



2008 SDA St. Louis Board

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SDA – St. Louis Chapter
Monthly Meeting Minutes

Wednesday, April 23, 2008

Engineer's Club, St. Louis, Missouri

Members Present:

Leigh Abernathy – CRB Consulting Engineers
Pat Brown – Kennedy Associates
Karen Dahl – Mackey Mitchell
Sheila Dumayne – SCI Engineering
Julie Finocchio – Arcturis
Julie Harms – SCI Engineering
Kim Hughes – Mackey Mitchell
Carie Lewis – CRB Consulting Engineers
Nancy Light-Lampert – Shannon & Wilson
Julie Lynch – SCI Engineering
Katheryne Morschl – McClure Engineering
Cindy Risman – HERA Inc.
Jean Tedesco – Tarlton
Al Thomas – Shively Geotechnical
Danielle Weston – McClure Engineering

Guests Present:

Paul Erskine – Aerotek
Rich Levy – Aerotek
Stephanie Gauthier – HERA Inc.
Larry Mabrey – Webster University
Wendy Werner – Webster University
Jackie Postiglione – Farnsworth Group
Pat Vedlicka – Farnsworth Group
Diane Leighton – Farnsworth Group

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1. The meeting began with informal networking and Danielle Weston opened the meeting at 11:45, wishing everyone a Happy Administrative Professionals Day. Instead of voting today on the Rules and Bylaws, we will all be receiving an email with buttons to accept or decline Rules and Bylaws.
 2. Construction Update: As Vickie Hayden is on vacation, there was not an update. Information will be available for the 2008 Construction on the SDA website. We will continue our association with Wal-Mart. The teams will be receiving a "Survey Monkey" regarding Construction. The next team meeting will be in June, 2008.

3. Introduction of Sponsor: Larry Mabrey, Director of Center for Professional Development for Webster University. Their office is downtown in the Old Post Office, 815 Olive. We received an information packet for their services. McClure is using their services for leadership development for their partners.

- Professional training arm of Webster University.
- Located at Old Post Office – Webster’s newest campus. (100% Leased).
- Help organizations to achieve goals and individuals to realize their personal vision through professional development.
- Partner with top consultants, educators, and business leaders to ensure the most current and innovative programs to affect positive change within the business.
- Due to worldwide connections with 105 campuses, long history of attracting top instructors and trainers from around the world.
- Offer a wide variety of programs – leadership, sales and customer service, communications, writing skills, time and stress management, executive coaching, strategic planning, career transition and out-placement services.
- Will design custom solutions for professional development.

Introduction of Speaker, Wendy Werner, consultant specializing in the areas of career management, employee development and practice management.

HOW TO SHOW YOUR VALUE

1. Professional Association. Positive aspect is what you get from membership. Our positions within our firms are unique, spending time serving the needs of the professional staff. When associating together, it is important to share our knowledge with each other.

2. Posed question – What do we want to get out of today? This is about advancing your career.
3. Understand – value-add vs. revenue drain.
4. How to pull load from professionals.
5. How to advance professionally and monetarily.
6. Fair compensation for the value-add provided to your company.
7. Salary survey data. How do you make that value proposition for yourself so that your position changes and grows as your company changes and grows, including remuneration?

Value-Add Proposition: How do you add value to your company?

1. Background and Education. Specialized training, human resources, that helps save company legal and financial errors.
2. Different view point – as non-professional.
3. Professional could not do job without administrative support.
4. Issue – Due to technology, professionals are taking on more administrative type work.
5. Administrative roles have changed over time. Communication coordination process, quality assurance.
6. Manage own career.
7. Job description needs to be current. You need to do it as the “boss” will not do it.
 - a. Suggests rewriting job description before the next meeting.
 - b. Look at job description once a year.
 - c. Keep list of duties and responsibilities.
 - d. Unique responsibilities.
 - e. No job description – Goals are not based on job.
8. Performance review process.
9. If capped out, should question if this is the time to move on. There are pros and cons to this move such as benefits.
10. Leaning on each other in SDA for ideas and mentoring.

More than a Cost

1. Share job description with someone else
2. Size of firm affects how a position is viewed.
 - a. Larger – harder to define position.
 - b. Smaller – more recognition – hands on with owner.
3. Communicate with people what you do. Since you do a number of things, you are perceived by someone based on what you are doing for them.
4. Project Administration – Bring in from the beginning.

Better seat at table

1. Understand business goals & challenges.
2. Assert self.
3. Immerse self in language of organization.
4. Some professionals don't understand the language of the administration staff. "Doesn't hurt to confuse them a little bit."
5. Younger generation seems more interested in different aspects of business. Maybe can become an ally.
6. Value self.
7. Use SDA to find out what is going on so can bring back to your firm.

Performance Reviews – How to make them better.

1. Rewrite job description (if needs it), before next meeting.
2. List percentage of time spent on each responsibility.
 - a. Find some things a waste of time.
 - b. Should you spend time on certain tasks?
3. Add what you would like to spend more time doing. A way to grow self in own job.

4. Then boss should review so can be agreed upon.
5. Draft to document successes.
6. Before performance review, remind supervisor review coming up and can say what accomplished this year based upon our agreed upon documents.
 - a. Supervisor will evaluate over what happened within last 3 weeks.
 - b. Most supervisors don't remember/know the responsibilities that have nothing to do with them.
7. Take control of the review process.

Homework Assignment – Hand-out. Advancing Career Questionnaire.

Summarize

1. Document and/or list responsibilities/successes.
2. Communicate regularly with Principals.
 - a. New policies/procedures.
 - b. Project updates.
 - c. What learned at SDA.
3. Keep track of office routine.
4. Go into review – "Do you know what I do? Let me tell you."
5. Everyone is "time starved". So need to communicate.

EVALUATION FORM RESPONSES:

No. of Evaluations submitted: 6

Everyone gave from 4 to 5 for the presentation.

5 People were interested in the Alberici tour.

Danielle closed the meeting at 1:00 PM. The next meeting will be May 28, 2008.