



2009 SDA St. Louis Board

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SDA – St. Louis Chapter

Monthly Meeting Minutes

Wednesday, September 23, 2009

“Round Table Discussions”

McClure, St. Louis, Missouri

Members Present:

Amanda Boyce – Mackey Mitchell
Karen Dahl – Mackey Mitchell
Cindy D’Anna - OWH
Stephanie Gauthier – McClure Engineering
Karen Grasso - CBIZ
Kim Hughes – Mackey Mitchell
Katheryne Morschl – McClure Engineering
Cindy Petzoldt – Mackey Mitchell
Cindy Risman - HERA
Jean Tedesco - Tarlton

Guests:

Paul Erksine – Aerotek
Joy Lewis - Oculus
Teresa Mazurek – Counsilman-Hunsaker
Ken Joyce – Indox
Mike Pelt – Aerotek
Melissa Soper - OWH
Amy Sprandel – Laura Neri Baebler Architect

The Chapter meeting began at 12:00 pm

Chapter Meeting:

- Informal networking.
- Brown Bag lunch
- Round Table Discussions

PROJECT ADMINISTRATION

- Document Retention – in general 10 years
- Project Assistant Roles
 - PAs are assigned per project vs. PAs on all of the projects.
 - PAs play a different role depending on the firm.
- Coordination meetings within the Project Assistants
- Team meetings include project assistants.
- Identification of projects – by the year or by the client.
- Project Information Management (PIM).
 - Newforma
 - Other software for tracking

HUMAN RESOURCES

- How do you keep staff motivated in a down economy? How can you get employees to feel part of the firm instead of just working there?
 - Pizza lunches
 - Recognition for job well done
 - Celebrate birthdays, anniversaries with the firm
 - Share financial information with the employees to give them a better understanding (and appreciation) for what it takes to run the office and how much \$\$\$ we have to bill to carry us from one month to the next.
 - Pie Chart showing “this is where the money goes”
 - Show upcoming projects and the expected revenue from each – how long will that project carry us?

OFFICE ADMINISTRATION/FINANCE

- Vision – how are people using the software beyond accounting?
 - Some are using the project planning module
 - Brief discussion if others are using for marketing campaigns.
- What type of accounting software are you using?
 - Quickbooks, Vision,
- Electronic invoicing- virtually paperless accounting.
 - How does this work?
 - How do you keep vendors, clients, and consultants on track?
 - What are the implications (additional server, dedicated network, etc)?
- Project information management as a tool for searching and filing.
 - Newforma
 - Other software tracking systems
- How do you keep admins busy in downtime.
 - Job share with other firms
 - Office clean-up
 - Job share with others in the office

Meeting adjourned at 1:00 pm. Next meeting is October 23, 2009 at Engineer’s Club.