JAN_Officer Installation

By Loretta Rodriguez, CDFA

Each year, SDA San Antonio celebrates a new year with new leadership marked by the installation of its new Board of Directors in January. The membership met, in person, for the first time in nine months, and was joined by the Executive Director of AIA San Antonio, Mrs. Torrey Carleton, at the AIA San Antonio Chapter office.

The installation began with Loretta Rodriguez, 2020 Chapter President, expressing her sincere thanks to the membership for their trust in allowing her leadership to take them through a year unlike any other, summarizing the proud moments and accomplishments that highlighted her presidency, and introducing Mrs. Carleton to perform the installation ceremony.

Mrs. Carleton first spoke about her involvement within the AEC industry, including her long tenure as Executive Director of San Antonio's award-winning AIA chapter and about being a member of SDA, several name changes ago. She commended the efforts of SDA in collaboration with AIA and voiced how important roles held by SDA members, at their respective firms, are to the AEC community. She thanked the membership for maintaining this strong connection and then issued the oaths of office as required by the chapter's charter.

Belinda Sanchez, Communications and Event Director for AIA San Antonio was sworn in as President of SDA San Antonio, having served 2020 as President-Elect. The President-Elect for 2021 is Roxanna Rosales, Project Coordinator for PBK/BEAM Professionals. Completing the board are Vice President, Stephanie Mayo of Open Studios Architecture; Secretary, Danielle Salvador of Merrick & Company; Treasurer, Laurie Breen of Villa Park Architecture; and Director, Cindy Delgado of Lehmann Engineering. Loretta Rodriguez of Kimley-Horn will serve on the board as Past President, having completed her year as President in 2020.

Of the seven board members, four (Loretta, Roxanna, Stephanie, and Cindy) are Certified Design Firm Administrators, having earned this rigorous certification from SDA through competency testing and meeting significant continuing education requirements.

On behalf of this year's board of directors, we are honored to be chosen to lead the chapter in 2021 and look forward to continuing our mission of supporting and promoting the AEC community through our work.



FEB_ SDA Executive Director Presents

By Loretta Rodriguez, CDFA

Our February networking meeting highlighted the resources available on the SDA National website. Our presenter, Stephanie Kirschner, has been a member of SDA since 1986, leading as Executive Director since 2012. Originating in Miami, FL as Architectural Secretaries Association, the group was formed in 1959 by the administrators, or secretaries, for architects who met at an architect convention. Adapting its name over time to include engineering and construction, the group is now known as SDA (Society for Design Administration) whose purpose is providing professional development and education. Below are some key takeaways for the following tabs found on https://www.sdanational.org:

Education:
- Learn about conferences/seminars like EDSymposium and EDConnect.
- E-Learning Page – Expand your knowledge in one of our focus areas of Office Administration, Finance, Human Resources, Marketing and Project Management.
  - Be sure to login to view member pricing

Certification:
- Be dedicated to learning what you can about the industry and learn the options and tools to help make your firm successful.
- Apply to take the Certified Design Firm Administrator Exam.
- Collect certificates of attendance for continuing education, perform write ups for online sessions and keep hours updated throughout the year by consistently logging into your professional development journal.

Connect:
- Find members of SDA's National Executive Committee and learn how to become a national officer.
- Interested in a National Committee? Find members and descriptions for each committee.

Career Center:
- Post or look for a job nationally in A/E/C industry.

Member Center:
- Search the Forms and Templates section before creating something new.
- View the Chapter Guidelines Manual.
  - Member Resources
    - Group Forums
    - Can only be accessed as a member.
    - Click on Group Forums to ask questions or provide an answer. Use the Quick Links drop down to find the Forum for a specific focus area.
  - My Feed
    - Similar to LinkedIn, click on My Feed to see all posts.
    - Only those who you are connected to can view your posts on their Feed.
  - My Profile
    - Update personal information
    - Professional Development
    - Add journal entries every time you attend or complete an hour.
  - E-Wire Blog
    - Click on My Profile and then use the Quick Links drop down.

Have questions about SDA or need help navigating the website? Reach out to Stephanie Kirschner at admin@sdanational.org.