



### 2008 SDA St. Louis Board

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### SDA – St. Louis Chapter *Monthly Meeting Minutes*

Wednesday, July 23, 2008  
EDSymposim08 Overview  
Boston, MA (May 14-17, 2008)

Engineer's Club, St. Louis, Missouri

#### Members Present:

Erica Blomgren - Aerotek  
Pat Brown – Kennedy Associates  
Karen Dahl – Mackey Mitchell  
Sheila Dumayne – SCI Engineering  
Julie Harms – SCI Engineering  
Julie Lynch – SCI Engineering  
Katheryne Morschl – McClure Engineering  
Cindy Petzoldt – Mackey Mitchell  
Cindy Risman – HERA Inc.  
Jean Tedesco – Tarlton  
Al Thomas – Kaskaskia Engineering

#### Guests Present:

Paul Erskine – Aerotek  
Amanda Boyce – Mackey Mitchell  
Stephanie Gauthier – HERA Inc.

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1. The meeting began with informal networking. Cindy Risman opened the meeting at 11:50.
  2. Announcements:
    - Updating profiles. Email sent out by Danielle. YASF task force wanted to get better information regarding demographics. They want to drive sponsorship at the National and Regional levels. Also hope this information will help in membership drives.
    - September is the membership drive month. If a member attends with a non-member, both may attend the meeting free.
  3. Certification – Cindy Petzoldt - Eligibility requirements:
    - Three years of experience in design firm administration, or
    - An Associate's degree (must provide transcript) plus 2 years of design firm administration, or

- A Bachelor's degree (must provide transcript) plus 1 year of design firm administration
  - Fill out an application and mail it with \$75 (nonrefundable). Once it's been accepted, you can purchase a study guide for \$100 and pay the \$200 exam fee.
  - Exam is given at the EdSymposium. (The plan is to eventually get the test online --maybe then you'd go to your local Sylvan Learning Center/Prometric office to take the exam.) The test is 100 multiple-choice questions. You must get at least 75% correct to pass.
  - Link to certification:  
<http://www.sdadmin.org/displaycommon.cfm?an=1&subarticlenbr=73>
- Once you've been named a Certified Design Firm Administrator (CDFA), you renew by showing that you've obtained 18 learning units each year. The units may be from seminars/classes based on any of the six SDA areas.
4. EDSymposium 08 Overview – Boston (May 14-May 17, 2008)
    - 4 members attended
    - Received partial scholarships from SDA
    - Requirement – speak on one topic from the Symposium.
  5. Kathryn Morschl, Membership Chair
    - EDSymposium - Positive experience: Travel; plenty of time to sightsee; networking; overall picture of SDA; motivated to be more involved in SDA.
    - Topic “Project Administration in a Project Management Environment” by Marie Gunnerson, Parsons Brinckerhoff
      - Difference between Project Manager and Project Administrator
      - Abilities & Skills needed
      - “Go to Person”
      - Benefits/Cost Ratio
  6. Jean Tedesco, President-Elect
    - Positive Experience – Great opportunity to meet people from across the nation.
  - Topic “Chaos of a Project Manager” by Doug Rawson, PE, Base Builders LLC
    - Establishing filing system – Examples: Numbering/Alphabetical; manual; electronic; color code
    - Faxes – Color paper
    - Paperwork – handle once
    - Email messaging – set limits/times
    - Time Management – Outline Time/Planning per project.
  7. Cindy Risman, Vice President
    - Second Symposium
    - EDSymposium – Positive experience: Networking with peers, principals and associate level non-architect; exposure to industry best practices; education on variety of topics, PEG, Annual Meeting Session
    - Topics – “Managing the Difficult Employee”, Reagan Wilkins Oden, Littler Mendelson, PC; and “The Hard Talk; Tools for Crucial Conversations”, Sandy Blaha, Sandy Blaha Performance Consulting
    - “Managing Difficult Employee....”
      - Legal issues
      - Performance Concerns
      - Accurate and Complete Documentation
      - Methods for Addressing Poor Performance
      - Termination
      - Case Studies
    - “The Hard Talk...”
      - Crucial Conversation
      - Opinions Vary
      - Stakes are high
      - Emotions Run Strong
  8. See “What You Missed” on the SDA Web Site for the full presentations.
  9. Cindy Risman adjourned the meeting at 1:00 PM. The next meeting will be August 27, 2008.