

A Newsletter of
the SDA
Orange County
Chapter

The Orange Press

Fall 2019 Edition

President's Corner

By Dee Dee Jackson



Orange County Chapter

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Hello, members and friends. Let me start by saying THANK YOU for your membership, and if you are not a member yet, we invite you to join.

A special thanks to our sponsors: Belden, Hiramoto, Liu & Co., LLP CPAs; Crisp Imaging!; Dealy, Renton & Associates - Insurance Brokers; IOA Insurance Services; Murtaugh Treglia Stern & Deily LLP; Welsh Advisors; and Lutron Electronics Training Center. Their generosity helps keep our chapter running smoothly.

Our summer meetings, seminars, and activities included a paint night at Brushstrokes in Tustin, *Emergency Preparedness* seminar conducted by Global Safety USA, *Project Management for Administrators* by Joe Wicentowich from Danielian, and three business meetings. We concluded our summer with the annual Canstruction® event and Can-Do Celebration awards night held at Design Within Reach in Costa Mesa.

Overall, we had a productive and fun (and hot!) summer. I look forward to our remaining two seminars in October and November, and I hope that you will be able to join us. Please see our website www.sdaoc.org for further details.

Chapter board positions are available for 2020 - if you are interested in furthering your education, growing our already excellent chapter, and working with a great team, please send me an email or give me a call. Being on the board of this chapter has been very rewarding and educational, and I encourage you to give it a try!

I think the best part about fall is the return of pumpkin spice!

Dee Dee Jackson
OC Chapter President



Call for Nominations

The Nominating Committee is currently seeking candidates to join the 2020 SDA Orange County Board.

Are you looking for a connection with the Orange County Chapter of SDA? Do you have a desire to take on leadership and management tasks? If so, please consider submitting your name for candidacy.

Our Board consists of a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. There are also opportunities to volunteer for various Committees such as Program Planning, Sponsorship, Membership, Public Relations, Special Events, CanstructionOC, and Newsletter.

QUALIFICATIONS – A commitment to work as a team with other members of the Board, eager to learn from training provided, Willingness to participate as much as possible in chapter events, and ability to attend the monthly business meetings. Please obtain participation approval from your company before submitting your name.

If you have any questions please contact the Nominating Committee Chair, Penny Nelson at pennyn@pancakearchitects.com.

Don't Forget...

- ★ 2020 Board Nominations are due October 17, 2019.
- ★ Elections will be held at the November 21st lunch seminar.
- ★ Officer Installation will be held Sunday, December 8, 2019 at the Holiday Potluck.

YOUR SEMINAR TOPIC SUGGESTIONS ARE WELCOME!

Are there business topics or computer programs you would like to suggest for an upcoming seminar? Are you interested in holding a presentation, or do you know a business professional in the A/E/C industry who would be interested?

Please send your suggestions to Paul Blanchard at paul@pjhm.com

All suggestions, topics, programs and presenters are subject to review by the SDA/OC Board.

Upcoming Lunch Seminars

- ♦ **October 17, 2019**
Risk Mitigation Strategies presented by Tim Santoni with Santoni Worldwide
- ♦ **November 21, 2019**
Annual Business Meeting and "The Value of the Administrator in Project Management" presented by Amy Rock with WSP.
- ♦ **December 8, 2019**
Annual Holiday Potluck, 2020 Officer Installation and a lively Ornament Exchange

2020 Seminar Dates:

January 23, 2020

February 20, 2020

March 19, 2020

April 23, 2020

June 11–13, 2020
EDSymposium20 in Asheville, NC

Watch for email notifications or check out our webpage calendar for updates www.sdaoc.org

Lunch seminars are held each month from 11:30am–1:00pm at the Lutron Experience Center 2458 Dupont Drive, Irvine CA 92612

July 2019 Networking Social

Paint Night!

Creativity

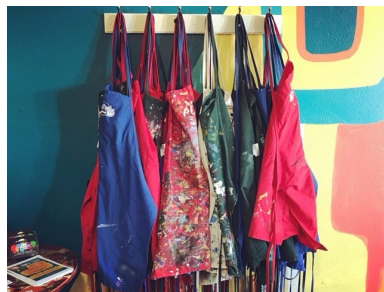
Art

Expression

Fun

Laughs

Social



August 2019 Lunch Seminar

Emergency Preparedness

Emergencies of all kinds affect us both at the office and at home. This includes natural disasters as well as medical emergencies, active shooters and workplace violence.

Our August seminar was an overview of these issues that left most of us feeling like we're not ready to handle emergency situations.

Natural disasters seem to be happening more these days. Do you and your staff know what to do in an earthquake, a fire or flood? Knowing your environmental risks is important to being prepared. There is more to it than just drop and cover, following the exit signs and getting out as soon as you can, or finding safe shelter right away. These are all considerations that the business owner or manager and safety coordinator must consider.

Evacuations. Evacuations from the workplace are more common than you think. Have you and your staff practiced an evacuation drill this year? Have all your employees planned for two ways out of your building? Does everyone know where to go and how to communicate during and after an evacuation?

Medical Emergencies. Quick action and decisive decision making can prevent an emergency from getting worse. Is your firm prepared to cover various medical emergencies with the appropriate responses? How many on your staff know what to do if someone has a diabetic episode or has a seizure, heart attack, or allergic reaction? Are at least two people on your staff aware of employees who have a medical condition such as diabetes or epilepsy? And do you have anyone CPR Certified?

Active Shooter. While most of us may never experience an active shooter emergency, the number of incidents is on the rise. Did you know that most active shooter incidents last 5 – 7 minutes? In those minutes are you going to run, hide, or fight?

Terrorism. We are all aware of terrorism around the world and the devastation it leaves behind. But what about the ones close to home? Terrorists have agendas and attacks can happen anywhere. Case in point – cyberattacks!

Workplace Violence. Don't let workplace violence end in physical assault. Do you have a policy in place? Do your employees know how to report aggressive or threatening co-workers and to whom? Does your manager have an action plan on how to diffuse a potentially violent situation?

Business Continuity. Most of us don't imagine being in a serious workplace emergency, but what is the plan if there is a fire? How do we keep the business going? Do we have a remote office space, remote file storage, phones, computers, etc.? What are your recovery strategies?

The two most important questions we were asked in this seminar were: do you know how to communicate with your staff before, during, and after an emergency? And have you and your staff practiced what to do in emergency situations? **Do You Know? If not, it's time to learn and practice!**

SPEAKER:

Manny Rosales, Professional Firefighter and GlobalSafety Founder. In addition to his 25+ years as a first responder, he has taught as lead instructor for the OSHA Training Institute, he is a Certified CAL OES Hazardous Materials Instructor, Certified Active Shooter Instructor, and a Red Cross Instructor Trainer.
www.globalsafetyusa.com



Tourniquet Wound Wrapping Practice



Manny Rosales, GlobalSafety

September 2019 Lunch

How Well Do You Manage?

Joe Wicentowich, AIA, LEED AP, from Danielian Associates spoke to us about project management issues and the administrator's role in a successful project. Joe began his talk with reminding us that the Titanic did not sink because of the iceberg. Rather, there was a confluence of a lot of little issues that created the perfect situation that ensued. It's these details that can also sink an architectural project.

Top Ten Project Management Issues:

#10 – Not reviewing or understanding contracts or obligations by all the parties

- Read and understand the A201 and what responsibilities are assigned to the Architect.

#9 – Not monitoring Pay Apps

- Verify that change orders have flowed into the pay app.

#8 – Not processing change orders appropriately

- The GC should not make changes without authorization.
- Verify that affected timelines are adjusted accordingly.
- Assure that all change orders are appropriately routed and verified in writing.

#8 – Not processing RFIs appropriately

- The GC must submit them to the architect.
- The Architect forwards the RFI to the appropriate consultant.
- The GC should NEVER send RFIs directly to the consultant.
- Log RFIs sequentially.

#6 – Not processing submittals appropriately

- Verify that the GC is submitting them to the architect.
- Outline the process of submittals in the contract.

#5 – Not performing regular site visits during construction

- Ensure that field visits are provided by contract, and that the contract provides an adequate number of site visits

#4 – Not providing field observations reports

- Should be done after EACH visit; distribute to GC and Owner.
- Monitor and follow-up on action items.
- Note deficiencies in the field reports.
- Remember – these can become a legal document, so the more detailed the better.
- Field reports validate the completed scope of work by the GC.
- Track weather-related issues, which may affect other installation schedules.
- Site photos can be essential to document timelines and covered-up conditions.

#3 – Inappropriately directing the GC

- Architect must not direct means and methods of construction.
- Do not provide only verbal directions to fix issues; these need to be documented in writing.
- No directions to fix issues is also a problem.

#2 – Design Project Manager not involved in construction administration

- There is no continuity throughout the project.
- The construction administration PM doesn't have the history of overall project, including critical design decisions.
- The construction administration PM is resolving design deficiencies *at the worst time*.

#1 – Communication Breakdowns

- Track when CDs are issued to the GC.
- It is essential to keep meeting minutes, no matter how small the meeting.
 - * Keep track of action items from the meeting.
- Document everything, don't assume anything.
 - * These documents will be necessary if a claim happens in the future.



Joe Wicentowich, Danielian Associates

CanstructionOC

12th Annual Design-Build Competition

9 Enormous Structures were on Display! Totaling 51,000 Cans of Food / 32,000 Meals



"There's a CAN in my Boot"

Toy Story

DISNEYLAND RESORT | DESIGN & ENGINEERING
7,100 Cans

WINNER! BEST ORIGINAL DESIGN



"Somewhere Over the Rainbow U-n-I-CAN End Hunger"

Rainbow Unicorn

FLUOR - 5,300 Cans

WINNER! BEST USE OF LABELS

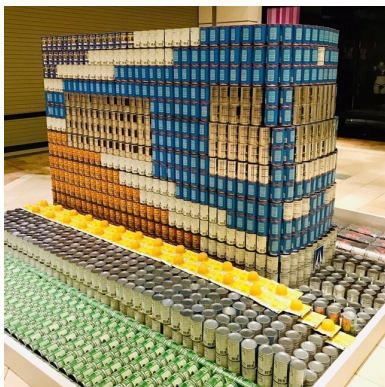


"Fighting Hunger to Mars and Back"

Curiosity Rover

GENSLER and W.L. BUTLER - 3,900 Cans

WINNER! HONORABLE MENTION



"Connecting Communities, Fighting Hunger"

OC Streetcar

HNTB - 4,400 Cans

WINNER! HONORABLE MENTION



"Lucy CAN Help"

Peanuts Cartoon

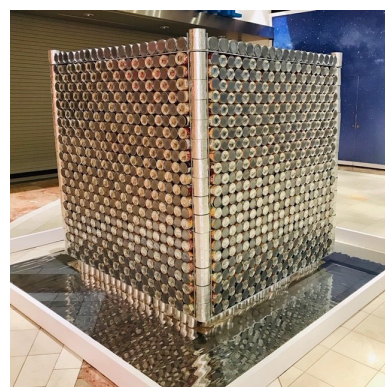
TERRACON and WD PARTNERS - 2,400 Cans



"We CAN Save the Earth"

Earth

LPA - 7,000 Cans



"REFLECT - Food for Thought"

Cube

SVA ARCHITECTS - 2,600 Cans



"Train Your Dragon - The CANcealed World"

Light Fury Dragon

WATG and RD OLSON - 11,500 Cans

**WINNER! MOST CANS, STRUCTURAL INGENUITY,
AND PEOPLE'S CHOICE**



"A Small Difference CAN Bring a Giant Change"

Iron Giant

WEBB FOODSERVICE DESIGN - 6,800 Cans

CanstructionOC CAN-DO AWARDS

Celebrating all of our teams and volunteers for their hard work throughout the year!



EMCEE
Henry DiCarlo
KTLA5 Morning News



2019 CanstructionOC Jurors (from left to right)

Narsing Dasari, PE - President of DTA Consulting Engineers • Wing Lam - Co-Founder/
Partner, Wahoo's Fish Taco™ • Steve Kendrick, AIA - President AIAOC and Principal,
Lionakis • Melissa Marsh - Melissa's / World Variety Produce • Alan Gibbons - Editor in
Chief, *Orange Coast Magazine* • Gina Scott - Chief Development Officer, HomeAid
Orange County • Pascal Olhats - Owner and Chef, Pascal Restaurants

TIPS & TRICKS

Shared By: Penny Nelson, CDFA
Douglas Pancake Architects

I subscribe to a blog titled *Daily Writing Tips* (www.dailywritingtips.com). Every day I get a useful writing tip and a set of writing exercises delivered to my email inbox. Topics include grammar, style, punctuation, spelling and vocabulary. It's a fun way to improve your writing skills and I thought this was very interesting as I have always thought that Re: meant "reference" or "regarding" – didn't you?

Regarding Re:

Re: is one of those commonly used letter combinations (like *sic*) that people tend to make up their own meanings for.

Re: is used at the top of letters and emails in order to steer the reader to the single most important topic of the message:

Re: Your order of 10/3/09

Re: Your submission *For Whom the Bell Tolls*
Dear Sir,

I've seen **Re:** explained as an abbreviation of the words "regarding" or "referencing."

However, **Re** is not an abbreviation for anything. **Re:** means "re."

Re is an English preposition in use since at least the 18th century. It means "in the matter of, with reference to."

Like *sic*, **re** is a Latin word. It is the ablative form of the Latin noun *res* meaning "thing" or "affair." Lawyers use the legal phrase *in re* when a proceeding is not brought by a person, but has to do with something like probate, or a public project like laying out a highway.

NOTE: Watch out for the definition "in regards to" given at [Wiki Answers](#).

"In regards" is nonstandard English for **in regard to**.

Penny Nelson, CDFA "Regarding Re:" Daily Writing Tips email, August 21, 2019
www.dailywritingtips.com/pro

Chapter Business Meeting Schedule

- ♦ **October 10, 2019**
ECORP Consulting, Inc.
- ♦ **November 7, 2019**
PJHM Architects
- ♦ **December 8, 2019**
Annual Holiday Potluck, 2020
Officer Installation and a lively
Ornament Exchange
- ♦ **January 9, 2020**
TBD
- ♦ **February 6, 2020**
TBD
- ♦ **March 5, 2020**
TBD

Watch for email notifications or check out our webpage calendar www.sdaoc.org/events for updates.

All SDA/OC members are welcome to attend and a light dinner will be served. There is no fee to attend, but please RSVP.

JOB BOARD



Did you know that SDA maintains a job board?
Our board includes current job listings in the A/E industry,
as well as qualified personnel looking for a position.
As the AIA maintains its own job board for licensed architectural staff,
our board includes administrative positions.

If your firm is looking for a person with certain qualifications, or if you know of someone who is looking for a position in an A/E firm,
please contact Betsy Nickless at betsy@sladesign.com



SDA/OC MEMBER ANNIVERSARIES

Betsy Nickless - 36 years
Karen Henderson - 28 years
Nancy Burt - 19 years
Cheryl Champagne - 18 years
Lisa Falcon - 14 years
Aimee Mandala - 12 years
Dee Dee Jackson - 12 years
Vicki Marcellino - 10 years
Rob Hutchinson - 4 years
Sandra Mendez - 3 years
Martha Szekley - 3 years
Zilka Ayala - 1 year
Jennifer Palmer - 1 year

The achievements of an organization
are the results of the combined efforts
of every individual.

Congratulations on another successful
year in your career and Happy Anniversary!

SDA/OC Member Profile

SDA/OC values all of its members
and would like to spotlight you in an
upcoming newsletter!

If you are interested or need more information,
please contact Natalie Newman at
nnewman@ecorpconsulting.com

It's your time to shine!



DON'T FORGET TO FOLLOW US ON



CERTIFIED DESIGN FIRM ADMINISTRATOR (CDFA) CERTIFICATION

SDA Certification meets a rigorous standard of experience and expertise in design firm management and administration. It adheres to the ethics and responsibilities of the profession as outlined in the SDA Code of Ethics. Certified administrators have enhanced marketability. This is often shown in increased earnings, career security, and respect.

- Are you ready for an opportunity to advance your knowledge in the A/E/C industry?
- Would you like to make yourself more valuable to your employer?
- Are you interested in continuous learning and growth?

If so, then sign up today to earn the CDFA (Certified Design Firm Administrator), SDA's credential demonstrating your expertise in key areas of office administration, finance, marketing, human resources and project administration and management. This voluntary CDFA program shows employers that you are dedicated to the industry and to your own personal and professional development.

The very best part is that our chapter has a **scholarship** for those who earn their CDFA. Apply to be reimbursed for the cost of the CDFA program upon earning this important credential.

For any questions about this CDFA scholarship, eligibility, study groups, or for more information, contact Penny Nelson, CDFA, SDA National Certification Committee Chair: pennyn@pancakearchitects.com

Sponsors

BECAUSE your contribution has a positive impact in the A/E/C firms you do business with.

Thanks for being such an important influence on our organization, and we truly appreciate having you as a sponsor. With your help, we have been able to host great seminars and provide educational scholarship opportunities for our members, which keep these design firm administrators and managers at the forefront of new ideas and changes that the industry faces.

SUPPORT YOUR LOCAL CHAPTER AND BECOME A SPONSOR

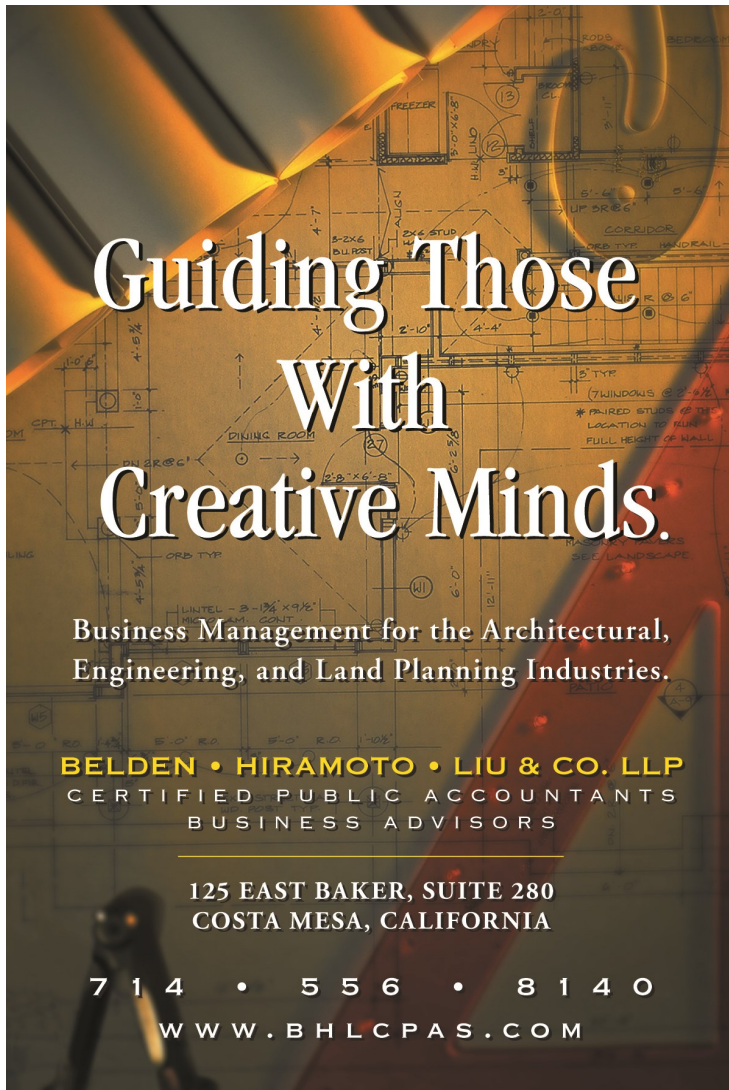
For information regarding sponsorship, please visit our website at www.sdaoc.org
or contact Cheryl Champagne at cchampagne@tk1sc.com



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CRISPIMAGING

SMARTER. FASTER. BETTER.

SDA NATIONAL

News & Press

The SDA National Virtual Conference, **EDConnect19**, will be held Tuesday, October 22, 2019 through Thursday, October 24, 2019.

8.0 Hours of Learning

Are You Registered?

Two Sessions Per Day

12:00 pm (eastern) and 3:00 pm (eastern)

For more information, check out the SDA National webpage at:

<https://www.sdanational.org/>

Webinars & Virtual Meetings

October 15, 2019

Quarterly Town Hall Call / Virtual Meeting

October 17, 2019

Preparing for the New SDA Awards Program / Webinar

October 22 - 24, 2019

SDA National Virtual Conference - EDConnect19

November 7, 2019

2019 Year-End Payroll Preparation / Webinar

November 14, 2019

Ready or Not: Your AE Firm & Revenue Recognition Changes / Webinar

To register, please visit the SDA National website: www.sdanational.org

Did you know... You can listen to recordings from previous webinars.

If you missed out on one of the many webinars that the SDA has hosted, order the recording(s) today! SDA's webinars target every level of design firms. These programs will enhance your performance, expand your knowledge, and allow you to build a strong community of peers. You can brush up on your own knowledge or train your entire staff. You can find them in the SDA Store under Webinar Recordings.

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Judy Merrill



The Orange Press



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www.sdaoc.org

Do you have a great idea for an article and would like to see it featured in our next newsletter?

If so, contact our Editor Natalie Newman

c/o ECorp Consulting, Inc. at nnewman@ecorpconsulting.com