



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

Orange County Chapter

2009 Officers

President

Natalie Newman, SDA
natalienewman@yahoo.com

Co-Vice President

Betsy Nickless, SDA/C
nickless@integrity.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

'Position Open'

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Nancy Burt, SDA
RNM Design, Inc.
(949) 752-1800
nburt@rnmdesign.com

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THE COMMENTARY

July 2009 Edition

A Newsletter of the Society For Design Administration
Orange County Chapter



President's Corner

By Natalie Newman, SDA

Summer is here! It's that time of year when kids are out of school, family and friends come to visit, and it's time to take a vacation. When you're putting your summer schedule together, how about making a plan to volunteer for one or both of our Orange County Chapter charity organizations? **Project Playhouse** volunteers needed on Saturday, September 12th and the 2nd Annual **Construction Awards Gala** volunteers needed on Sunday, September 13th. More information on both of these events is included in this newsletter.

Another thing to put on your schedule is the 2009 **Western States Regional Conference**, to be held in Tuscon, Arizona at the Desert Diamond Casino & Hotel from Thursday, October 1st through Saturday, October 3rd. The OC Chapter will be offering two scholarships for full registration, which includes breakfast and lunch on both Friday and Saturday mornings, ten (10) educational seminars, and the Saturday evening Reception and Dinner with special guest speaker. Scholarship applications will be sent out on August 19th and will be due August 26th. Winners will be announced on August 31st.

Regarding your plans for the rest of the year, the October 15th program will be the **Firm Appreciation** breakfast where each attending member is encouraged to bring one Principal, Owner, or Manager from your firm for a free breakfast and seminar. The topic will be *The Multi-Generational Workforce* presented by Mary McKay, Ed. D. A few of us who attended the WSRC in San Diego last year enjoyed this seminar and thought it would be a great topic for our Firm Appreciation breakfast this year.

One last thing to think about this summer is the idea of running for an **SDA/OC 2010 Board Position**. This year has been a sad one losing two of our Board members in addition to other SDA members due to layoffs and company closures. A few Board members still employed and a few of us who have been laid off are pulling it together and keeping the Chapter going...and also hoping to return to the A/E industry soon. One thing has come clear over these past few months and that is the fact that members are needed to become more active! Some on the Board would like to turn over the reins... but have not had anyone new step-up to that 'active status' for a few years now. A **Nomination Form** will be emailed to every member at the beginning of September. A new Board will be elected and announced at the November 19th program. I encourage you to really think about running for an elected position on the 2010 Board. Your active participation can benefit you, your career, and your future.

I wish everyone the best throughout the rest of the year.

Upcoming Events

July 2009

No Business Meeting in July

No Luncheon Meeting in July

August 2009

August 6 Business Meeting 5:30 pm
Meeting location will be announced.

No Luncheon Meeting in August

September 2009

Sept. 3 Business Meeting 5:30 pm
Meeting will be hosted by HRP Studios.

Sept. 5—27 Construction (Open Plaza Hours)
South Coast Plaza

Sept. 12 Project Playhouse 2:30—6:30 pm
SDA Volunteer Day
Irvine Spectrum

Sept. 13 Construction Awards Gala 7:00 pm
South Coast Plaza

Sept. 17 Luncheon Meeting 11:30 am
Presentation will be announced.
Wyndham Hotel, Costa Mesa

Upcoming Events

Oct. 2—3 SDA Western States Regional Conference—Tucson, Arizona

Oct. 15 Firm Appreciation Breakfast
Wyndham Hotel, Costa Mesa

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 e-mail at nickless@integrity.com.

HAPPY BIRTHDAY



July 2	Anita Adriano
July 2	Alicia Igram
August 12	Tammy Bennar
Sept. 26	Kara Kosel
Sept. 29	Nancy Burt

This and That



Feeling the Pinch?

In today's economy, it is common to be stressed about money. Here's some helpful tips to help fight stress:

- **Many families need help** managing their money, and there are good resources available to do just that. Don't be shy about asking for assistance. Contact a local hospital to see if they have a family resource center available. These centers, available in many major hospitals, have resource numbers to contact for homeowner mortgage crisis management, food assistance, domestic violence shelters, healthcare, adult day care, child care, and more.
- **Don't blame yourself.** Many circumstances come into play during times of financial difficulty that are out of your control.
- **Open up.** Discuss your feelings with family or friends. Remember that there are other people in the same situation.
- **Take one step at a time.** Break down your challenges into smaller, more manageable pieces.
- **Try to relax.** Engage in a hobby, read, or meditate each day.
- **Take care of yourself.** Eat a healthy diet and get regular exercise.

Source: *MyHealth*, Fall 2008, distributed by Mission Hospital, Mission Viejo, CA.

Fighting Frustration

It's Monday morning traffic. A co-worker didn't show up for an important staff meeting. The office coffee pot is empty again.

When people don't handle stress very well, these little irritations tend to build up. As stress levels rise, you become less productive, finding it harder to concentrate or multi-task.



Here are some tips to help you handle frustrating situations in the office and beyond:

1. **Start off with some affirmations** to help you get through the frustration. Examples:
 - While I may have to do many things that are difficult or unpleasant, they are almost never impossible to accomplish.
 - To achieve pleasant results, I often have to do challenging things.
2. **Follow-up with a laughter 'workout.'**
 - Laughing improves mood, focus, and energy.
 - While laughing, remember to breathe deeply. You can't laugh for long without taking a deep breath.
 - The deep breathing will force you to relax.
3. **Make a few lifestyle changes.**
 - If you are running out of time, cross something off of your "to do" list that you don't enjoy and give it to someone else to do.
 - Create support systems. Learn to confide in your friends and family members during stressful times.
 - Find a place or activity that is stress-free. Walk the dog, go to a museum, read a book, etc.
 - Help someone else — as a volunteer or mentor. It will help you put your stresses in perspective.

Source: *Nancy O'Reilly* (www.womenspeak.com) as featured in the *Independent Agent*, July 2008 issue.

Project Playhouse 2009

By Wendy Woolsey, SDA/C



Just a quick "heads-up" that Project Playhouse is going to be here before you know it and we are looking for volunteers for the SDA Team! Project Playhouse is an exciting fund-raiser event for HomeAid Orange County, who helps build shelters for the transitionally homeless. Project Playhouse has been the charity event supported by the SDA OC for the past 17 years.

Local builders, architects and other designers volunteer their efforts to build unique, one-of-a-kind playhouses, which will be auctioned off to the highest bidder. Nine playhouses will be on display, available for "peek-in" tours by the public on weekends. For this, the 18th annual event, the location has moved from Fashion Island to Irvine Spectrum Center. The display dates have also been moved up to August 1st - September 12th. For more info go to www.projectplayhouse.org.

Since the beginning, the SDA Team has provided volunteers selling tour tickets and assisting at the playhouses on the last shift of the last day. Our shift will be 2:30 p.m. - 6:30 p.m. on September 12th. After our shift ends, the SDA volunteers are invited to attend the Auction Party at no cost (courtesy of HomeAid Orange County). In addition to the auction of the playhouses, HomeAid Orange County will also be celebrating their 20th anniversary that night!



If you would like to volunteer for the SDA Team (friends and family 15 years & up are welcome also), please contact Wendy Woolsey at (714) 731-3557 or cal.wendy@cox.net.

This and That

A-B-Cs of “Architecture” Words

architrave

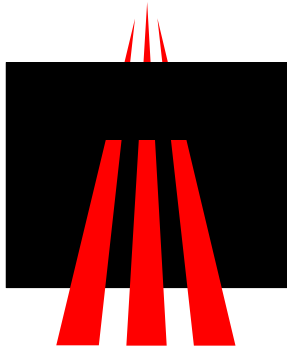
The lowest part of an entablature resting on the capital of a column; also, the hold-ings around a doorway.

baldachin

A richly ornamented canopy structure supported by columns, suspended from a roof, or projected from a wall, as over an altar.

clerestory

Part of an interior rising above adjacent rooftops, permitting the passage of light.



SDA's Mission:

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

Quick Tips for Organizing Bedrooms

1. **Opt for Storage Under the Bed.** Get more mileage out of the horizontal space in your bedroom with sliding or rolling under-bed storage bins. Stick a label on the outside of each container so when you peek under the bed, you'll know exactly what you're looking at.
2. **Tame the Shoe Pile.** Invest in a shoe rack. Shoe bags tend to sag and take up valuable hanging space.
3. **Get your Jewelry in Order.** If your necklace collection has outgrown its jewelry box, try a hanging organizer.
4. **Create a Reading Nook.** Rescue your reading chair from clothes and magazines by adding proper organization to a bedroom's reading nook. Next to a comfortable chair, place a side table with drawers and/or shelves to keep piles of books off the floor. Keep one shelf for library books and another for your permanent collections. If you read in bed, have a small bookcase as your bedside table.
5. **Make Your Bed Every Day.** Treat your bed as the sanctuary it is by positioning it for use every day. If you spend three minutes each morning to tuck and fold, you'll develop a habit of keeping order in the room.
6. **Take Proper Care of Specialty Garments.** If your closet is a haven for vintage clothing or your wedding dress, take steps to organize them by making sure they are cared for. Get everything professionally cleaned, then choose hanger or box storage. Check every year for damage.
7. **Toy-Proof a Child's Bedroom.** To tidy up toys, purchase some canvas clothes hampers or crunch baskets, like those from the Container Store. They are soft for your child and great for concealing clutter. Use different sizes for toys, like a smaller one for books and art supplies and a larger one for balls or stuffed animals. Involve your child in the organizing process—you can even turn it into a game—so he or she will be more likely to tidy up after playtime.

Source: www.juliemorgenstern.com

Twelve Steps to Take after a Layoff

By Herbert M. Cannon

Staff reductions have become commonplace once again in our industry. The steps you take after those staff reductions are critical to the future success of your firm.

1. **Reassure the Staff.** The remaining staff is understandably upset and angry that their co-workers have been let go. Of course, they are also relieved that it didn't happen to them. What they need right now is some reassurance that the reductions were not made with malice — but with an eye towards preserving jobs and the company for the long-term.
2. **Ask Employees for Cost-Saving Ideas.** When business is good, overhead expenses tend to grow and fly under the radar of accountability. Your staff knows where the money is being wasted — so ask for their help. You might be surprised at their ideas and the sacrifices they are willing to make.
3. **Change the Voicemail.** Make sure to immediately change the voicemail password of all terminated employees. On more than one occasion, I have connected to voice-mails that said something along the lines of "I can't take your call because I have been laid-off." Don't let this happen to you.
4. **Cancel the Cell Phones.** If your employees have company cell phones, be sure to get them returned and cancel the plan.
5. **Sell/Donate or Recycle.** I am not sure if there is a market for used smart phones, but if there is, you can try to sell them. In the alternative, they can be donated to a worthy cause or at least recycled. Don't let them sit there gathering dust.
6. **Handle the Paperwork.** Be sure to handle all of the paperwork immediately. Whether it is responding to an unemployment insurance claim, COBRA insurance, do it quickly and accurately. The departing employees have enough stress dealing with being out of work.
7. **Sell the Computers.** If you have unused computers sitting around, sell them if you can find a market. If not, donate them to a worthy cause and take a tax deduction. Don't forget to reformat the hard drive and remove all of the software applications prior to disposal.
8. **Change the Passwords.** It seems obvious that employee computer passwords need to be changed, but it is too important not to state it here.
9. **Reduce your Telephone Landlines.** If your 50-person firm had 25 landlines and your staff has been reduced to 35, reevaluate your needs. Some firms go on for years paying for lines that are not needed and never used.
10. **Change the Locks and Alarm Codes.** Once again, it seems obvious, but make sure you get it done. In the age of electronic locks, codes can be changed every day if need be.
11. **Reduce your Software Subscriptions.** If you are paying an annual subscription fee based on the number of licenses or employees, you may be entitled to a reduced rate or need fewer licenses.
12. **Reconfigure your Office and Sublease Space.** Now that layoffs have taken place, this is a great opportunity to reconfigure your seating assignments and provide a more pleasant and productive working environment for your employees. You can also make desk space available for rental to freelancers and aspiring entrepreneurs.

Herbert M. Cannon, President of AEC Management Solutions, Inc. and Publisher of AEC Managing Partner Newsletter, is a management consultant, seminar provider and speaker exclusive to the A/E Industry. He is available to speak at company meetings and conferences. For more information, contact Herb via e-mail hcannon@aecmanagementsolutions.com. Or visit his website at www.aecmanagementsolutions.com

What is Facebook?

By Natalie Newman, SDA

Facebook is a free-access [social networking](#) website that is operated and [privately owned](#) by Facebook, Inc. Users can join networks organized by city, workplace, school, and region to connect and interact with other people. People can also add friends and send them messages, and update their personal profiles to notify friends about themselves. Referenced from Wikipedia.



From my own personal experience, Facebook is a website that I log into at least once a day to see what my friends, family, and colleagues are up to. When you first sign up, you will be asked to create your personal profile page which includes basic information, personal information like activities, interests, favorite music, TV shows, books, and favorite movies. You can also add your contact information, schools you attended, and join networks, groups, and fan pages according to your interests to connect and interact with other people. Users will be asked to set their profiles on 'private' as to prevent acquaintances from contacting them, or on 'public' so that all Facebook users can see it.

When you first log in, you will automatically be opened up to your 'Home' page which allows you to see your friends' most recent 'News Feeds' which highlights recent activity including messages, profile changes, upcoming events, and birthdays. The '[Wall](#)', is a space on every user's profile page that allows friends to post messages for you to see, and also for you to inform your friends of what's on your mind. For example, I logged in today and saw that a friend of mine had her sister visiting and they were headed up to Santa Barbara for some wine tasting. Another friend "was having an 80's flashback" because he recently found so many of his high school friends on Facebook. Another friend shared pictures of her first time skydiving. This is such an ingenious way to network.

One of the most popular applications on Facebook is the '[Photos](#)' page, where you can upload albums and photos and have the ability to "[tag](#)", or label users in a photo. For instance, if a photo contains a friend, then you can tag the friend in the photo. This sends a notification to the friend that they have been tagged, and provides them a link to see the photo.

There are many other applications that you can use such as videos, chat, quizzes, business, education, entertainment, games, just for fun, lifestyles, sports, and utilities. The more you use Facebook, the more you learn.

SDA is located on Facebook under Groups / Organizations / Professional / Society of Design Administration. There are 38 SDA members on Facebook, and national is looking for more.

For those of you who would like to add me as a 'friend', I'm Natalie Smith Newman under the Orange County network. Hope to hear from you soon.

Canstruction 2009

By Natalie Newman, SDA

CANSTRUCTION™ is a benefit competition organized by the Society for Design Administration and the American Institute of Architects. It combines the fun of a design/build competition with an ingenious way to help feed hungry people. Local prominent architectural and engineering firms design phenomenal structures built entirely out of canned food. **The structures go on view to the public at South Coast Plaza September 5th through September 27th** and then the cans are de-canstruced and donated to the Orange County Food Bank for distribution to shelters, soup kitchens and other emergency feeding programs. Last year, Canstruction was able to donate over 52,000 pounds of food to the OC Food Bank, which was their second largest food drive in history. We're hoping for even more this year with so many people out of work.

I am looking for volunteers who would like to help plan and run the **2nd Annual Canstruction Awards Gala** to be held Sunday, September 13, 2009 on the Garden Terrace at South Coast Plaza at 7:00 PM.

Committee members needed for:

- Catering & Rentals
- Decorations & Set-up
- Check In Table (Welcome Table)
- Raffle Prizes and Display Board of Donors
- Awards & Certificates
- Jury & Judging

For those of you who can volunteer and attend the Awards Gala... please contact me at natalielnewman@yahoo.com.

For more information on Canstruction, please visit www.canstructionoc.org



Member Profile—Martha Szekley, SDA

Name: Martha Szekley

Current Employer: JR Miller and Associates

Position & Description of Responsibilities: Accounting Manager. Assist CFO with AP, AR, GL and implementing Ajera software system

Length of Time at Current Employer: Since June 2007 and love it

Number of Years as an SDA Member: On my second year

Favorite things about SDA: Monthly seminars, very informative

Name of Spouse and How Long Together: Mike, we have been married for 9 years

Name/Ages of Children: Two boys, we are a blended family. One boy is 19 attending UC and the other 21 serving our county as a Army MP

If you could have dinner with three (3) famous people (living or dead), who would they be? I think the three people I would love to have dinner with is my two boys and my husband although they are not famous they are to me

Favorite Music? Christian contemporary

Favorite Meal or Favorite Restaurant? Roy's Hawaiian cuisine...yum

Favorite Color to Wear? Black or brown

How You Keep Your Sanity When All About You Is Losing Theirs? Pray, pray and pray

Personal Interests/Hobbies: Christian worship guitar, biking and newly found hiking

What Book Are You Currently Reading? *Bible*

What music do you have in your CD player? Christian Jeremy Camp

Most Exciting Place You Have Visited/Toured? Zion, Bryce and Grand Canyon

Any Other Interesting Tidbits Worthy of Print? Awards? Accolations? I love to cook and enjoy making things like flour tortillas and salsa for our youth group at church once a year and of course cook for my family.



This Month in History

July 1	1847	U. S. Postage Stamps go on sale for the first time
	1943	Taxes begin to be withheld from pay checks
	1963	Zip Codes go into use
July 2	1955	The Lawrence Welk show premieres on television
July 5	1946	The bikini makes its debut at a Paris fashion show
July 7	1898	The U. S. Annexes Hawaii
July 8	1796	The U. S. issues the first passport
July 9	1956	Dick Clark hosts the first American Bandstand
July 11	1979	Skylab space station re-enters the earth's atmosphere
July 12	1960	Etch-a-Sketch goes on sale
July 13	1898	The radio is patented by Guglielmo Marconi
July 17	1902	The air conditioner was invented
	1955	Disneyland opens in Anaheim, California
July 19	1940	Winston Churchill uses the two finger "V" for victory sign
July 20	1969	Neil Armstrong becomes the first man to walk on the moon
July 21	1873	Jesse James and his gang rob their first train
July 22	1934	Bank robber, John Dillon, shot and killed
July 23	1904	The ice cream cone was invented
July 25	1978	The first "test tube" baby is born in England
July 26	1952	Mickey Mantle hits his first grand slam
July 27	1940	Bugs Bunny debuts in Warner Brothers animated cartoon "A Wild Hare"
July 28	1914	World War I begins
July 29	1928	Walt Disney's "Steamboat Willie" premieres
July 30	1965	President Lyndon B. Johnson signs the Medicare bill
July 30	1969	Mariner 6 flies past Mars

Source: Holidayinsights.com by Premier Star Company

Irwin Pancake Dawson Takes Award



GOLD AWARD WINNER

IRWIN PANCAKE DAWSON ARCHITECTS takes home the **GOLD** at the Best of 50+ Housing Awards Gala in Philadelphia. 'VALENCIA TERRACE', BY KISCO SENIOR LIVING, won for 'Best Attached Home at an Active Adult Community'. The 1,740 square foot plan provides an open design with flexible living options. The judges commented that the design 'provides **MAXIMUM AGING IN PLACE** with **UNIVERSAL DESIGN** features.'

IRWIN PANCAKE DAWSON ARCHITECTS is the residential division of Irwin Pancake Architects. For over **40 YEARS** they have been specializing in **SENIOR HOUSING AND HEALTH CARE**. As a team, we constantly study the boomer market to develop **INNOVATIVE** design solutions that speak to the lifestyles of seniors and the 50+ market as they seek self actualization in the second half of their lives.

245 Fischer Ave, Suite B-2, Costa Mesa, California 92626 714-557-2448

www.ipdarchitects.com

Member Profile—Lily Woo, SDA

Name: Lily Woo

Current Employer: Henry Woo Architects, Inc.

Position & Description of Responsibilities: COO/VP in charge of Accounting, Finance & Purchasing

Length of Time at Current Employer: 13 years

Number of years as an SDA Member: 1 year

Favorite things about SDA: Interactive email with other SDA members nationwide

Name of Spouse and How Long Together: Henry Woo – married for 30 years this December.

Name/Ages of children: Jennifer Woo / 22

If you could have dinner with three (3) famous people (living or dead), who would they be?

Barak Obama – He is a good role model for the country.
Margaret Thatcher – She is a strong & capable woman.
Confucius – He was a great Chinese philosopher.

Favorite Music? 80's Disco **Favorite Meal or Favorite Restaurant?** Sushi **Favorite Color to Wear?** Yellow **How You Keep Your Sanity When All About You Is Losing Theirs?** I take a deep breathe & drink some hot tea. **Personal Interests/Hobbies?** Swimming & Exercising (aerobics, pilates, yoga, etc.)

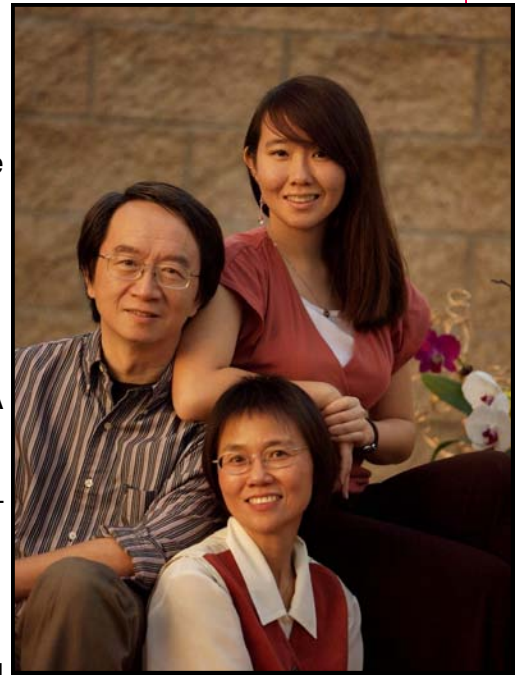
What Book Are You Currently Reading? *Reader's Digest*

What music do you have in your CD player? Celine Dion, Rod Stewart, Phil Collins

Most Exciting Place You Have Visited/Toured? Paris

Any Other Interesting Tidbits Worthy of Print? Awards? Accolations?

- Graduated Cum Laude in Computer Information Systems
- Received a Master's in Business Administration
- Rotary member of the Walnut Valley Rotary Club
- Secretary of the Republican Women's Club
- Cultural Diversity Day Chair at the Gas Company
- After learning Chinese Classical Dance for only one month, I choreographed and performed a Chinese Classical Ribbon Dance routine at the LA County Fair.



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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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Julie Crisp
Executive Vice President
Cell: 949.433.1275

Airport Location
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