# 2015



**Minneapolis/St. Paul Chapter**

## 2015 – Minneapolis St. Paul Chapter

# *Board of Directors*

*President*
**Marie Tomala, CDFA**
Cuningham Group
201 Main St., SE #325
Minneapolis, MN 55414
612.379.3400
mtomala@cuningham.com

*President Elect*
**Danika Larson**
RSP Architects
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*Secretary*
**Kim Tuzinski**
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Minneapolis, MN 55402
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*Treasurer*
**Pam LaValle**
Edward Farr Architects, Inc.
7710 Golden Triangle Drive
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*Past President/Director*
**Sandy Beckel**
LKPB Engineers, Inc.
1935 West County Road B2, S. 300
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651.288.6118
sandy.beckel@lkpb.com

www.SDAMN.org

# 2015 Chapter Checklist

**Submitting Chapter Name: Minneapolis/St. Paul Chapter**

| Category | Benchmarks | Total Maximum Points - 275 | |
|---|---|---|---|
| | | **Yes** | **No** |
| **Section 1 - Executive Summary** | | | |
| | Include a summary of your chapter's activities over the last calendar year.  Please limit your response to two pages. | X | |
| | Include in this section a summary of why your Chapter deserves recognition with the Chapter Excellence Award in a concise, well written and informative fashion. | X | |
| **Section 2 - Best Practices** | | | |
| | Best Membership Campaign | X | |
| | Best Membership Retention Outreach | X | |
| | Best Educational Program | X | |
| | Best Networking/Social Event | X | |
| | Best Fundraising Effort | X | |
| | Best Communication Tool | X | |
| **Section 3 - Leadership/Professional Development** | | | |
| | Did your chapter president or delegate serve as a delegate on the National Board of Directors and participate in Board of Director meetings (Annual Business Meeting and phone conference Board of Director meetings)? | X | |
| | Did your chapter leadership participate in Town Hall Conference Calls? | X | |
| | *3 or more* | X | |
| | *2 or less* | N/A | |
| | Did any of your Chapter membership participate at the SDA National level (National Committee chair or member, ExCom, Board of Directors)? | X | |
| | *3 or more* | N/A | |
| | *1 to 2* | X | |
| | Did your chapter and/or member(s) submit for recognition in any of the National Awards programs? | X | |
| | Did your chapter provide funding for chapter leadership to attend last year's EDSymposium? | X | |
| | Did any members of your Chapter members attend last year's EDSymposium? | X | |
| **Section 4 - Membership** | | | |
| | Did your chapter conduct a membership campaign? | X | |
| | Did your chapter add new contacts to their database? | X | |
| | *25 or more* | N/A | |
| | *less than 25* | X | |
| | Did your chapter forward these contacts to SDA Headquarters to add to the National database? | | X |
| | Did your Chapter develop communication outreach to contact members to encourage membership renewal as renewal dates approached (email communication, phone call, member survey, mailed correspondence, etc.)? | X | |
| | What was your chapter's percentage of growth last year?  *To calculate your chapter's growth percentage, subtract your December 31, 2014 membership number from your December 31, 2013 membership number.  Divide the difference by the December 31, 2013 membership number.* | | |
| | *51% or more* | N/A | |
| | *26% - 50%* | X | |
| | *0 - 25%* | N/A | |
| **Section 5 - Communication** | | | |
| | Does your chapter have a website? | X | |
| | If yes, please provide your chapter's website URL address. **SDAMN.org** | X | |
| | Does your chapter have a Facebook page? | X | |
| | If yes, please provide your chapter's Facebook URL address. **Https://www.facebook.com/pages/Society-for-Design-Administration-MinneapolisSt-Paul/566872553422670** | X | |
| | Did your chapter use Twitter? | | X |
| | If yes, please provide your chapter's TwitterID. | N/A | |
| | Did your chapter utilize LinkedIn? | X | |
| | If yes, please provide the name of the discussion group, page identifications, etc. **https://www.linkedin.com/groups/Society-Design-Administration-Minneapolis-St-6668784?trk=groups** | X | |
| | Did your chapter (board and/or chapter members) use their Basecamp site? | X | |
| | Did your chapter use Skype to connect members for board or member meetings/functions? | X | |
| | Did your Chapter publicize news and/or upcoming events in another A/E/C industry-related publication (website, newsletter, eblast, etc.)? | X | |
| | If so, please provide the names of the A/E/C related websites, newsletters, etc. **AIA/MN monthly Newsletter** | X | |
| | Does your Chapter provide a Job Bank to members and/or non-members? | X | |

# 2015 Chapter Checklist

**Submitting Chapter Name:  Minneapolis/St. Paul Chapter**

| Category | Benchmarks | Total Maximum Points - 275 | |
|---|---|---|---|
| | | Yes | No |
| **Section 6 - Education** | | | |
| | Did your Chapter participate in an educational webinar provided by SDA National?  If yes, please list those webinars.  (Insert extra lines, if needed.) **The webinars mentioned below were attended by individual members of the Chapter.** | X | |
| | **"Some Legal Issues That Can Occur When Managing a Design Firm" by Cheryl Davis of Menaker & Herrmann, LLP** | | |
| | **"Using a Strategic Approach to Realize Your Chapter's Vision" by Judy Beebe, CDFA** | | |
| | | | |
| | Did your Chapter participate in an educational webinar provided by another educational provider or professional organization?  If yes, please list all of the types of educational opportunities provided to chapter members and their source.  **These webimars were attemded by individual chapter members:** | X | |
| | *AIIM Webinars sponsored by Association of Record Managers and Administrators (ARMA)* | | |
| | **"Information Governance Comes of Age: Take Control of Your Enterpirse Data"** | | |
| | **"Information Governamce: The Principles and Establishing an Information Governance Program"** | | |
| | **"Reduce Cost, Ensure Compliance, Retire Legacy Systems: Archiving to the Rescue!" - 451 Research** | | |
| | Did your Chapter provide continuing education hours to members and/or non-members last year?  Please indicate the number of hours.  If yes, please indicate the number of hours. | X | |
| | *12 hours or more* | N/A | |
| | *11 hours or less -* **Nine Hours in 2014 (Had to cancel one due to bad weather in Minnesota, otherwise it would have been ten)** | X | |
| | | | |
| **Section 7 - Governance** | | | |
| | Does your chapter maintain bylaws and standing rules that are current and approved by the National Bylaws Committee? | X | |
| | Has your chapter obtained the 501(c)6 IRS tax-exempt status, filed the annual 990 tax return as required, and submitted copies of this documentation to SDA National? | X | |
| | Did your chapter complete and submit a 2013 Annual Chapter report to SDA National? | X | |
| | Is the Chapter's Annual Affiliation Agreement signed and filed with SDA National? | X | |
| | Does the chapter have a document retention policy for maintaining permanent files/papers (IRS determination letter, bylaws, standing rules, financial reporting, stability, etc.)? | X | |
| | Did your chapter conduct the required period board meetings this year (at least two board meetings in person; minimum of six board meetings per year)? | X | |
| | *6 or more meetings per year* | X | |
| | *5 or less meetings per year* | N/A | |
| | Does your Chapter conduct annual election of officers? | X | |

**Signature:** *Marie Formula,* CDFA

**Approved by:** _____

**Date:** _____

# 2015 – Minneapolis St. Paul Chapter

## Section 1 – Executive Summary

The Minneapolis/St. Paul Chapter has been in existence since SDA's inception. It was then known as the Architectural Secretary's Association (ASA). Our Chapter began as the Minneapolis Chapter, but later St. Paul was introduced. We are locally known as the "Twin Cities."

Through the years our Chapter has had excellent networking practices that include membership retention, educational programs, social events and chapter member communications.

Professional development is key to our Chapter's success. Our monthly meetings continue to address the five subject areas for Certification:
- Office Administration
- Marketing
- Project Management
- Human Resources
- Finance

Another great leadership/professional development for our Chapter is that we currently have seven members that have received their CDFA certification. This certification process is promoted in our Chapter on a regular basis, and we encourage our members to visit the national website and attend the CDFA University to prepare for the exam. Many of our members have received personal recognition in their firms in receiving promotions by having their CDFA certification. This gives our members a well-rounded understanding of our profession, as well as providing CEU's for our certified members.

The Chapter has given the prestigious Star Award to a member of our Chapter each year since its inception; given for significant contributions to the membership of our Chapter and the entire society through participation in and support of its meetings and publications, fundraising, recruitment, or other significant activities. It is quite an honor for our President (who attends the annual EDSymposium) to come back and present the award at our Chapter meeting.

The Chapter won the Gold Level Chapter Foundation Award in 2013, and have noted it on our website.

Every year we have sent our Chapter President or Delegate (if they could not attend) to the annual EDSymposium. The Chapter has set aside funds through our "Carol Powers Ernst Scholarship Fund" to assist members of our Chapter to go to EDSymposium by paying their registrations (see Appendix "A" – Application Form for Carol Powers Ernst Scholarship Fund).

The Chapter keeps a sponsorship database and also a list of A/E/C firms from the Minneapolis/St. Paul Bizjournal. We have used it to draw potential new members. We also use the booklet that our local AIA office sends to all of our members called, *Architecture/MN* (see Appendix "B" – Example of page from *Architecture/MN* booklet). This booklet comes out each month and includes firms from all the disciplines in our local area. This gives us another means to find out how many local firms are currently available to send an administrator to our Chapter.

# 2015 – Minneapolis St. Paul Chapter

We have used member surveys to prepare for our annual Chapter meetings in the fall of the year, and the Board of Directors of the Chapter regularly keep in touch with our membership through e-mails, phone calls, and luncheons. The entire chapter takes on the responsibility of getting new members, and we encourage the current members to work toward bringing in one new member each year.

We have strategically emphasized the one-on-one invitation to join our Chapter. This is done through personal E-mails, LinkedIn or Facebook Invitations, lunches or a meet-and-greet by the Chapter. Our Chapter has also had great retention of members throughout the years.

We have always provided job opportunities to members and non-members alike. When members hear about a job opening, the member sends out an E-mail explaining the job responsibilities, as well as give a contact name and number if they know someone that might be interested in the position. We do not charge for providing this service. We see it as a networking opportunity.

Our website is available and used by all members of the Chapter. The Board of Directors use this tool to keep us up-to-date on meetings, events, articles of interest, canstruction®, and awards. We also provide a section called "SDA at a Glance" where we can direct potential members to understand what SDA is all about for those who are viewing our website for the first time. (See Appendix "C" – "SDA at a Glance" Brochure).

We are very pleased to not only have a Chapter website (SDAMN.org) but also Facebook and LinkedIn accounts (see the 2015 Chapter Checklist for the URL address for Facebook and the LinkedIn group). The chapter had a speaker for one of our monthly meetings in the past that helped our members understand the differences for these various accounts, as well as hands-on examples during the meeting. Our Chapter website did receive a National Award in years past.

The Chapter's monthly meetings are held at the AIA/MN offices Board Room. This room has the ability to use technology to include members or guests through GoTo meetings if they are unable to attend a meeting. The most important aspect of our Chapter meetings is that we provide continuing education speakers each month. Ten of the twelve meetings include a speaker, and most of the time we don't have to pay the speakers. We are well known throughout the community due to our active membership, and they are usually very happy to come and share their knowledge with us.

Many of the member firms provide outstanding continuing education to their staff, as well as AIA/MN includes our SDA Chapter members at their continuing education monthly meetings and convention every year.

Due to the longevity of our Chapter, the great leadership by our Board of Directors, and the networking by our Chapter members, the Minneapolis/St. Paul Chapter should receive the Chapter Excellent recognition.

We are very proud to be members of our local Chapter and have great leadership by our National Executive Committee, and for that we all are very enthused to be members of this great organization.

# # #

# 2015 – Minneapolis St. Paul Chapter

## Section 2 – Best Practices

### Best Membership Campaign:

Our members have created their own E-mail, LinkedIn, and/or Facebook, to send personal invitations to prospective members. The personal touch is what we are looking for in order to have perspective members understand what SDA is all about. Once contact is made we invite them to our website so they can see what our local Chapter provides to the members, and talk with them about the importance of National membership. (See Appendix "D" – Example E-mail Invitation).

### Best Membership Retention Outreach:

November is our annual Business meeting. Our Chapter President encourages the membership to make sure they renew their membership early so they continue to receive all the benefits of SDA membership. The reminder is written up in our meeting minutes that are sent to all members, and the Board of Directors makes personal contact with each member to encourage renewal, as well as explain and encourage the member support in working on various committees within the Chapter and/or National. The Chapter has our yearly banquet (paid for by the Chapter) and installation of new officers in December (see Appendix "E" – Example of Banquet Program). The incoming President, in their remarks, reminds members to renew their annual membership in SDA.

### Best Educational Programs:

The most important aspect of our Chapter meetings is that we provide continuing education speakers each month. Ten of the twelve meetings include a speaker, and most of the time we don't have to pay the speakers. We are well known throughout the community, and they are usually very happy to come and share their knowledge with us. The Chapter has also used SDA National Webinars and Tapes for educational meetings. (See Appendix "F" – Spreadsheet of 2014 Programs and Presenters).

Annually the Chapter acts as greeters to all the AIA/MN State Convention attendees and the Chapter sponsors one CEU session at the convention. The current Chapter President not only introduces the speaker for the session, but gives an overview of our local SDA Chapter. Each attendee receives a small brochure created by the Chapter that emphasizes the current convention theme, and we put our SDA membership application forms on a table for attendees to take along and give to their administrators. (See Appendix "G" – AIA/MN State Convention Brochure). This is our best Chapter educational event for members and non-members to understand how important our Chapter really is to the educational opportunities that we provide our membership.

### Best Networking/Social Event:

Around October each year the Chapter membership has an after-hours networking event to begin discussions on what the membership would like to see happen at our next year's Chapter meetings. It is a fun evening, with food and beverages, where we share ideas on the types of speakers we should be looking for and are interested in hearing about, and finding ways to improve how we network and reach out to potential members (see Appendix "H" – Sample Agenda from Chapter Networking Event).

# 2015 – Minneapolis St. Paul Chapter

*Best Fundraising Effort:*

The Chapter has developed a once-a-year effort to ask for sponsor contributions to our Chapter at four different levels:  Millennium $300; Titanium $200; Platinum $100; Gold $75; Silver $50; or Other $____. It has been either by a personal letter, or E-mail messages. What the sponsor receives in return is they get their name posted to our website with a contact name, and they are recognized in our annual AIA/MN State Convention brochure that goes out to all the Architects attending the convention. This has been an extremely successful way for our Chapter to receive money to assist members to attend EDSymposium, as well as assist us if we need to pay for a speaker at our meetings. (See Appendix "I" – Sponsor Letter).

*Best Communication Tools:*

Our Chapter members find using E-mail, LinkedIn and GoTo meetings effective ways for us to communicate with each other. Our monthly meeting minutes as well as Board meeting minutes being sent via E-mail to all members helps to keep us up-to-date on what our Chapter is doing currently, and what will be coming up in the future. We are fortunate that AIA/MN supports our Chapter by posting to their E-mail Newsletter information and pictures about our Chapter meetings and our annual canstruction® event. (See Appendix "J" – canstruction® event).

# # #

# 2015 – Minneapolis St. Paul Chapter

## APPENDICES

**2015 – Minneapolis St. Paul Chapter**

**APPENDICES "A"**

**Application Form for Carol Powers Ernst Scholarship Fund**

**Excellence in
Design Firm Management** SDA

**Minneapolis/St. Paul**

# THE CAROL POWERS–ERNST SCHOLARSHIP

## Society for Design Administration
## Minneapolis/St. Paul Chapter
### EDSymposium Scholarship Application Form

Scholarship Application forms must be submitted in triplicate to the
Current Chapter President by January 16, 2014

The panel of judges will consist of one Principal from the current President's company and one representative from AIA/MN. Judges will select a winner and a runner up in the event the winner is unable to attend the SDA EDSymposium. Judging will be completed by February 15, 2014 and the winning recipient will be announced at the February 20th[th] Chapter Meeting. The scholarship will be applied to travel expenses (hotel and airfare) for the current EDSymposium only. If not used then, the scholarship will be forfeited.

Applicant Name: _____ Membership #: _____

Company Name: _____

Address: _____

Work Phone: _____ Work Fax: _____

E-Mail Address: _____

Job Title: _____ SDA Member Since: _____

## Eligibility
1. Must be a member in good standing for the current year.
2. Must not be receiving financial assistance from National SDA to attend EDSymposium.
3. May not receive any other scholarship to EDSymposium.
4. Members may only win one local EDSymposium scholarship in a three-year period.

# CRITERIA
**On separate 8-1/2 x 11 sheets, submit a concise response to each of these four areas:**

1.  List previous and current involvement in SDA for the last two years. List Committees you have been on, activities you have participated in, projects you have assisted with and any Board roles you have held which have benefited the Chapter.
2.  Describe your future participation and goals for SDA involvement in the coming year.
3.  Discuss expected benefits of attending EDSymposium: (Begin each response by re-stating area)
    a.  At my Company level…
    b.  At the Chapter level…
    c.  For myself…
4.  Provide a letter of recommendation from your employer acknowledging your participation in SDA and how you have applied what you have learned to your firm.

**Take care to remain anonymous in your responses and letter.**

I certify to the best of my knowledge that the information contained in this application is correct and complete, and that all required materials are attached.

_____          _____

*Applicant's Signature*                                                                              *Date*

**Winner of the scholarship is expected to submit an article for publication in the Minneapolis/St. Paul Chapter website following attendance at EDSymposium.**

**Scholarship amount is subject to review every year based on Chapter funds available. Scholarship amount is not to exceed $1,000 in any year.**

Scholarship Procedure:

•  President receives application forms in duplicate.
•  President will sort and label with member ID # and judges placement of their essay.
•  President will then send instructions, applicant's essay and recommendation letter, and a self-addressed stamped envelope to the judges.
•  Upon receipt of graded essays, President is responsible for tallying and announcing the winner. Should also calculate runner up in the event the winner is unable to attend convention.
•  President to announce the winner at the February 20th SDA Chapter Meeting.

Panel of Judges to Include:
•  A Principal in the current Chapter President's office
•  A representative from AIA/MN
•  A representative from Carol Power Ernst original firm – Michaud Cooley Erickson

**2015 – Minneapolis St. Paul Chapter**

**APPENDICES "B"**

**Example of page from *Architecture/MN* booklet**

## ATS&R PLANNERS/ ARCHITECTS/ENGINEERS

8501 Golden Valley Road, Ste. 300
Minneapolis, MN 55427
Tel: (763) 545-3731
Fax: (763) 525-3289
Email: information@atsr.com
www.atsr.com
Established 1944
Total in MN Office: 62

### Firm Principals

Terry L. Stofferahn, PE
James T. Lange, PE
Blayne Parkos, PE, LEED AO BD+C
Paul W. Erickson, AIA, NCARB, REFP
Dean S. Beeninga, AIA, NCARB, REFP, LEED AP
David M. Maroney, AIA, NCARB
Mark G. Hayes, AIA
Daniel C. Moll, AIA, NCARB, LEED AP

ATS&R is a multi-disciplined architectural/engineering firm providing mechanical and electrical engineering for educational facilities, religious facilities, and public buildings. Our specialized designs for energy conservation measures include passive solar, heat recovery systems, thermal storage, variable air volume, displacement ventilation, and energy management systems. Our engineers provide commissioning and recommissioning services as well as ARC flash analysis. We also offer site design, stormwater management, and technical design for video, voice, data and security systems.

### Representative Projects

*Boiler Replacement & Commissioning, ISD 279 Osseo Area Schools, MN; Chiller System Commissioning, Minneapolis Public Schools, MN; Mechanical Systems Replacement, Burnsville High School, MN; Elementary School Additions & Ventilation Upgrades, Anoka-Hennepin School District, MN; Southwest High School Addition, Minneapolis Public Schools, MN; Maple Grove Junior High School Gym Addition, Maple Grove, MN; Southwest Minnesota Amateur Sports Complex, Marshall, MN; Ventilation Upgrades to Four Elementary Schools, Rochester, MN*

## BKBM ENGINEERS, INC.

**BKBM ENGINEERS**

5930 Brooklyn Boulevard
Minneapolis, MN 55429
Tel: (763) 843-0420
Fax: (763) 843-0421
Email: rlamere@bkbm.com
www.bkbm.com
Established 1967
Total in MN Office: 41
Other Offices: Mandan, ND
Total in Other Office: 1
Contact: Ronald LaMere, (763) 843-0420

### Firm Principals

Ronald J. LaMere, PE
Andrew M. Rauch, PE
Thomas J. Cesare, PE
Katherine A. Russell, PE

BKBM Engineers is a nationally renowned, multi-discipline engineering firm providing structural design, civil design, restoration and investigative services for a wide range of building types and sizes. We listen, ask questions, and apply our expertise to provide solutions that are economical and add value.BKBM is committed to on-schedule project completion, client satisfaction, and a contractor-friendly approach.

### Representative Projects

*U of M-Amundson Hall, Minneapolis, MN; University of Dubuque Performing Arts, Dubuque, IA; Cowles Center for Dance & Performing Arts, Minneapolis, MN; Stonebridge Apartments, Minneapolis, MN; Valspar Restoration, Minneapolis, MN; Pequot Lakes School Improvements, Pequot Lakes, MN; Bielenberg Sports Center, Woodbury, MN; Como Park Gorilla Exhibit, St. Paul, MN*

## BKV GROUP

**BKV GROUP**
Architecture
Interior Design
Landscape Architecture
Engineering

222 North 2nd Street
Minneapolis, MN 55401
Tel: (612) 339-3752
Fax: (612) 339-6212
Email: tnelson@bkvgroup.com
www.bkvgroup.com
Established 1978
Total in MN Office 82
Other Offices: Chicago, IL; Washington DC
Total In Other Offices: 21
Contact: Gretchen Camp, (612) 339-3752

### Firm Principals

Jack Boarman, AIA, NCARB
Michael Krych, AIA
Gretchen Camp, AIA, NCARB, LEED AP
Mark Bradby, PE
Chad Kurld, PE
Bradley Severson, SE, PE
Melissa Metzler, CID, IIDA
Thomas Daszkiewicz

BKV Group is a full-service firm founded in 1978, providing architectural, engineering, interior design and construction administration services. The firm's mission, "Enriching Lives and Strengthening Communities" is the foundation of our work practices and design efforts in the housing, corporate and government sectors. With offices in Chicago, IL, Minneapolis, MN and Washington, DC, our combination of insight, innovation, and inspiration provides successful solutions for all of our clients' projects.

### Representative Projects

*The Walkway, Minneapolis, MN; WaHu Student Housing, Minneapolis, MN; The Marshall at U of M, Mixed-Use, Minneapolis, MN; Schmidt Brewery Artist Lofts, St. Paul, MN; ElseWarehouse, Minneapolis, MN; Flats at West End, St. Louis Park, MN; The Penfield Development, St. Paul, MN; One Southdale Place, Edina, MN*

## CAIN THOMAS ASSOCIATES, INC.

**CAIN THOMAS ASSOCIATES, INC.**

1310 East Highway 96, Ste. 209
White Bear Lake, MN 55110
Tel: (651) 426-9549
Fax: (651) 426-5048
Email: jcain@cainthomas.com
www.cainthomas.com
Established 1983
Total in MN Office: 16
Contact: Jay J. Cain, (651) 287-1120

### Firm Principals

Jay J. Cain, PE
Scott D. Thomas, PE, LEED AP
Ryan Stephans, PE

Cost effective and energy conscious mechanical and electrical engineering design on a wide variety of project types, including but not limited to healthcare, specialty housing, hospitality, retail, transportation, public works, office, education, worship, recreational, data/communications and industrial. Specialties include interior and exterior lighting, geothermal heating/cooling, vehicle specialties, renewable energy, radiant floor, green design, streetscape electrical, displacement ventilation, deferred maintenance programs, LEED Certification, sustainable design and heat recovery

### Representative Projects

*Isle Casino, Bettendorf, Iowa; Crystal, MN Public Works; Dresbach MN I-90 Bridge Electrical; Hmong Academy, St Paul, MN; TW Telecom Co-Location Site Minnetonka, MN; MN Vets Home SNF Minneapolis, MN; Capitol Complex Ramp Relighting St. Paul, MN; Mount St Benedict Monastery Addition, Crookston, MN*

**2015 – Minneapolis St. Paul Chapter**

**APPENDICES "C"**

**"SDA at a Glance" Brochure**

# Society for Design Administration

*Affiliated with the American Institute of Architects*

## Minneapolis/St. Paul Chapter
www.sdamn.org

The Society for Design Administration (SDA) advances management and administrative professionals in the A/E/C industry through:

### Education | Professional Development | Networking

## Education

- **Online Discussion Forums**
  The SDA's online forums provide access to the pool of knowledge of SDA members across the country by providing a venue to post queries, offer advice, and share best practices in their areas of expertise.

- **EDSymposium**
  EDSymposium is the SDA's Annual Educational Conference. EDSymposium attracts members nationwide and is packed with exciting educational sessions, networking opportunities, and exhibitors showcasing their latest products and innovations.

- **Publications**
  The SDA Publications Committee continues to provide relevant and timely A/E/C and association news through our monthly e-publication, *SDA Today*.

- **Webinars**
  SDA's learning experiences target every level and area of design firm administration. These programs will enhance your performance, expand your knowledge, and allow you to build a strong community of peers. Visit the 'Events' page of our website for the current webinar schedule.

- **Regional Conferences and Chapter Meetings**
  Regional conferences and local chapter seminars and workshops provide quality education in response to current industry trends.

- **White Papers**
  An exchange of knowledge and best practices for A/E/C firms. Industry-recognized consultants, members, and industry experts share with members their expertise and observations on A/E/C management.

## Professional Development

- **Professional Emphasis Group Library**
  The SDA includes five Professional Emphasis Groups (PEGs), or focus areas, related to design firm administration: Human Resources, Office Administration, Project Management, Finance, and Marketing. Our online PEG library contains downloadable sample forms, worksheets, policies, and more that you can adapt to your firm.

- **Leadership Opportunities**
  With nearly a dozen active committees, the SDA is full of opportunities for members to engage at the local and national level. Volunteering is a great avenue for networking with other administrators and developing leadership skills.

- **Certification Program (CDFA)**
  The Certified Design Firm Administrator (CDFA) designation indicates to the A/E/C industry that the individual has attained a level of expertise in the key areas of administration of a design firm. Certification is a tangible demonstration of one's high level of administrative competence. Administrators enhance personal and professional goals by attaining this certification.

## Networking

- **Membership Directory**
  Collaborate and network with SDA members from across the country with the online member directory.

- **EDSymposium**
  EDSymposium is the SDA's Annual Conference, attracting members throughout North America, and offering networking opportunities through workshops, round-table discussions, business sessions, and after-hours events.

- **Regional Conferences and Chapter Meetings**
  Chapter meetings, educational seminars, and other local and regional events provide priceless networking opportunities. Getting involved locally is a great way to tap into the expertise of your peers. If you don't have a chapter in your area, consider forming one! Contact SDA Headquarters at admin@sdadmin.org for help.

## Primary Objectives:

- To promote high-quality, innovative EDUCATION to design and construction industry administrators.

- To provide NETWORKING opportunities that increase knowledge, awareness and the benefits of membership in the SDA throughout the design and construction industry.

- To deliver PROGRAMS, PRODUCTS and SERVICES that advance A/E/C management excellence and contribute to delivering exemplary resources to SDA members.

- To remain abreast of INDUSTRY TRENDS and INNOVATIONS so that SDA members continue to be important and vital contributors to the success of their firms.

- To promote COLLABORATION and PARTNERSHIP with other related professional organizations and strategic partners.

- To promote recognition of SDA as THE leader in the field of A/E/C ADMINISTRATIVE MANAGEMENT.

The A/E/C administrator/manager has a very influential voice in the development and execution of organization strategy.

SDA's goal is to be the primary resource for the latest and most accurate information available to help the administrator/manager fulfill this role.

**Canstruction®,** the Society for Design Administration's charitable foundation, combines the competitive spirit of a design/build competition with a unique way to help feed hungry people. Held in cities across the globe, teams of architects, engineers, contractors, and students mentored by these professionals, compete to design and build giant structures made entirely out of canned foods.

After the close of each city competition, all of the canned food is donated to local food banks for distribution to emergency feeding programs that include pantries, soup kitchens and elderly centers.

Since 1995, more than ten million pounds of food have been donated by the A/E/C community, making a significant contribution to aid in the fight against hunger as a result of this highly visible program.




canstruction

## Become a Member of SDA!

For membership information, contact:

**SDA Minneapolis/St. Paul**
Karen Cooke, President
MacDonald & Mack Architects
400 South 4th Street, Suite 712
Minneapolis, MN 55415
**P:** 612.341.4051
**E:** karenc@mmarchltd.com

www.sdamn.org


*2011 Minneapolis/St. Paul Chapter Banquet*

**APPENDICES "D"**

**Example E-mail Invitation**

# APPENDICES "D"

**Subject:** The Society for Design Administration - SDA - Consider Joining our Organization!

Greetings, [Person's Name]!

I noticed on your LinkedIn Profile that you are a Contracts Administrator for [Company Name].  I'd like to invite you to consider joining our organization – The Society for Design Administration.

Please join us for a monthly meeting at the MN/AIA Office at the International Market Square.  We meet the third Thursday of the month from 12:00 to 1:00 p.m., with networking from 11:30 a.m. and a short business meeting at 1:00 p.m. It is a brown bag lunch, and each month is a different presentation relevant to our industry.

Check us out by visiting our website at sdamn.org, or our National affiliate, website below.  Feel free to contact me directly at mtomala@cuningham.com or 612-379-5554 to talk more about SDA.

Also, Happy Administrative Professionals Week!

**Administrative Professionals Week!**

*We celebrate YOU!*

When you join the Society for Design Administration now through April 30 receive FULL Member Benefits for 2013 <u>for only $175*</u>!

*A $50 savings!*

Be a part of the organization whose members are leading the way in the A/E/C Industry!

www.sdanational.org
800.711.8199

Excellence in Design Firm Management **SDA**

**Marie Tomala,** CDFA

**Cuningham Group Architecture, Inc.**
Tel: 612 379 5554   Fax: 612 379 4400
St. Anthony Main, 201 Main Street SE, Suite 325, Minneapolis, MN  55414

<u>**Collaborate + Invent + Grow**</u>
visit our website www.cuningham.com

Please consider the environment before printing this email.

**2015 – Minneapolis St. Paul Chapter**

**APPENDICES "E"**

**Example of Banquet Program**

**SDA Banquet 2014**

5:30 pm Social Hour

6:30 pm President Welcome and Committee recognitions

6:45 pm Dinner

7:50 Presentation of President Gift

8:00 pm Installation of Officers
Installer – Janet Bucholdt

Past President – Sandy Beckel
Treasurer – Pam LaValle
President Elect – Danika Larson
President – Marie Tomala

Comments
by Marie Tomala

# 2015 – Minneapolis St. Paul Chapter

# APPENDICES "F"

# Spreadsheet of 2014 Programs and Presenters

| Date | Program Title | Presenter | Contact Information | SDA Member | Honorarium | A/V Needs / Supplies | Thank you card |
|---|---|---|---|---|---|---|---|
| January 16 | Great Teams = Great Results | Nick Ruehl | | Karen Cooke | Lunch | Projector | Mailed on 1/17/14 |
| February 20 | CANCELLED | | | | | | |
| March 20 | Basic Etiquette | Angelyn Davis | 612-384-0228 Angelyn3631@aol.com | Carolyn Blesi | $150.00 | Karen taking care of these as well as Chapter Meeting reminder | |
| April 17 | Project Delivery Methods | Jerry Putnam | 612-677-7146 jerry.putnam@rsparch.com | Danika Larson | | Danika taking care of these as well as Chapter Meeting reminder | |
| May 22 | Death By Meeting | Rhonda Rezac | 612-677-7292 rhonda.rezac@rsparch.com | Danika Larson | | Danika taking care of these as well as Chapter Meeting reminder | |
| June 19 | CFD Software | Judy Peters | 651-288-6138 Judy.peters@lkpb.com | Sandy Beckel | N/A | Projector Laser pointer | Mailed on 6/27/14 |
| July 17 | Tour - Hiawatha Public Works Facility | Marc Partridge | 612-677-7157 Marc.partridge@rsparch.com | Danika Larson | N/A | N/A | Danika mailed |
| August 21 | Design of Brooklyn Park Behavioral Hospital | Sam Michael and Kristen Reihl | 651-642-9200 | Lois Rogers | N/A | Presenters will bring projector | Mailed on 8/22/14 |
| September 18 | Recent Developments in Employment Laws | James Olney | 952-945-0200 James.olney@associatedfinancialgroup.com | Sandy Beckel | N/A | Cassie to make copies of presentation | Mailed on 9/18/14 |
| October 16 | Annual Business Meeting / Visioning | Board/ Committees | Lunch provided by BiteSquad (Danika Larson is SDA contact for this part) | Sandy Beckel | N/A | Room change: Lower Level Meeting Room B | N/A |
| November 20 | Healthcare reporting requirements | James Clairmont | 952-393-5533 James.Clairmont@clairmontgroup.com | Sandy Beckel | N/A | | |
| December 11 | Chapter Banquet | N/A | | Lois Rogers | N/A | | |

Design of Brooklyn Park Behavioral Hospital

**Project Overview on PrairieCare Children's Psychiatric Hospital- A discussion on the unique planning, details, and building products for an adolescent behavioral health facility.**
PrairieCare helps children and adolescents suffering from depression, anxiety disorder, bipolar disorder and other mental illnesses. As the need for these services continues to grow, buildings must evolve to serve this unique patient type. This presentation discusses specific safety concerns and the necessity of rethinking objects as basic as doors and toilet paper holders. It presents an approach on how to build a safe environment for a patient type when the biggest concern is to protect the patient from oneself.

**2015 – Minneapolis St. Paul Chapter**

**APPENDICES "G"**

**AIA/MN State Convention Brochure**

**Founded in 1959, the Society for Design Administration (SDA) is the largest association devoted to the practice management of the A/E/C Design Industry.**

For over 50 years, the Society for Design Administration (SDA) has promoted *education* and *best practices* in management and *professional standards* of *design firm administrative personnel*. SDA Membership stretches across the United States and Canada and is composed of personnel in the design profession, including *architecture, engineering, construction, landscape and interior design*.

If you have an administrator in the A/E/C industry, they should become a member.  This is the year to advance their career! For more information on becoming a member of SDA please go to our national website - *www.sdanational.org* and select Join, then *Become a Member*, or take one of our Application Forms with you today!

Our *Minneapolis/St. Paul Chapter of SDA* would be delighted to welcome you to one of our monthly Chapter Meetings.  They are held in the AIA MN Office at International Market Square on the 3rd Thursday of the month from 11:30-1:00 and include terrific educational programs.  Check us out at *www.sdamn.org*!

**Let SDA help lead the way…**

Your success is important to us, and we offer the tools and expertise that can help your business professionals drive success.

Through knowledge, networking and a vast array of resources, SDA helps you:
- Remain Compliant
- Increase Firm Efficiency
- Increase Profits

Encourage and support your firm's success by asking your administrative and business staff to learn more about SDA today.

**Excellence in Design Firm Management**

# SDA

## Minneapolis/St. Paul

The Minneapolis/St. Paul Chapter of the Society for Design Administration is a proud sponsor of the
**80th Annual AIA Minnesota Convention & Exposition**

ACCESS EXCELLENCE

80th Annual Convention & Exposition
Minneapolis Convention Center
November 11, 12, 13, 14, 2014      aia-mn.org

**MISSION STATEMENT** The Society for Design Administration advances management and administrative professionals in the A/E/C industry through education, networking, and resources.

- Providing Leadership opportunities and Professional A/E/C design process expertise though training and seminars, publications, vendors and membership networking

- Encouraging career growth and excellence through a Certified Design Firm Administration (CDFA) program

## Saving Firms Money…

**SDA Membership offers real cost-saving benefits for firms by providing:**

**Dynamic Network** of A/E/C professionals at your fingertips, educational resources to help guide new employees, and opportunities for leadership experience on the local and national level.

**Employee Retention** through increased awareness of the administrator's professional role in a firm with a network of colleagues in similar roles.

**Certification Program** allowing administrators and managers to pursue certification in design firm administration; illustrating through education, examination, and experience their proficiency in the SDA's designated Professional Emphasis Groups (PEGs). Certification demonstrates expert administrative competence to the design industry.

**Education** with monthly meetings and educational programs as well as regional and national educational conferences, providing employees with invaluable information, including administrative basics to current industry technology.

Our Vision is to have an SDA member in every A/E/C firm.

## Minneapolis/St. Paul Chapter
## Member Firms Include:

| | |
|---|---|
| **Central Consulting Group** | **MacDonald & Mack Architects** |
| **Cuningham Group Architecture, Inc.** | **Meyer, Borgman and Johnson, Inc.** |
| **DJR Architecture, Inc.** | **Michaud Cooley Erickson** |
| **Edward Farr Architects, Inc.** | **Oertel Architects** |
| **Gausman & Moore** | **Perkins+Will** |
| **Krech, O'Brien, Mueller & Associates Inc.** | **Pope Architects, Inc.** |
| **LHB, Inc.** | **RSP Architects, Ltd.** |
| **LKPB Engineers, Inc.** | **TKDA** |

### SDA Sponsoring Organizations:

Art Materials
Business Data Record Services
Clairmont Financial Group
Johnson McCann
S & T Office Products
On Time Delivery
Ricoh
PrimeStaff
Dennis J. Linder & Associates
Thomas Reprographics
Heley, Duncan & Melander

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danika.larson@rsparch.com

# ACCESS EXCELLENCE

80th Annual
Convention & Exposition

November
11, 12, 13, 14, 2014

Minneapolis
Convention Center

Welcome Construction History Society of America

**AIA** Minnesota

# Thursday, November 13

**STUDENT DAY!**

## Event 34 — Exhibit Hall — Free
7:30 am – 9:30 am

## Free Continental Breakfast

- Walk the Show Floor! Over 200 exhibitors set up to show you their new products and services and connect with you!
- Eat lunch in the Exhibit Hall! And if you registered for the Full Convention, use your $5 coupon, compliments of AIA Minnesota
- Passport to Excellence Card: Visit 12 exhibit booths & enter to win an iPad mini!
- Visit the Minnesota Architectural Foundation Lounge — purchase a raffle ticket or two – you just might win! Bid on silent auction items, too
- Attend the Eye Opener programs for CE credits
- Questions about AIA Minnesota membership? Want to get more involved? Stop by the Chapters' Information booth
- University of Minnesota College of Design — Stop by and visit with faculty and students and see their display

### Eye Openers
Back by popular demand! Eye Openers are one-hour, bonus seminars presented in the Exhibit Hall by three of our selected exhibitors. Attendance is limited to the first 30 registrants for each. The Exhibit Hall opens at 7:30. Eye Openers will begin at 8:00.

## Event 35 — Eye Opener — Free
8:00 am – 9:00 am
### Continuous Insulation and Beyond

**HSW** — Health Safety Welfare — 1.0 HSW LU Hour

This program is focused on continuous insulation board products and compliance with the NFPA 285 but also presents a brief history of building codes in relation to US energy dependence highlighting significant developments in energy efficiency throughout the last 3 decades. Course attendees will leave with a very good base of knowledge on current energy efficiency codes, continuous insulation board products, and the NFPA 285.

**Andy Myers** joined Hunter XCI in 2012 as a Regional Sales Manager for the Mid-Central US. Previously Myers spent 9 years at Johns Manville Building Insulation Division as a Market Development Manager and Territory Manager for their insulation and building envelope products. Through his training and market research Myers has a very practical and working understanding of numerous commercial and residential insulation and building envelope systems. He is known for his non-biased common sense approach to the building envelope.

## Event 36 — Eye Opener — Free
8:00 am – 9:00 am
### Demonstrating Equivalent Fire Performance

**HSW** — Health Safety Welfare — 1.0 HSW LU Hour

The 2012 edition of the International Residential Code introduced requirements for the fire protection of floors in single-family residences. These membrane protection requirements are included in section R501.3. Exception 4 of these provisions allows for 2x10 dimension lumber or other floor assemblies demonstrating equivalent fire performance. This program will review the requirements of section R501.3 with an emphasis on the acceptable methods for demonstrating equivalent fire performance as allowed in exception 4.

**Jerad Bankston, PE**, has been employed by Weyerhaeuser for 12 years and has presented many IRC topics since 2002 for the state of Minnesota. Bankston is a 2001 University of Minnesota graduate in Civil Engineering and is licensed in Minnesota, Wisconsin, Washington, and Iowa.

**Mark Weegman**, Territory Manager, has been with Weyerhaeuser for 23 years. He has presented on various code related topics for South Dakota, Minnesota and Wisconsin. He is a 1991 University of Minnesota graduate in Forest Products.

## Event 37 — Eye Opener — Free
8:00 am – 9:00 am
### Glass: Select the Option for Your Project
1.0 LU Hour

This course describes the different types of glass, glass construction options, and coating choices. Glass performance measurements are explained as well as the impact that the aforementioned glass attributes have on performance. Glass certifications are reviewed along with an overview of a typical glass label.

**Jay Sandgren CSI, CDT**, is an Architectural Sales Representative for Andersen Windows and Doors. Sandgren is a long-time Allied member of AIA Minnesota, an active committee member of the AIA Minnesota Committee on Design and the Convention Committee. He recently stepped down from serving on the AIA Minnesota Board of Directors as public member. Sandgren is a University of Minnesota graduate with an architecture major, and over 30 years of experience in the window and door industry.

## Event 38
9:30 am – 10:45 am
### Engaging the Next Generation of Architects
1.25 LU Hours

*Co-sponsored by the Society of Design Administration, Minneapolis/ St. Paul Chapter*

The profession is facing an impending skills shortage, and retaining emerging talent from the Millennial generation will be critical to the long term success of many architecture firms. Retention is challenged by unique Millennial preferences for engagement and knowledge transfer that differ from those present in the traditional practice model. This program will use the findings of an academic research project to frame a panel discussion on the importance of engaging the Millennial generation of architects.

**Bryan Anderson, AIA**, is a Principal with SALA Architects, Inc. He has been with SALA Architects for more than fifteen years, delighting homeowners with a focus on single-family custom residential work. Anderson recently earned a Master of Arts in Organizational Leadership from St. Catherine University. He is the author of *Co-Creating a Culture for Knowledge Transfer and Engagement: Millennial Values in Small and Mid-size Architecture Firms.*

**Joel Brygger, AIA**, is an architect at Cuningham Group Architecture. He was a panelist at the AIA National Convention on firm culture and emerging professionals and is an active member of the AIA Minnesota Committee on Design.

**Gretchen Camp, AIA, LEED AP**, has been with BKV Group for 13 years and is a Partner. She serves as BKV's sustainability coordinator and interfaces with a wide range of internal and external team members including clients, architects, engineers, contractors, cost estimators and facility managers. In addition, she organizes LEED training opportunities and resources for BKV staff, as well as the coordination, scheduling, and managing of LEED documentation processes for multiple projects.

**Jodi Masanz Larson, Assoc. AIA**, is the co-chair of the AIA Minnesota Emerging Professionals Committee where she leads a group of ambitious young professionals by raising awareness and putting together programs that address the relevant issues faced by the younger generation.

**Ariella Tilsen** is a Strategic Change Consultant for Vital Edge Consulting. She is a consultant, facilitator, conflict resolver, alliance builder, and leadership coach who works across sectors, cultures, and generations. She helps communities, organizations, and individuals tap into what makes them most dynamic, even in their conflicts, then helps them focus on what they most want to grow or change.

## 2015 – Minneapolis St. Paul Chapter

## APPENDICES "H"

## Sample Agenda from Chapter Networking Event

The Society for Design Administration invites YOU to

# Welcome Spring

## Tuesday, April 1:
## Network, Learn and Enjoy

Enjoy a light breakfast and welcome April by attending this "before work" networking opportunity!

► Meet/greet/network with Administrators and Office Managers from all facets of the a/e/c industry

► Learn more about the SDA

| | |
|---|---|
| 7:30am | Network/Enjoy a light breakfast |
| 8:00am | What is SDA? |

Presentation by Minneapolis St. Paul Chapter Board Members

| | |
|---|---|
| 8:30am | Open Discussion/Networking |

Please join us any time between
7:30 and 9:00am

## Location:

Cuningham Group Architecture, Inc.

201 Main Street SE, Suite 325, Minneapolis

Entrance on 2nd Street, Building 212

## RSVP:   Marie Tomala

mtomala@cuningham.com

612.379.5554

Parking validation available
for the St. Anthony Ramp.

**Minneapolis/St. Paul Chapter**
**Networking Event**
**Tuesday, October 28, 2014**

## Agenda

4:30-5:00 p.m. – Networking
5:00-5:30 p.m. – Learn more about SDA!
5:30-6:00 p.m. – Grain Belt Brewhouse Tour

# Annual Banquet 2013

The Society for Design Administration advances management and administrative professionals in the A/E/C industry through **Education**, **Professional Development** and **Networking**.

# Chapter Board 2014



*President* – Sandy Beckel, CDFA, LKPB Engineers
*President Elect* – Marie Tomala, CDFA, Cuningham Group
*Secretary* – Danika Larson, CDFA, RSP Architects
*Treasurer* – Pam LaValle, Edward Farr Architects, Inc.
*Past President* – Karen Cooke, MacDonald & Mack Architects

# Minneapolis/St. Paul Member Firms
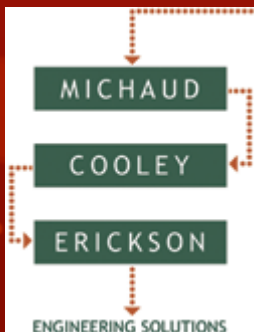
# *Learn more about SDA at . . .*

## *National:*
## *www.SDAdmin.org*

# Minneapolis/St. Paul Chapter:
## *www.SDAmn.org*

**2015 – Minneapolis St. Paul Chapter**

**APPENDICES "I"**

**Sponsorship Letter**

**Minneapolis / St. Paul SDA Chapter**

**Chapter website:**
www.sdamn.org

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admin@sdanational.org
**National website:**
www.sdanational.org

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November 7, 2014

Al's Coffee
Vendor
820 Decature Ave N
Golden Valley, MN 55427

Dear Vendor,

As a vendor to the architectural/engineering/construction community in the Twin Cities you know the importance of attracting new clients and retaining existing accounts. What if I told you there was an easy way to network with prime decision makers in the design community? By sponsoring your local SDA chapter you are doing just that!

**SO… WHAT IS SDA?**
The Society for Design Administration consists of Office Administrators, Human Resource Managers, Project Administrators, Interior Designers, Marketing Professionals, and Finance/ Accounting Professionals. We are the ones ordering supplies, answering phones, sending out invoices, organizing meetings, reviewing new technologies, hiring new employees, maintaining office spaces, purchasing new furnishings, arranging for reprographic services, the list goes on and on.

SDA provides a host of networking opportunities as well as educational programs to our members in the areas of: Finance, Human Resources, Information Technology, Marketing, Office Administration, and Project Management to name just a few. We are seeking your sponsorship so we can continue to enhance the professional development and personal growth of our members and their respective firms.

**HOW CAN I HELP?**
When you sponsor us your name will be in front of key decision makers in the design community. As a group we often seek out recommendations from one another for products and services- as you know the best form of advertising is a word of mouth endorsement- and we like to support those who sponsor us. We are pleased to acknowledge you as a Sponsor on our website (www.sdamn.org) as well as in the program for the SDA sponsored seminar at the AIA Convention in November. We hope you will consider sponsoring our organization!

Attached is the 2015 sponsorship application which outlines the various sponsorship levels as well as a list of our members' firms. If you have any questions about our organization or sponsorship please don't hesitate to contact me at (612) 673-6963 or ktuzinski@michaudcooley.com. Your response would be appreciated by November 1, 2014.

Sincerely,

Kim Tuzinski, SDA
2015 Sponsorship Chair
Society for Design Administration
Michaud Cooley Erickson
333 South 7th Street, Suite 1200
Minneapolis, MN 55402

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# 2015 SPONSORSHIP FORM

☐   **Millennium Sponsorship**          **$300.00**

☐   **Titanium Sponsorship**              **$200.00**

☐   **Platinum Sponsorship**             **$100.00**

☐   **Gold Sponsorship**                     **$75.00**

☐   **Silver Sponsorship**                   **$50.00**

☐   **Other amount**                          **$ _____**

☐   **I would be interested in sponsoring a lunch at one of your monthly meetings. Contact Kim Tuzinski @ (612) 673-6963 for this option.**

*Please make checks payable to <u>Society for Design Administration Minneapolis/ St. Paul Chapter</u> and mail to:*
*Kim Tuzinski, SDA · Society for Design Administration c/o Michaud Cooley Erickson*
*333 South 7th Street · Suite 1200 · Minneapolis, MN 55402*

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## We thank you for your support!



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*2014    -    STRATEGIZE    -    PRIORITIZE    -    ENERGIZE*

**APPENDICES "J"**

**canstruction® Event**

**See Page 5 – left column**

**NOV 2014**

## AIA Minnesota
### A Society of The American Institute of Architects

*Matrix is the official newsletter of
The American Institute of Architects Minnesota*

# Matrix

*Pictured above: Women in Architecture (WIA) reception.*

*KEEPING YOU CONNECTED*

## Show Hours

### Wednesday, November 12

7:30am-9:30am Continental
breakfast, Exhibit Hall & Eye Opener
Programs

10:45am-1:00pm
Exhibit Hall & Product Demos

3:45pm-6:00pm
Exhibit Hall

### Thursday, November 13

7:30am-9:30am Continental
Breakfast, Exhibit Hall & Eye Opener
Programs

12 noon-2:30pm
Exhibit Hall & Product Demos

List of 2014 Exhibitors
Exhibit Hall Floor Plan

### NEW LOCATION
### Exhibit Hall
# A

# ACCESS
# EXCELLENCE

**November 11 - 14, 2014**
**Minneapolis Convention Center**
**Hall A - NEW LOCATION**

80th Annual
Convention & Exposition

## FUN THINGS TO DO & SEE AT THE 2014 CONVENTION

- Earn **continuing education credits** for AIA's CE requirement and state licensure requirement
- Enjoy **FREE Continental Breakfast** on Wednesday & Thursday in the Exhibit Hall
- Play **Passport to Excellence** to enter to win an iPad mini!
- View the work of Julie Snow, FAIA, AIA Minnesota **2014 Gold Medal recipient**
- See AIA Minnesota 2013 Honor Awards project boards
- Check out the 2014 Ralph Rapson Traveling Study Fellowship Competition display
- Go to the U of M College of Design Lounge and interact with students and faculty on **Thursday - Student Day**
- Visit more than 225 exhibitors (*More than 50 are NEW*)
- See new products showcased on the **Product Demo stage**
- See the display in the ASLA Minnesota Lounge
- Purchase raffle tickets and bid on fantastic *MAF silent auction* items

**Early-bird registration ends Tuesday, November 4 at 11:59pm.**
Register at http://www.aia-mn.org/events/convention/

# MINNESOTA ARCHITECTURAL FOUNDATION

## Support MAF at the Convention!

Take this opportunity to catch up on all the great work MAF is doing AND to support the Foundation through its raffle, silent auction, or simply make a donation!

MAF supports architects at various stages in their careers through the four following scholarships and fellowships:

| | |
|---|---|
| **DIVERSITY:** | Clarence Wigington Minority Scholarship |
| **DISCOVERY:** | Ralph Rapson Traveling Study Fellowship |
| **EXCELLENCE:** | Thomas F. Ellerbe Scholarship |
| **LEADERSHIP:** | Beverly Hauschild-Baron Leadership Fund |

**MAF Displays at Convention!**
View the 2014 Ralph Rapson Traveling Study Fellowship competition boards on the mezzanine level and visit the MAF booth in Hall A where there will be information on all the talented **MAF scholarship recipients:**

> 2014 Rapson Fellow – Mark Stankey, Assoc. AIA
> 2014 Wigington Scholars – Josh Ong and Rosaura Ramos
> 2014 Ellerbe Scholars - Kaylyn Kirby, Sanyong Hahn, and Dan Raznick

**MAF's Silent Auction!**
In this year's auction, you will find lots of new items including sports and theater tickets, artwork, jewelry, books, and more. Start your holiday shopping at MAF and support the MAF scholarship funds.

Purchase raffle tickets from any MAF board members or at the MAF booth. Prizes include (pictured below:  a Mod Luminaire Pendant Light, Saarinen Side Table, Mirra 2 Chair, GlobeDaily 3 cycle, Artimede Ipparco Table Lamp, and Pur (Fix Cycle).



*Raffle winners will be drawn on November 13 at the Convention. Need not be present to win.*

**Attend Friday's Keynote and Lunch sponsored by MAF!**
• Event 65 – Friday, November 14, 12:00 – 2:00 p.m.
The Convention Closing Session Lunch and Keynote, **James Kane**, *The Loyalty Switch*, is sponsored by the MAF's Beverly Hauschild-Baron Leadership Fund. Don't miss it as Kane is considered the world's foremost expert on what makes someone truly loyal.



Let's **Celebrate!**

2014 AIA Minnesota
Gold Medal Presentation
and Awards Celebration

Friday, December 5, 2014
International Market Square
Minneapolis

**Register by November 25 at**
http://www.aia-mn.org/events/awards/

## Why I live in Minnesota.

While traveling out of the country recently I was asked, rather pointedly, about why I lived in Minnesota. The questioner clearly had our weather in mind. While of course there are many great reasons we live here, the change in the seasons is definitely one of the best — the crispness of autumn always being invigorating. And fall also brings the expectation for the annual AIA Minnesota Convention. Just like the first day of school signaled the start of fall when we were children, our Convention is for me, and many of you, a much anticipated annual fall ritual.

This year's AIA Minnesota Convention theme is Access Excellence. I am looking forward to doing just that. While it would have been an exaggeration to say that our Convention was one of the reasons I live here, it is without a doubt one of the best benefits of being an AIA architect in Minnesota. We not only access excellence through the Convention's programs, speakers, and events, we also achieve excellence everyday.

We, as architects and designers, have made our state a better place. A better place to live, work, and play. **Architects touch every aspect of everyone's lives everyday** — from being born in a well-designed hospital to learning in healthy schools to working in well-designed offices.
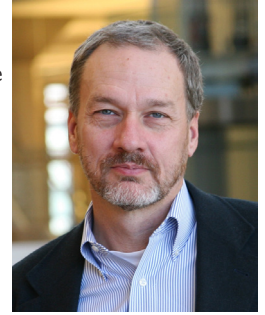
*Tom Hysell, AIA
AIA Minnesota
President*

We achieve excellence through the work we do and we get to celebrate it every year at the AIA Minnesota Convention. I'll see you there.

## AIA Minneapolis

AIA Minneapolis President **Bryan Paulsen**, AIA                    bryan.paulsen@is-grp.com

**AIA MINNEAPOLIS LUNCHEON**
**2014 Annual Membership Meeting**
**Thursday, Nov. 20, starting at 11:45 am**
**International Market Square, Ste. 185**
The AIA Minneapolis Annual Meeting is a great time to recap all of our Chapter's 2014 achievements. We will look ahead as we vote on new Chapter Directors, Officers, and hear President-Elect Matt Johnson's plans for 2015. Register by Friday, Nov. 14, at http://www.aia-mn.org/event/aia-minneapolis-chapter-luncheon-november/.
*Note early registration deadline.*

## AIA Northern Minnesota

AIA Northern Minnesota President **Christopher Raimann, AIA**,            craimann@kuepers.com

**AIA NORTHERN MINNESOTA ANNUAL DINNER**
In October, AIA Northern Minnesota Chapter held their Annual Dinner Event at the Midi Restaurant in the Fitger's complex in Duluth where they celebrated the many successes of the Chapters' 2014 programs and initiatives. Following the dinner, AIA Northern Minnesota Chapter sponsored a presentation by Ronald Ramsay, Associate Professor Architecture from NDSU, who presented on an interesting and entertaining topic: "*Welcome to Agincourt, Iowa, the town that time forgot and geography misplaced*". The Agincourt project has been a broad academic exercise in the fundamental processes that make communities.

## AIA St. Paul

AIA St. Paul President **Pete Keely**, AIA                    pkeely@collagearch.com

**ST. PAUL ANNUAL HOLIDAY PARTY**
**Friday, Dec . 12**
**University Club**
Save the date and watch for more information to come.

*2014 MDT Ely Team Volunteers*

## Minnesota Design Team

### NOVEMBER MDT MEMBERSHIP MEETING
**Wednesday, Nov. 19  5:30 - 7:00 pm**

**AIA Minnesota Board Room**

Tom Ososki, who lived and worked in Peru with his family for six years, will speak about some aspects of historical and current urbanism in Peru with a particular focus on the coastal mega-city of Lima and the Andean city of Cusco. Also hear a brief recap of the recent MDT Ely Visit. Learn more at http://www.aia-mn.org/get-involved/committees/minnesota-design-team/mdt-membership-programs/

### MDT ANNUAL HOLIDAY PARTY
**Wednesday, Dec. 10.  5:00 - 7:00 pm**

**AIA Minnesota Board Room**

RSVP by Dec. 5 to larkin@aia-mn.org.

## Architecture in the Schools (AIS)
### CURRENT VOLUNTEER OPPORTUNITY:
Volunteer to speak at Career Fairs! Interact with high school students in the Minneapolis public school system about exploring a career in architecture. Time commitment is just 1-2 hours. Dates & times: November 18, 1-3 pm; March 11,9:15-11:30 am; March 19, 8-11 am; April 24, 8:45-11 am. Contact Angie at mckinley@aia-mn.org if you are interested in volunteering.

## Emerging Professionals (EPC)
### EPC DRAUGHTING CLUB & NAPKIN SKETCH

**Wednesday, Nov. 19, 5:00 - 7:00 pm**
**612 Brewery, 945 Broadway Street NE, Minneapolis 55413**

Stop by for a pint, good conversation, and a napkin sketch or two!  We have sketching supplies on hand, or bring your own. For dates and locations of all EPC Draughting Club events, visit http://www.aia-mn.org/get-involved/committees/emerging-professionals/emerging-professionals-epc-draughting-club/



### 2014 LICENSURE LUAU
**Wednesday, Dec. 10, 5:00 pm**
**Sweeney's Saloon – Ashland Room, 96 Dale Street, St. Paul 55102**
Attention all members licensed in 2014: join us to celebrate your achievement at the EPC annual Licensure Luau, a special Draughting Club that honors all those who earned licensure during the past year. RSVP to Angie at mckinley@aia-mn.org.

## 27th Annual Lake Superior Design Retreat
### FEBRUARY 20-21 IN DULUTH
Meet in Duluth the last weekend in February 2015 to explore with others the corners of design.  An AIA Minnesota event unlike any other.  Save the date! The Lake Superior Design Retreat Committee is excited to confirm another speaker—**D J Gramann II** is an accomplished costume artisan who has worked as a draper/tailor in the Guthrie's Costume Department since 2006. He is passionate about clothes, their history, and construction, and has a particular affinity for the avant-garde. Gramann received the Gen Art Fashion Design Award for his newspaper and garbage bag line entitled "Trash Bash." In addition to stage and screen credits in the U.S., his work has appeared in London and Amsterdam. Learn more at http://www.aia-mn.org/events/lake-superior-design-retreat/



## Membership
### A WARM NEW MEMBER WELCOME!
The Membership Committee would like to welcome our newest members:

Allan Amis, AIA
Jennifer Anderson-Tuttle, Assoc. AIA
John R. Enloe, AIA
Michael J. Healy, Assoc. AIA
Adam Lapacz, Assoc. AIA
Katherine Loecken, Assoc. AIA

Jennifer McGinnity, Assoc. AIA
Andrew.  Moeding, Assoc. AIA
Kelsi A. Mueller, Assoc. AIA
Michael D. Oertel, Assoc. AIA
Daniel B. Piepho, Assoc. AIA

### ONLINE MEMBER PROFILE
Members may now update their contact preferences, education, licenses, career, and contact information at www.aia.org/MyProfile to be sure their information is up-to-date.

# IDP/ARE COMMITTEE

## It's All About the Architect Registration Exam

### ARE 5.0

NCARB has announced that the ARE 5.0 will launch in late 2016. Some things you should know:
- The exam changes from seven divisions to six divisions, more closely aligned with the practice of architecture
- A Credit Model has been posted on NCARB's web site at http://www.ncarb.org/en/ARE/~/media/Files/PDF/Brochure/ARE5_CreditModel.ashx showing the relationship between the six divisions of 5.0 to the seven divisions of 4.0
- The current graphic vignettes and the software will be replaced with new question types that take advantage of new testing technologies
- ARE 4.0 will continue to be delivered for at least 18 months following the launch of 5.0

Don't just stand by and wait for it to happen. Keep testing and become a licensed Architect!

### ARE SCHOLARSHIP

The AIA Minnesota IDP/ARE Committee coordinates awarding a scholarship to an AIA Minnesota Associate member for completing and passing all sections of the Architect Registration Exam. Test fees currently total $1,470 for all seven sections of the 4.0 exam. Applications are due January 30, 2015. For details visit ARE Scholarship Applications http://www.aia-mn.org/events/continuing-education/are/scholarship/

# CONTINUING EDUCATION

## NEW Things You Should Know

**1. Minnesota Adopts NEW Building Codes - Online Registration Now Open**
International Building Code, Minnesota Amendments

Date:        Tuesday, December 9
Time:        8:00 am to 4:30 pm
Credits:     7.0 HSW LUs
Location:    U of M, CECC with webinar locations in Duluth and Rochester

**2. NEW Ethics Requirement for Minnesota Licensed Architects**
In order for architects to renew their license to practice architecture in Minnesota in 2016, licensed architects must report 24 hours of continuing education received between July 1, 2014 and June 30, 2016. NEW for this next biennium, at least two of the 24 professional development hours must address professional ethics.

**3. NEW Skills Building Series of Programs**
In response to the surveys and research AIA Minnesota has conducted over the last two years, a NEW skills building series of programs will be launched first quarter 2015. We anticipate the series to address topics such as communications, negotiations, client relations and more. Top quality instructors will be engaged to share their expertise and provide our members with skill sets for a continued successful practice in this changing profession. Watch for more details to come.



2014 Canstruction Team Captains & Emcee

## 2014 Canstruction

Congratulations to the 2014 participants:

**VAA, LLC** recognized for:
- Best Meal
- People's Choice

**Perkins+Will** with Michaud Cooley Erickson, and PCL Construction Services, Inc. recognized for:
- Juror's Favorite

**Cuningham Group Architecture, Inc.** with LKPB Engineers recognized for:
- Honorable Mention

**DLR Group** recognized for:
- Structural Ingenuity

**Dunwoody Technical College** with Mortenson Construction recognized for:
- Best Use of Labels

### Architects needed to fill two key positions for the State of Minnesota, The State Board of Registration and the State Designer Selection Board

AIA Minnesota is looking for members to serve on these two Boards. Please read the information below and consider serving on one of these Boards. Both positions are important for the profession. Applications can be found on the Secretary of State's website http://www.sos.state.mn.us/index. aspx?page=5 and are **due on November 25, 2014**. AIA Minnesota is consulted on nominees for the Board of Registration and we nominate members for the State Designer Selection Board. Please contact Beverly Hauschild-Baron at hauschild@aia-mn.org to indicate your interest in serving on either Board.

#### BOARD OF REGISTRATION

This board licenses and regulates architects, engineers, land surveyors, landscape architects, geologists, soil scientists, and certifies interior designers. It's 21-member board has three licensed architects; five licensed engineers; two licensed landscape architects; two licensed land surveyors; two certified interior designers; two geoscientists; and five public members. Not more than one member may be from the same branch of the profession of engineering. Each professional member must have 10 years experience and shall have been in responsible charge of work for at least five years. Full board meetings are held a minimum of seven times a year. In addition, members attend monthly committee meetings as needed at 160 Golden Rule Building, St. Paul. Architects currently serving on the Board include Paul May, AIA, Miller Dunwiddie Architects; Terry Groshong, AIA; and Wayne Hilbert, AIA, CNH Architects.

#### STATE DESIGNER SELECTION BOARD

There is an opening for an AIA Minnesota member to serve on the State Designer Selection Board beginning in January 2015. This is an important position for AIA Minnesota to fill. The State Designer Selection Board selects the primary designer on building construction or remodeling projects as requested by state agencies (except CAAPB), the University of Minnesota and Minnesota State Colleges and Universities on all projects with an estimated cost greater than $2,000,000 or planning projects with estimated fees greater than $200,000. Selection for the Primary Designer is based on qualifications. Please use the SDSB website to better understand the Board, this position and its responsibilities at http://mn.gov/admin/government/construction-projects/sdsb/

It is important to note that rules have changed so that Board members are allowed to recuse themselves from deliberations that include their own firm seeking work. Firms are not disallowed from submitting qualifications for work if an employee serves on the Board. Applications can be found at http://www.sos.state.mn.us/index.aspx?page=5

Please contact Beverly Hauschild-Baron at hauschild@aia-mn.org to indicate your interest in serving on either of these Boards. AIA Minnesota will write letters of support for the Board of Registration and a letter of nomination for the State Designer Selection Board.



### LEED Green Associate Exam Prep- Updated for LEEDv4
**MONDAYS, DECEMBER 1 | DECEMBER 8 | DECEMBER 13**

#### AIA MEMBERS RECEIVE USGBC MEMBER PRICING

Newly updated for LEEDv4, this course includes 12 hours of instruction in a classroom setting providing in-depth information on all of the LEED Rating systems and the overall concepts of sustainable building, green building definitions and terminology, interactive case studies, practice exam questions and time for student questions. There will be three classes (four hours per class) from 2:00 – 6:00 pm on the dates listed above.
Space is limited so register early. $199 USGBC-MN Chapter Member | $249 Guests

Register at https://www.thedatabank.com/dpg/560/personal2.asp?formid=meetings&c=1679125

## Did you know?

Did you know that you may review FREE research key-findings regarding Architects in Commerce? Learn more at http://www.aia-mn.org/resource/2013-architects-in-commerce-aicri%E2%80%A8/.

Did you know that you may participate on one or more of AIA Minnesota's 22 committees? Learn more at http://www.aia-mn.org/get-involved/committees/.

Did you know that AIA Minnesota has more than 11 awards to recognize architects, firms, and our professional community partners? Learn more at http://www.aia-mn.org/get-involved/aia-minnesota-awards/.

Did you know that the Housing Advocacy Committee will celebrate 30 years of delivering the Search for Shelter Design Charrette in 2016? Learn more at http://www.aia-mn.org/get-involved/committees/housing-advocacy/search-for-shelter-design-charrette/.

Architectural Alliance + 20 Below Studio has changed its name to **Alliiance**.

**BWBR** and **Kodet Architectural Group** were named by AIA's Internship Advisory Committee (IAC) as recipients of the 2014-2017 IDP Firm Award.

**Stephanie McDaniel, AIA**, of BWBR, will team with Miechaleen D. Diers, a building management services manager in the University of Minnesota Biomedical Discovery District, to present findings from a study of the university's new Microbiology Research Facility at the Society of College and University Planners North Regional Conference in Toronto on November 6.

**Patrick Thibaudeau, Assoc. AIA**, vice president of Sustainable Design at HGA Architects and Engineers, was named a LEED Fellow by the U.S. Green Building Council (USGBC).

**I+S Group (ISG)** announces the addition of five shareholders, including Paul Lawton, AIA, and Justin Steffl, both of Mankato, David Doxtad, of Storm Lake, IA, Derek Johnson, PE, of Des Moines, IA, and Will Kratt, PE, of La Crosse, WI. This increases the number of shareholders to 21. Kristen Petersen, AIA, was hired as a Project Architect at the Faribault office.
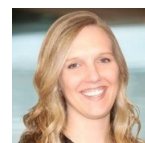
**Bruce Wright, AIA**, principal of Just Wright Communications and Scott Richardson, partner at The Virtual Compass, are forming a strategic alliance to help small design firms use social media as a business marketing tool.

**LHB** hired Stacee Demmer, AIA, in the Minneapolis office as an Architectural Project Manager for the Integrated Building Design Group and Mike Koberstein in the Duluth office as a Drafting Technician for the Pipeline Group. Daniel Stine will speak at the Revit Technology Conference (RTC) in Dublin, Ireland in November.
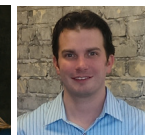
**Pope Architects** welcomes two new Firm Partners, Tim Casey, AIA, helping lead the development of the firm's healthcare practice, focusing in both inpatient and outpatient design, and Erica Larson, Director of Interior Design.

## AIA Minnesota Social Media Pages

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|---|---|
| AIA Minnesota Facebook: | http://www.facebook.com/aiaminnesota |
| AIA Minnesota Twitter: | https://twitter.com/aiamn |
| AIA Minnesota Pinterest: | http://pinterest.com/aiaminnesota/boards/ |
| AIA Minnesota LinkedIn: | http://www.linkedin.com/aiaminnesota |
| AIA Northern MN Facebook: | http://www.facebook.com/AIANorthernMinnesota |
| AIA Minneapolis Facebook: | http://www.facebook.com/aiampls |
| AIA Saint Paul Facebook: | http://www.facebook.com/AIASaintPaul |

## Architecture MN Advertising Opportunities

The Jan I Feb 2015 issue of *Architecture MN* magazine will feature **Collegiate & Multifamily Housing Projects** as well as the **Directory of Consulting Engineers**. **Directory forms and space reservations are now due**. Contact Pam Nelson at nelson@aia-mn.org to be part of this issue. Ad materials are due Nov. 7.

**NOW** is the time to plan your advertising for 2015. Go to http://www.aia-mn.org/features/architecture-mn-magazine/advertise/ to find the Architecture MN 2015 media kit. Digital advertising opportunities on aia-mn.org and architecturemn.com are now available for those with a minimum 3-time print advertising contract.

## Make Matrix Your Own

Items for the December issue of Matrix are due Friday, November 14
Items for the January issue of Matrix are due Tuesday, December 16.

**Please submit content to Mary Larkin at larkin@aia-mn.org**