

SDA

SkyLines

January 2013

LETTER FROM THE SDA NY PRESIDENT ■ NY CHAPTER 2013 BOARD OF DIRECTORS ANNOUNCED ■ CALENDAR OF EVENTS

SDA NY 2012 Holiday Party!



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SDA NY 2013 Board of Directors**President**

Maria Iacovone
ads ENGINEERS
275 Seventh Avenue
New York, NY 10001
212-645-6060 maria.iacovone@adsce.com

Vice President

Ralph de Faria
Cooper Robertson & Partners
311 West 43rd Street
New York, NY 10036
212-247-2846 rdefaria@cooperrobertson.com

Treasurer

Michael Simon
H3 Hardy Collaboration Architecture, LLC
902 Broadway - 19th Floor
New York, NY 10010
212-677-6030 msimon@H3HC.com

Corresponding Secretary

Wendy Callahan
Davis Brody Bond LLP
315 Hudson Street
New York, NY 10013
212-633-4764 wcallahan@davisbrody.com

Director

Liz Block
Ferguson & Shamamian Architects, LLP
270 Lafayette Street
New York, NY 10012
212-941-8088 lblock@fergusonshamamian.com

Director

Arnchild Buckhurst
Lower East Side Tenement Museum
91 Orchard Street
New York, NY 10002
212-431-0233 abuckhurst@tenement.org

Advisors

Renee Spodak
UNIFOR
149 Fifth Avenue
New York, NY 10010
212-673-3434 rspodak@uniforusa.com

Jennifer M. Greene
Ammann & Whitney
96 Morton Street
New York, NY 10014
212-462-8597 jgreene@ammann-whitney.com

Skylines January 2013

Editor Lyndon F. Lorenz

Please Note:

- If you would like to volunteer your office to host a Program, please contact Ross Arnel rarnel@arnelassociates.com
- If you would like to volunteer your office to host a Roundtable Luncheon, please contact Regina Henry rhenry@kpf.com
- If you are interested in participating in a committee, please contact Maria Iacovone maria.iacovone@adsce.com

From the SDA NY President

As we start this New Year together, let us not only share the excitement of the wonderful New Year we have ahead of us, but reflect on the past year. A year that was full of learning and sharing of new ideas. A year that also tested our strengths in the wake of trying economic times and turmoil put upon us from Hurricane Sandy. Together we all stepped up and opened our hearts, our closets and time in helping donate clothing and food. In the coming year there will be more rebuilding ahead of us so I want to remind everyone that we all can still help. Donate to Construction and reach out to all local area organizations that are working towards this goal of rebuilding all of our local communities.

Moving forward, I want everyone to know that your newly elected and installed 2013 Board of Directors and SDA Committees are busily planning exciting programs and events for our fellow SDA Members and Colleagues.

If you have an idea or want to volunteer, your thoughts and help are always welcome. Please contact either me or one of the Board Members; we would love to hear from you and there is always room for volunteers in one of our many committees.

Now lets get started on this exciting New Year to come.

Happy New Year!



Maria Iacovone, President SDA NY Chapter

Society for Design Administration New York Chapter Announces the 2013 Board of Directors

AIA 2012 New York Chapter President Joseph J. Aliotta, AIA, LEED AP installed the new 2013 Board of Directors for SDA's New York Chapter at our Holiday Party in December.



The 2013 Board includes returning members along with two new members.

Maria Iacovone, an Associate & Director of Administrative Operations/Controller

at ads ENGINEERS, returns for a second term as President. Maria has been in the A/E/C industry for the past 28 years, and has been an active member of the SDA since 1996. In addition to serving as the 2012 President, Maria served as Chapter Treasurer for 2 terms, and serves on the Construction, Programs, Tours, Finance, Bylaws and Marketing Committees. In addition, Maria has written several articles for SkyLines, the quarterly journal for the SDA NY Chapter.



Ralph de Faria, Director of Administration at Cooper Robertson & Partners, is continuing as Vice President for a second term. Ralph, who has been in the industry

for over 25 years, joined SDA in 2003. In addition to serving as the 2012 Vice President, he is Chair of the Membership, Mentoring and Sponsorship Committees, and serves on the Marketing Committee. Ralph has also authored several articles for SkyLines.



New to the Board this year is **Michael Simon**, a Managing Principal of H3 Hardy Collaboration Architecture, who will serve as Treasurer.

Michael has spent almost

30 years working within the A/E/C community, but only joined the SDA in 2010. Having voiced an interest in being more active in the Chapter, he is looking forward to participating on the Board of Directors in 2013. As Treasurer, Michael will Chair the Finance Committee.



Also new to the board this year is **Carolyn Calder**, Office Manager of Leeser Architecture, who will serve as Recording Secretary. Carolyn is a professional administrator

with almost 30 years of experience in the A/E/C industry. Carolyn has been an SDA member since 2009 and has found the SDA a great source of information for design office administration.



Wendy Callahan, Director of Financial Operations at Davis Brody Bond, returns to the board for 2013, but this year as Corresponding Secretary. Wendy, who has a long career working in

the financial department for several architecture firms, joined the SDA in 1999. Last year, Wendy served as Recording Secretary and also took over the role of Corresponding Secretary when that Board position became vacant. Wendy has attended the last two national EdSymposia, and has authored an article for SkyLines.



Arnhild Buckhurst, Director of Operations for the Lower East Side Tenement Museum, returns as a Director. Arnhild has been working in the design industry her

entire professional career. She has been an SDA member since the early 1990's, where she has chaired the Roundtable Committee, served on the Board of Directors as Recording Secretary, helped plan the NY Eastern Regional Conference in 2002, and written numerous articles for SkyLines. She is an active member of the Construction Committee, and is Co-Chair of the Tour Committee.



Liz Block, Associate and Director of Administration & HR at Ferguson & Shamamian, also returns as a Director. Liz was a member of SDA from 1987 to 1994, and

then she rejoined in 2000 when she returned to the A/E/C industry. She has served as President and Treasurer, and hosted the very first roundtable luncheon. On the host committee for the National Annual Convention in 1988, she helped to organize the tour of the then newly restored Ellis Island Museum of Immigration. She co-chaired the Compensation Survey with long-time members Marilyn Marullo and Jennie Pocock. Liz served as Chair of the Programs Committee for several years and continues to serve on that committee.

December 5, 2012 was our chapter's Holiday Party. If you can not already tell from the photos, it was a wonderful evening. The evening started off with some very important acknowledgments. The Member of the Year Award was given to **Wendy Callahan**, our Corresponding Secretary. Wendy has been instrumental to our chapter and, most importantly, in 2012 took on the dual role of Corresponding and Recording Secretary when the Board of Directors needed some unexpected help. **Jennifer Greene** was given our chapters first ever Acknowledgement of Outstanding Service Award. Jennifer, as you all know, was the creative force behind Skylines for the past 20 years. The evening would not have been complete without the proper acknowledgement of the SDA Committee Chairpersons who help the organization run so smoothly all year long. The Chairperson for 2012 Committees were;

Amy Nanni



Maria Iacovone,



Ralph de Faria, Joe Aliotta

SDA New York 2012 Holiday Party!

Bylaws
Amy Nanni

Canstruction
Annie Tan

Certification
Essie Borden

Finance
Annie Tan

Membership
Ralph de Faria

Nominating
Ellen Blumenthal

Job Bank
Ellen Strauss

Tours
Patricia Leyden

Roundtable
Luncheons
Stacey Alleyne

Marketing
Jennifer Greene

Programs
Ross Arnel

Website/IT
Amy Nanni

Mentoring
Ralph de Faria



Jennifer Greene

Ayala Malinovitz, Carol Monohan, Renee Spodak



Audrey Platnick, Amy Nanni



Member of the Year Wendy Callahan with Maria Iacovone



Arnhold Buckhurst, Wendy Callahan, Ralph de Faria, Maria Iacovone, Joe Aliotta



Ross Arnel, Mike Jones, Clarena Macchia



Ralph de Faria, Liz Block



Lastly, we were honored by having **Joseph Aliotta**, the 2012 AIA NY President, to induct the 2013 Board of Directors. After all of our important business was taken care of, we had hours of mingling, chatting and enjoying each other's company. To use a cliché "fun was had by all!"



Wendy Callahan, Larry Seamon



Big Bold Belief

In life, we humans act according to what we believe, don't we? And when presenting, especially when the pressure is on, we will do what we believe "works" when we're in front of that client.

Well, I had a wild ah-ha during physical therapy for my hip replacement last week. My PT said, "Without holding on, step up with your right foot." I could not imagine, picture, figure out, most of all, believe that I could lift my right foot onto that 6" step. I said, "You'll catch me if I fall?" My PT opened her arms wide.

The ah-ha? My body didn't need the support, but my brain did not believe it. Belief. It's essential, it's life-changing, and for presenters, it's game-changing.

The challenge is that what you believe "works" when you're presenting is often not working from

your audience's perspective. Take body language for example. When many presenters use body language, they feel like they are over-the-top enormous. Not so from the audience's perspective.

Likewise, many of us fill our PowerPoints with wordy bullets. Rather than reading your slide, the audience would prefer that you talk with them.

So, how do you become a believer that something new might work better? You have to test it. Here are your keys to a successful trial run:

- 1 Test the waters in a safe place. That is why we rehearse!
- 2 Try. Really try! Half-way or lukewarm will never get you anywhere!

- 3 Surround yourself with people you trust. Let them know you're trying something new. Then listen to their feedback. And apply it!
- 4 Know that you are not alone. Like my PT, there are people who will catch you. Your team has your back. They will never let you go too far.

I could not fathom how I was going to do the PT exercise. For that first step, I b-a-r-e-l-y rested my hand on my PT's outstretched palm, and I found the courage to try. I took the step, and it had absolutely nothing to do with holding on. I went on to do the rest of the exercise - no hand, no railing, just belief! It's huge, essential, and life-changing.

By Carol Doscher, at Graceworks Inc., 212.724.1541, info@graceworksinc.com.

Are You Ready for 2013?

We want to make sure that your business is prepared to hit the ground running in 2013. Below is a "To-Do" list that we at NFC have deemed the TOP 10 PRIORITIES employers should focus on to prepare effectively for the New Year.

1: Update Your Fair Credit Reporting Act ("FCRA") Forms

As of January 1, 2013, employers are required to use the updated FCRA forms (Appendices K, M and N to 12 CFR Part 1022) for all background checks on applicants and employees.

2: Keep Track of the "Gender Equity Pay" Posting and Distribution Requirement Expected to be "Triggered" this Year

In November of 2012, the New Jersey Department of Labor and Workforce Development announced that employers with 50 or more employees must post notices detailing the employee's right to gender equity in compensation. Although the new law is currently effective, the employer's posting obligation is not yet "triggered" until the Commissioner of Labor issues the "Final Notice of Adoption."

3: Check That Your Check is in the Mail

Many employers are entitled to Medical Loss Rebate checks from their Medical Plan insurers. Follow-up with your health insurance provider or your broker to find out if you are entitled to a rebate. Be aware that there are definitive procedures established by the

Federal Department of Labor and the IRS that must be followed to handle these proceeds properly.

4: Update Your Employee Handbook

Check your employee handbook and make certain that policies for electronic communications systems, social media, and wage and hour requirements are all up to date. Ensure that your social media policy and all other policies and practices are NLRB compliant. In the wake of Superstorm Sandy, employers should also make sure to include an inclement weather policy in light of the increasing and unpredictable weather that can affect your employees' ability to commute to their workplace.

5: Schedule Critical Employment Training Sessions for Q1

Plan sessions now for your managers, employees and Human Resources departments on preventing workplace harassment, managing the risks of Social Media in the workplace, performance management training, conducting effective internal investigations and complying with the Family and Medical Leave Act and the Americans with Disabilities Act.

6: Update Your Recruiting Practices

Ensure that your offer letters, employment agreements, and any existing commission policies/agreements comply with recent state law requirements.

7: Learn About the Latest Advances in Smart Phone Technology and How this Impacts

Compliance with Wage and Hour Laws

Educate yourself about the DOL's new smartphone app that lets employees track work time on their phones. Review State and Federal Wage and Hour laws to ensure compliance.

8: Determine if You Can Benefit from the IRS's Voluntary Classification Settlement Program

If your company currently has workers classified as "Independent Contractors," evaluate whether the classifications are appropriate and, if not, whether you are eligible to take advantage of the IRS's Voluntary Classification Settlement Program (VCSP).

9: Be Aware that Flexible Spending Account ("FSA") Contributions Are Now Limited to \$2,500

Effective January 1, 2013, healthcare FSA contributions are limited to \$2,500. Amend your cafeteria plans and inform employees of this new limit.

10: Work with Your Health Plan Insurer to Provide Employees with Notices of Exchanges and Premium Tax Credits

Effective March 1, 2013, employers are required to provide their employees with written notice of their health coverage options including information about health insurance exchanges and premium tax credit eligibility. Prepare those notifications and send in a timely fashion.

By Robin H. Rome, Esq., a Partner at Nukk-Freeman & Cerra, P.C., an employment law firm providing counsel to businesses in all areas of employer-employee relations.



Canstruction and the Superstorm

The 20th anniversary of Canstruction New York was originally scheduled two days after Superstorm Sandy hit New York City. The storm caused unprecedented flooding and power loss that ultimately postponed the event. Assistance was coming from all directions in the recovery efforts and on November 9th, three special sculptures built before the storm provided much needed relief to food pantries. Volunteers from the Society for Design Administration, Bed Stuy Campaign Against Hunger, New York Cares and friends de-canstructed and disassembled the sculptures and City Harvest helped transport all the cans to local food pantries.

The sculptures were first created during the 2011 completion and rebuilt last October for display at two locations. One Liberty Plaza showcased two sculptures. “Alexander McCan” by Kohn Pederson Fox Associates PC, paid homage to the famous sculptural shoes by the late designer Alexander McQueen, and Thornton Tomasetti created a replica of Chuck Taylor’s Converse sneaker

fashionably titled “High-Tops for Hunger!” KPF used 3,600 cans of three types of pigeon, black and green beans. Thornton Tomasetti created their sneaker using 2,830 cans of vegetarian beans in tomato sauce, pork and beans in tomato sauce, beef broth, anchovies, tuna and sardines. The second location was situated in the iconic Grace Building. Gilsanz Murray Steficek LLP recreated their seahorse “NepTUNA the HippoCANpus” that won the Honorable Mention Award in 2011. GMS’s Team Captain, Eugene Kim said “It is a great feeling to know you are doing something for a good cause. It’s great to see something you worked on be recognized by your peers.” It took 2,200 cans of tuna fish and rice to build this award-winning sculpture.

In addition to the special builds, several firms including Dattner Architects, Ennead Architects, Studios Architecture, Ferguston & Shamanian, ads ENGINEERS, Perkins Eastman and Thornton Tomasetti decided to donate their unopened cans of food. Their generosity at a time that was most

needed also concluded most of their participation in the rescheduled completion dates. In total, 38,195 pounds of food were collected to help feed New York’s hungry in time for Thanksgiving.

The annual Canstruction competition has been rescheduled for February 1st through 11th at Lower Manhattan’s World Financial Center. 24 architecture, engineering, and design firms who re-enlisted in the competition will transform more than 100,000 unopened cans of food into larger-than-life works of art. While admission is free, visitors to the exhibition are encouraged to contribute by bringing high-quality non-perishable foods, such as tuna, beans, and canned vegetables, which they can drop off at designated spots throughout World Financial Center. The exhibition is determined to help hungry New Yorkers, especially those still impacted by Sandy.

by Stanley Wong, Associate and Administrative Director at Klimment Halsband; wong@klimment-halsband.com



SDA

Upcoming Events

JANUARY 2013

Wednesday January 9

5:30pm

Board of Directors Monthly Meeting at ads ENGINEERS

Thursday January 24

8-9:30am

Program: "Guidelines for Managing the Contingent Workforce: Independent Contractors and Lease Employees"
Location: Leslie Digital Imaging – 1500 Broadway (41st) 10th Floor

Thursday January 31

5:00pm

Construction Buildout

FEBRUARY 2013

Monday February 4

6:30pm

Construction Gala

Wednesday February 6

5:30pm

Board of Directors Monthly Meeting at Cooper Robertson

Monday February 11

DeCANSstruction

MARCH 2013

Wednesday March 6

5:30pm

Board of Directors Monthly Meeting at Davis Brody Bond

TBD

SDA Networking Evening

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