

President's Message



September/October—my favorite time year! I love the subtle shift in light quality and the cooling and crisping of the air. There seems to be an increased collective energy as kids go back to school, sweaters replace t-shirts in closets, people start thinking forward to the holidays, and SDA programs start up again. We kicked off the new season of programs in style—Template Style, that is—with a presentation about using Microsoft Word Templates.

In October, we're taking it to the clouds with an explanation of Cloud Computing. And, if the current political climate is making you feel ill, celebrate the end of it with an update on the Healthcare Reform Act in November. The board has other exciting program ideas we're working on for the spring. If you have a topic or speaker to suggest, please contact our Vice President, Cathy Comstock, or any board member.

October is also the culmination of our membership drive. Seattle SDA is offering a certificate good for one free attendance at an evening program for any member joining before October 31. Pass the word to your friends and colleagues. Also, beginning with the October

program, we added a pricing tier between members and guests for members' co-workers. In other words, non-members that have a member in their firm can attend SDA programs at a lower rate than the typical guest rate. This is a great way to introduce SDA to other members of your firm.

I hope to see all of you at an upcoming program or event. Remember you can always call or e-mail me with your ideas of how we can make SDA membership even more meaningful and relevant to your career.

STACY

Stacy Rowland, CDFA
President

Member Profile – Gretchen Renz, CDFA



Gretchen Renz is the Office Manager at Bernardo-Wills Architects. A Seattle Chapter member from Spokane, Gretchen has been in SDA since 2007.

SDA: How long have you been with Bernardo-Wills?

GR: 2012 is my 21st year with BWA.

SDA: What motivated you to join SDA?

GR: At the admin level, the architectural community in Spokane isn't very interactive and it creates a feeling of isolation. I joined SDA because I was craving a sense of community and also to have a resource for practical knowledge specific to the industry.

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Mark Your Calendars!

CLOUD COMPUTING

October 18, 2012
Best Western Executive Inn
200 Taylor Avenue N, Seattle

THE FUTURE OF THE HEALTHCARE REFORM ACT

November 15, 2012
Bellevue Coast Hotel
625 116th Avenue NE, Bellevue

HOLIDAY SOCIAL

December, 2012
Date and Location TBD

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CAE AWARD

EDUCATIONAL AND 5
NETWORKING EVENTS

Member Profile – Rebecca Saur-Denney



Rebecca Saur-Denney is the Engineering Operations Supervisor at Roth Hill, an engineering firm located in Bellevue, WA. Rebecca has been an SDA member since 2008 .

SDA: How long have you been with Roth Hill?

RSD: I've been with Roth Hill for a total of 7 years.

SDA: What motivated you to join SDA?

RSD: The ability to share and learn from others in similar positions.

SDA: What do you do at your firm?

RSD: My title is Engineering Operations Supervisor. I manage the engineering

admin functions for the company, support accounting, support HR, resource management, project coordination/PM support, project budgeting, and some marketing.

SDA: What challenges you with respect to work/life balance?

RSD: The most challenging thing to me is to balance time with my family and being a good parent, as well as feel accomplished professionally.

SDA: If there was one class (or seminar or workshop) that you could take that would allow you to perform your job more effectively, what class would that be and why?

RSD: I think a Word and Excel refresher course would be great. Sometimes we get bogged down with the day-to-day and "the way we always do things", and forget to keep up on the new tricks and shortcuts in those basic programs.

SDA: What activities or hobbies do you enjoy in your spare time?

RSD: Spending time with my kids.

SDA: What are some of your goals with respect to SDA?

RSD: I'd like to start attending meetings and get more involved.

Three Time Saving Tips for Microsoft Excel



This information is proudly provided by Business Management Daily.com:

<http://www.businessmanagementdaily.com/29969/3-time-saving-tips-for-microsoft-excel>

1. Setting up a time sheet

All MS Excel versions have a Time Card template with the basics. If you need to base the time sheet on check-in and check-out times, you may want to develop formulas with total hours for a day. It's fairly simple from a math perspective.

For example, if Cell A1 had your start time and B1 had your end time, your formula would look like this: $= (B1 - A1) * 24$. The reason we multiply by 24 is that the result of B1-A1 will be expressed as a percentage of a 24-hour day. Multiplying it by 24 gives

you the multiplier to use against an hourly rate to come up with total pay.

Tip: Use the shortcut Ctrl+; (Ctrl+Shift+;) to "punch in" and "punch out." It will instantly put the current time into a cell. It is literally a time stamp.

2. Creating drop-down lists

You can accomplish this in a couple of ways.

If you have a specific set of choices you'd like work sheet users to choose from, and you want it restrictive (only these values), use the Data Validation tool (on the Data tab, Data tools group).

Choose the List selection from the Allow: field. From here, you can type your values separated by a comma (like Yes, No, NA) or refer to a cell range or named range for your choices.

To help users, complete the Input Message and Error Alert tabs, too. Alternatively, if you just want users to select from entries already entered in the column, all they have to do is right-click and choose Pick from Drop-down List.

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The Berger Partnership Wins ASLA Award

The Berger Partnership won a national Honor Award from American Society of Landscape Architects (ASLA) for its urban agriculture report featuring commercial, community, and residential farms. Berger Partnership’s report, [Productive Neighborhoods: A case study based exploration of Seattle Urban Agriculture Projects](#), explores the current state of urban agriculture in Seattle, alongside regional and national case studies. It documents successful practices to transform urban farming into a viable business model which contributes to the growth of the local food movement.

The award jury reviewed over 620 entries, evaluating award submissions on the quality of the design, as well as the level of environmental sustainability. It commended Berger Partnership’s report for amplifying the growing nationwide focus on local, organic, healthy food: “It’s incredibly timely with the local-to-table stuff going on

around the country. Taking the model that Alice Waters created and implementing it for whole city—that’s pretty cool!”

“We are honored to receive this prestigious award for research that is truly a reflection of our firm’s passion for and interest in urban agriculture,” says Berger Partnership Principal Jason Henry. “If practiced on a larger scale, urban farming could revolutionize food production into a balanced, localized, and sustainable network. Opportunities abound—from providing a reliable, fresh food source for food deserts in southeast Seattle to maximizing rooftop space in downtown Seattle. We’re really just scratching the surface in terms of the economic, environmental, and social benefits of urban farming.”

Within Seattle city limits there are currently 103 urban food production sites, including urban farms, P-Patches, community gardens, and

school gardens—but only ten function as commercial urban farms. In 2010, Seattle City Council passed progressive code changes which allow urban farmers to sell food that is grown in residential lots as farm stands or as part of a Community Supported Agriculture (CSA) program.

Berger Partnership is involved in the creation of the Rainier Beach Urban Farm and Wetlands, formerly called the Atlantic City Nursery, which is owned by Seattle Parks and Recreation. An urban community learning farm that is currently being designed, it is one of the first national examples of public land being used for commercial urban agriculture production.

Project information and images of the 2012 ASLA Professional Awards winners can be viewed at www.asla.org/2012awards.

An über local food system, where food is grown and sold within a city’s limits, has many potential economic, social and environmental benefits in addition to providing fresh quality food products. As a result, there is a strong desire to have more urban farms in Seattle despite the few number of sites where it occurs today.

*Magdalena Celinska,
Rachael Meyer,
Jason Henry
The Berger Partnership,
Productive Neighborhoods*

BASTILLE ROOFTOP GARDEN

- pollination**
 - 4 bee hives housed on the far corner of the rooftop are managed by Bastille Bee Company
- Year Round**
 - a wide variety of vegetables are grown, such as arugula, toby, head lettuce, basil, day beans, dandel, bush beans, green, mizer's lettuce, spinach and pepperonise
- July-September**
 - hanging plants are grown
- sustainable irrigation**
 - a retrofit residential irrigation system waters each bed based on what is grown
- greenhouse covers**
 - shade cloth creates a cool environment in the summer months
 - in winter months, the beds are lined with plastic for a greenhouse effect

stacked pool planting beds are protected from heat using shade covers

1800 lbs of lichen harvested this year

1 worker from Seattle Urban Farm Company manages the site twice a week for a few hours

\$50,000 initial investment

800 sq ft of planted area

DESIGNED & CONSTRUCTED BY SEATTLE URBAN FARM COMPANY

ÜBER LOCAL FOOD DISTRIBUTION

- 3 Bees City Farm
- Redfern Yardfarm
- Bastille Rooftop Garden
- City Grow
- Future site of UW & SYGW
- Alleycat Acres
- City Art Farm
- Transitional Resources
- Future site of Beacon Hill Food Forest
- Magic Bean Farm
- Marra Farm
- Amaranth Urban Farm
- Future site of Rainier Beach Urban Farm

Member Profile – Gretchen Renz, CDFA

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SDA: What do you do at your firm?

GR: The categories on my master To-Do list are: Corporate Administration, Marketing, Finance, Facilities, HR/Benefits, and Other. On any given day I might prepare a Statement of Qualifications, send invoices and pay bills, meet with our insurance provider, counsel an employee, interview a candidate for employment, compose an ad, review a contract, chase down a lead, purchase a gift for an employee birthday, and run a load of laundry.

SDA: What challenges you with respect to work/life balance?

GR: I shortchange my family by not making sure I leave some physical and mental energy in my tank at the end of the workday. Too often I

leave work drained and only able to give the barest attention to my family roles.

SDA: If there was one class (or seminar or workshop) that you could take that would allow you to perform your job more effectively, what class would that be and why?

GR: I need training in being an effective delegator. Because in so many areas the buck stops with me, I have a very hard time releasing control of the process and the outcome. Training and some sort of enforcer to ensure I implemented the training would revolutionize my life.

SDA: What activities or hobbies do you enjoy in your spare time?

GR: I enjoy reading and spending time with my extended family. A perfect day for us is spent together at the lake playing in the

water, sitting in the sun reading, and enjoying dinner on the deck.

SDA: What are some of your goals with respect to SDA?

GR: I achieved my primary goal during 2011 by taking and passing the Certification Exam. I would also love to have a chapter of SDA formed in Spokane and break through the barrier that keeps us from exchanging information at the local level.

The DLR Group's Joplin High School Wins CAE Award



The AIA Committee on Architecture for Education (CAE) awarded the DLR Group a Merit Award for the Joplin Interim High School.

One of the deadliest and most destructive tornadoes in the history of the U.S. ripped through Joplin, Missouri on May 22, 2011 destroying Joplin High School. Two days later, Superintendent Dr. C.J. Huff emphatically stated

school would open as scheduled on August 17th. An abandoned big-box retail space was selected for an adaptive reuse to house 1,200 students. The design integrates every square inch of the existing space, and features 21st century learning environments utilizing flexibility and interconnectivity. Large openings, oversized pivot

doors, and a diverse array of furniture allow students to customize spaces for collaborative learning.

SDA Seattle

2012 - 2013

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Don't miss these great opportunities to network and learn!

CLOUD COMPUTING

OCTOBER 18, 2012 5:30PM

RSVP by 10/15/12 to stacyr@bergerpartnership.com

Best Western Executive Inn, 200 Taylor Avenue N, Seattle, WA

The cost for dinner meeting is \$33—SDA members; \$38—member firm employees; \$45—non-members.

THE FUTURE OF THE HEALTHCARE REFORM ACT

NOVEMBER 15, 2012 5:30PM

RSVP by 11/12/12 to stacyr@bergerpartnership.com

Bellevue Coast Hotel, 625 116th Avenue NE, Bellevue, WA

FUTURE EVENTS

HOLIDAY CELEBRATION

DECEMBER, 2012

MARKETING PROPOSALS AND LETTERS

MARCH 21, 2013

Stay tuned for more details for these and other future programs and networking events. Please contact Cathy Comstock at cathycomstock@gmail.com with any questions or suggestions for upcoming meetings.

About SDA

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.

Visit SDA on the Web:
www.sdadmin.org

Three Time Saving Excel Tips

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3. Navigate anywhere

Proficient Word users probably know about *Bookmarks*. Bookmarks make it easy to return to certain locations in a document without scrolling or navigating with multiple *Find Next* actions. You can create a bookmark in Excel with a *Named Range*.

For example, if you use formulas on multiple work sheets to arrive at "net profit," name the cell containing the final number *Net Profit*. Then, by clicking the drop-down arrow in the Name Box (the little box to the left of the Formula Bar), you can quickly navigate there by selecting *Net Profit* from the list anywhere in the workbook.

Save When You Join SDA!

During the month of October, if you join SDA you can get 15 months for the price of 12!

Also, when membership has been confirmed, new members will receive a voucher redeemable for attendance at one Seattle Chapter program.

For more information about joining SDA, visit the National Website www.sdadmin.org, or call the Seattle Chapter President, Stacy Rowland, at 206-325-6877.

Portico is published quarterly. Please send comments, suggestions, announcements and articles to Laura Preftes, Editor, at laurap@lpengineering.com.