always an adjective, never an adverb; never modifies a verb but can follow a linking verb and act as a modifier for the subject.
Well: adjective or adverb depending on context. When an action verb is involved, an adverb is needed, and *well* is always the choice, never *good*.

Reprinted from: <http://www.grammarerrors.com>



EDD's Work Share Program

- The Work Sharing program is only available to employers who choose it in lieu of layoffs to stabilize their workforce. It is not available for temporary shutdowns.
- An employer is eligible for the Work Share program if at least 10 percent of its workforce (and a minimum of two employees) suffers at least a 10 percent reduction in hours and wages.
- Employers may rotate reduced hours among employees so that not everyone suffers a reduction in wages every week.

For more information go to www.edd.ca.gov

Continued next column

2009 Professional Administrators Week Membership Campaign

The SDA will begin its 2009 Spring membership campaign for Professional Administrators Week starting April 1.

Professional Administrators Week is the week of April 19-25, but the campaign will take place during the entire month of April.

We invite all members to be a part of bringing new members into our organization. More members means greater resources, stronger member participation, and a larger pool of talent to draw from. If you are aware of a potential candidate for membership, be sure to make them aware of the SDA and April's membership special!

Overview

SDA's National Membership Committee and SDA Headquarters will be working in conjunction with chapter leadership and the entire SDA membership to promote the campaign nationally.

The basics of the campaign are as follows:

WHO: For all first-time new members to the SDA

WHEN: Throughout the month of April

WHAT: \$25 off of 2009 membership dues **PLUS** one FREE registration to any SDA webinar in 2009

To Join

Interested applicants will be able to access the special membership form via the SDA website beginning April 1. All members joining throughout the month will automatically be given the new member special. The free webinar will be coordinated with new members through SDA Headquarters.

Canstruction 2009

By Natalie Newman

The **2nd Annual Orange County Design/Build competition** is under way. It will be held from September 5 – 27, 2009 at South Coast Plaza in Costa Mesa. If your firm would like to get involved, go to www.canstructionoc.org and print out the Call-for-Entries form. We are also looking for sponsors and have different levels you can choose from.

We know that money is tight with a lot of firms right now, so if your firm would like to participate but the cost is too high, we can team you up with another firm to share in the cost.

We are also looking for a few volunteers. To sign up for one of the committees below, please contact Louie Garcia, Chair at canstructionoc@gmail.com

Teams Committee: Aaron Alduenda

Responsible for all communication and coordination of Teams, including team kick-off meeting, collection and tracking of team entry forms, etc.

Volunteers needed: 5 - 6

Venue: Nick Acevedo

Liaison between Board and South Coast Plaza representatives, and key involvement during build night and weeks preceeding.

Volunteers needed: 3 - 4

Sponsorship: Paul King, SMPS

Responsible for soliciting and securing donations.

Volunteers needed: 6 - 10

Public Relations: Laura Rose, SMPS

Responsible for media coverage of event, branding of event including all graphic materials, and website content.

Volunteers needed: 3 - 4



To sign up for either of the committees below, please contact Natalie Newman, SDA at nnewman@rnmddesign.com

Awards Gala: Natalie Newman, SDA

Responsible for coordination and production of awards gala.

Volunteers needed: 5+ SDA/OC members

Jury: Natalie Newman, SDA

Responsible for coordination of jury recruitment and oversee judging.

Volunteers needed: 5+ SDA/OC members

NOTE:

Mark your calendars for Wednesday, April 22, as this is the due date for the Call-for-Entries, and Wednesday, May 6th, as that is a meeting all team members are required to attend.

If you have not heard about canstruction, go to www.canstruction.org or www.canstructionoc.org to find out more about the competition.

Recently Completed Projects



Pacific Life Headquarters Aliso Viejo, California

Builder: Snyder-Langston

Architect: Ware Malcomb
Architects

Blackwood American Grill Corona, California

Architect: Steven Langford
Architects, Inc.



Terra Bella Henderson, Nevada

**Landscape
Architect:** RNM Design, Inc.

Member Profile—Tracy Doering, SDA

Name: Tracy Doering (pronounced Deering)

Current Employer: Rios Clementi Hale Studios

Position & Description of Responsibilities:
Executive Assistant

Length of Time at Current Employer: 6 months

Length of Time as an SDA Member: 6 months

Contributions to SDA: I participate in the Listserv but have been unable to attend any events yet.

Favorite things about SDA: The Listserv. I find it so helpful and have many topics bookmarked. I also appreciate the educational opportunities even though I haven't been able to attend any events yet.



Name of Spouse and How Long Together: Christian Sheffield. We've been together since July 2002 and just got engaged on December 30th up in San Francisco. We are planning a July 2010 wedding.

Name/Ages of children: None. Just a perfect kitty named Bailey.

If you could have dinner with three (3) famous people (living or dead), who would they be? William Shakespeare, Stephen Hawking, Gene Roddenberry.

Favorite Music? Rock 'n' Roll.

Favorite Meal or Favorite Restaurant? I love food and will eat anything that is vegetarian.

Favorite Color to Wear? I'm coming into my pink phase.

How You Keep Your Sanity When All About You Are Losing Theirs? I take a quick walk around the block. If she's available, I call my Mom. I come back with a clear head and a renewed sense of purpose.

Personal Interests/Hobbies: Reading and arts & crafts.

What Book Are You Currently Reading? I just finished *Darcy's Story* – it's *Pride and Prejudice* from Darcy's point of view.

What music do you have in your CD player? I have a very eclectic mixed CD in there right now.

Most Exciting Place You Have Visited/Toured? New York.

Any Other Interesting Tidbits Worthy of Print? I'm a big time Trekkie and sci-fi geek and an award-winning tap dancer.

Member Profile—Lucy Arnold, SDA

Name: Lucy Arnold **Current Employer:** Rossetti **Position & Description of Responsibilities:** Office Manager...I do a little bit of everything. **Length of Time at Current Employer:** 7 months
Length of Time as an SDA Member: 6 months

Favorite things about SDA: I'm new to the architectural field and there's so much to learn. SDA is a wonderful resource with its exchange of ideas and members openly sharing their experience and expertise.

Name of Spouse and How Long Together: Jim and I have been married 22 years...and we're still best friends!

Name/Ages of children: Our kids give us an excuse to travel every now and then. Kristine is in New Hampshire (lives in a 250-year-old house), Craig (and our grandchildren Hannah and Zane) lives in San Antonio, and Brady (getting married in August) is in Laguna Hills.

If you could have dinner with three (3) famous people (living or dead), who would they be? Alexander Calder...I'm inspired by his design, Audrey Hepburn...I admired her beauty, compassion and charm, and Gary Larson...I love his "Far Side" sense of humor!

Favorite Music? My all-time favorite is the soundtrack from *Out of Africa*.

Favorite Meal or Favorite Restaurant? My husband and I enjoy dining at Sappori. It's great Italian food with a warm and comfortable ambience.

Favorite Color to Wear? Anything that goes with jeans!

How You Keep Your Sanity When All About You Are Losing Theirs? The best therapy for me is spending time at my workbench making jewelry. I can get lost in that for hours at a time and forget about the real world!



Personal Interests/Hobbies: I began designing and hand-crafting one-of-a-kind jewelry a number of years ago and that's my main focus in my spare time. I love the entire process from design to showing and selling my work. I also enjoy entertaining, home decorating, gardening and doing a little kayaking.

What Book Are You Currently Reading? I just started *The Piano Teacher* and I'm also reading *Through the Bible Through the Year*.

What music do you have in your CD player? Marc Cohn, Norah Jones, Willie Nelson, Jewell, Jack Johnson, Eric Clapton...eclectic to say the least!

Most Exciting Place You Have Visited/Toured? Loved Paris!

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PETE GILMORE

President

2152 MICHELSON
IRVINE, CA 92612
(949) 851-5065
(800) 675-4566
FAX: (949) 851-1145
www.prodataimaging.com
pgilmore@prodataimaging.com



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Orange Location
2393 N. Tustin Avenue
Orange, CA 92865
Tel: 714.279.3088
Fax: 714.279.3094
Dispatch: 714.279.3099

Julie Crisp
Executive Vice President
Cell: 949.433.1275

Airport Location
3180 Pullman Street
Costa Mesa, CA 92626
Tel: 714.545.0112
Fax: 714.545.2850

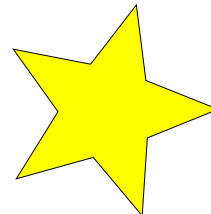
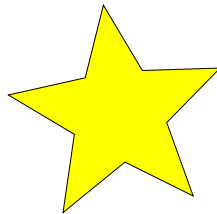
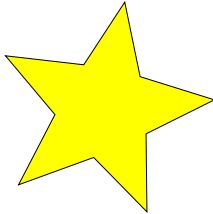
SDA's Mission:

To promote the
exchange of ideas and
educate its members
in the related
disciplines of design
firm administration.

**Contributors to the
Commentary**

Nancy Burt
Natalie Newman
Diane Sommerville

And thanks to our fabulous proofreader
and photographer,
Betsy Nickless!



The Commentary

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Society for Design Administration
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Editor

Diane Sommerville, SDA
Wells Fargo of California Insurance Services, Inc.
diane_sommerville@wellsfargois.com

Assistant Editor

Nancy Burt, SDA
RNM Design, Inc.
nburt@rnmdesign.com