

AIA/East Bay Chapter

1999 SMALL FIRM FORUM TOPICS

- Jan 7 LANDSCAPE ARCHITECTS: How should we collaborate on all that green space beyond the walls? What do landscape architects need from us? When should our clients use garden design-build firms? Where does the landscape budget go?
- Feb 4 WHAT CHARGES (OR RECHARGES) YOUR BATTERIES? What keeps us going strong? Is it the thrill of landing a plum client, the zen experience of peaceful drafting, or just getting paid on time? What is your burnout curve, (if you have one), on a typical project and how long does it take to recover (if you ever do)? Have you taken a sabbatical-type vacation and returned to work with renewed vigor? What do you think it will take to recharge your batteries twenty years from now?
- * Mar 4 SHOW AND TELL: Harley Jensen will be showing his slides of Gehry's Guggenheim Museum Bilbao and John Ploss will be demonstrating some Computer Wizardry.
- Apr 8 WORKING WITH CONTRACTORS IN 1999: As our economy booms is Contractor availability a bust? Are Builder/Architect relations different now? How do we help our Clients "catch" the right Contractor? Are scheduling procedures changing?
- May 6 PAINTERS, PAINTING & PAINT: Please join this colorful discussion with a professional painter and a faux finisher. Topics include paint specifications that contractors can actually use to bid a job, a way for architects to grapple with the paint selection monster, what to know before letting the faux finishers work their magic.
- Jun 3 WHERE ARCHITECTS GO WRONG: Redwood ("Woody") Kardon, technical instructor on electrical issues in home construction, author of Code Check: A Field Guide to Building a Safe House, specialty electrical inspector for the City of Oakland, lead electrician, etc., will talk with us about the National Electrical Code and what we should know better. [HSW]
- Jul 1 HIGH TECH HOME NETWORKS: What should we do for telecommuting clients? How do we link up multi-computer families? What voice and data wiring should go into the walls now? Two computer experts will help us understand where network and communications systems are going.
- Aug 5 at Rutt Cabinet showroom, Lafayette
- Sep -canceled-
- Oct 7 TOUR THE HOME OF PAM SEIFERT AND STEVE HARVEY: Come see the new home of one of our colleagues. A work in progress, this visit promises to be interesting as well as informative. See some materials used in this home that you might not be familiar with. [HSW]
- * Nov 4 1813 SONOMA AVENUE, BERKELEY: Extensive remodel and additions to a 2-story residence. The Owner's program includes bedroom additions and expansion at the second floor including two new bathrooms. At the main floor the kitchen, pantry and bathroom have been rearranged, and there is a new breakfast room. Owner Mary McClaren, Reutinger Design (Marty Reutinger, John Clark and Morry Wexler), and Holland and Harley, Contractors, will be at the site for questions and discussion. [HSW]
- * Dec 2 NIGHTMARES OF THE 20TH CENTURY: Come for a holiday lunch. Share the highs and lows of the Year and the Century. Salve your wounds with good company, good food and good cheer. Continue our lively exchange of ideas.

Self-report as Level 2 @ 1.50 hours = 3.00 LUs per session

HSW (Health, Safety and Welfare) is "anything that relates to the structure or soundness of a building site"

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M e m o

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Date: 1-12-98

Re: Revised Newsletter Calendar briefs

I revised our calendar per Alan's phone conv. w/ me last Friday. I gave this info. to Sally but it wasn't in time for the Jan. newsletter. The correction will be in the Feb. Newsletter... oh well. I put the green arch. topic in June but by then the new chairs might want to change it around. We should probably have a lunch session welcoming Cathy & Barry on board and talking schedule, topics, life, etc.

How about before the Feb. mtg. at 11:00, Pasta Cuisine or Jade Villa (dim sum) or...?

'98

Linda January 8 thursday, 12:00 noon

Small Firm Forum Meeting. **Architecture with a big "A":**

Alan February 5 thursday, 12:00 noon

Small Firm Forum Meeting. **What Architecture Stokes You Out?:**
A show & tell session of what architecture and architects get you jazzed.

Alex March 5 thursday, 12:00 noon

Small Firm Forum Meeting. **Professionalism:**
Discussing the ways architects promote themselves as professionals in the building industry and how they develop their relationships with clients and other members of the project team.

Pam April 2 thursday, 12:00 noon

Small Firm Forum Meeting. **Soils Engineers Roundtable:**
Understanding construction literally from the ground up with a panel of experts.

Cathy May 7 thursday, 12:00 noon

Small Firm Forum Meeting. **Lighting:**
Exchange of lighting concepts, tricks & techniques

Barry June 4 thursday, 12:00 noon

Small Firm Forum Meeting. **Green Architecture:**
Discussing alternative construction materials, methods & finishes that are more environmentally friendly

AIA SMALL FIRM FORUM: 1997 Meetings Synopsis

January - Topic: *H, S & W*	Thursday, Jan. 9 "Limited scope of services" Forum discussion on how to limit scope of services to work within a client's budget while keeping control of the project and limiting liability exposure.
February - Topic:	Thursday, Feb. 6 "Financial Planning" Forum discussion with a Financial Planner about retirement planning.
March - Topic: *H, S & W*	Thursday, March 6 "Getting Plastered" Forum discussion with Frank Nunez of the Lath & Plaster Institute focusing on stucco and exterior work.
April - Topic: *H, S & W*	Thursday, April 3 "Getting Plastered, Part II" Continuation of the forum discussion with Frank Nunez, focusing on plaster and interior work.
May - Topic: *H, S & W*	Thursday, May 8 "Color" Forum discussion with two color consultants on how to choose colors, work w/color consultants and introduce color to clients.
June - Topic:	Thursday, June 5 "Home Office" Forum discussion of the pro's and con's of working from the home as opposed to finding commercial space.
July - Topic: *H, S & W*	Thursday, July 10 "The Structural Engineer perspective" Forum discussion with guest structural engineers analyzing their role in the design and construction process and how Architects can best work with them.
August - Topic: *H, S & W*	Thursday, Aug. 7 "Show and Tell" Presentations by Harry Jacobs, FAIA; Jack Hoyt, AIA and Bruce and Colette Kelly of their firm's work with forum Q&A.
September - Topic: *H, S & W*	Thursday, Sept. 4 "Contractor's perspective" Presentations by Paul Winans of 3 project drawings sets with forum discussion on how to best communicate with Contractors.
October - Topic: *H, S & W*	Thursday, Oct. 2 "Resources" Forum discussion and 'swap session' of project resources for design and construction.
November - Topic: *H, S & W*	Thursday, Nov. 6 "Creating your personal design library" Forum presentation on best books that inspire and inform in the design and building processes.
December - Topic: *H, S & W*	Thursday, Dec. 4 "Nightmares of '97" Forum storytelling of worst project problem in the past year: how it was resolved and how it could possibly have been avoided.

H, S & W - A Health, Safety and Welfare program for Continuing Education

A.I.A. SMALL FIRM FORUM: 1996 Meetings Synopsis

- January - Thursday, Jan. 4
Topic: "The new written contract law"
Forum discussion on its reasons and implications
- February - Thursday, Feb. 1
Topic: "Managing Paperwork"
• H, S & W • Forum discussion on how to cope w/ increasing documentation needs and methods of files organization.
- March - Thursday, March 7
Topic: "Making your firm more profitable"
Forum discussion of what really makes money for firms.
- April - Thursday, April 4
Topic: "How to sell a new idea"
• H, S & W • Forum discussion of the process by which architect present innovative solutions to their clients.
- May - Thursday, May 2
Topic: "Detailing"
• H, S & W • Forum discussion of firms' approach to project detailing. Group exchange of typical eave details.
- June - Thursday, June 6
Topic: "What to show prospective clients at the 1st mtg."
Forum discussion of how to "sell" your firm to a prospective client and what information to convey at that important 1st mtg.
- July - Thursday, July 11
Topic: "Construction Observation"
• H, S & W • Forum discussion on firms services during construction.
- August - Thursday, Aug. 1
Topic: "Cabinetry"
• H, S & W • Forum discussion of architect's role in the cabinet decision making process. Group exchange of cabinetry drawings.
- September - Thursday, Sept. 5
Topic: "Show & Tell"
Presentations by Pamela Selfert, AIA; Marty Reutlinger, AIA and Alex Bergtraun, AIA of their firms work with forum Q&A.
- October - Thursday, Oct. 3
Topic: "Project Document Set Organization"
• H, S & W • Forum discussion on methods to convey information efficiently and best translate a design into construction.
- November - Thursday, Nov. 7
Topic: "Planning Roundtable"
• H, S & W • Forum discussion with three visiting Planners: Guita Boostani, Oakland; Corey Simon, Orinda; Jerry Iserson, Pleasanton.
- December - Thursday, Dec. 5
Topic: "Nightmares of '96"
Forum storytelling of worst project problem in the past year: how it was resolved and how it could possibly have been avoided.

• H, S & W • - A Health, Safety and Welfare program for Continuing Education

A.I.A. SMALL FIRM FORUM: 1995 Meetings Synopsis

January - Topic: *H, S & W*	Thursday, Jan. 5 "Architecture with a big "A" Forum discussion on design.
February - Topic:	Thursday, Feb. 2 "Show and Tell" Presentations by John Ploss, AIA; Tom Hood, AIA and David Dobereiner of their firm's work with forum Q&A.
March - Topic: *H, S & W*	Thursday, March 2 "Doors and Windows" Forum discussion on doors and Windows resources and specs.
April - Topic: *H, S & W*	Thursday, April 6 "Working with Contractors in a Negotiated Contracts Forum discussion on contractors' negotiated contract process and the Architect role in guiding the client and the contractor.
May - Topic:	Thursday, May 11 "How we bill clients" Forum discussion on billing methods.
June - Topic:	Thursday, June 1 'Getting our work photographed' Forum discussion with guest photographer on how to get projects photographed.
July - Topic:	Thursday, July 6 "When projects (or clients) go bad" Forum discussion on how to deal with construction and clients problems.
August - Topic: *H, S & W*	Thursday, Aug. 3 "Saving money for your clients" Forum discussion on cheaper techniques and materials that can save money on a project.
September - Topic:	Thursday, Sept. 7 'The public perception of Architects' Forum discussion on how to increase the value of Architects in the public's mind.
October - Topic: *H, S & W*	Thursday, Oct. 2 'Painting' Forum discussion on painting.
November - Topic: *H, S & W*	Thursday, Nov. 2 "How to do Competitive Bids well" Forum discussion with guest Contractors on the competitive bidding process and the role of the Architect.
December - Topic: *H, S & W*	Thursday, Dec. 4 "How long does it take an Architect to do a project?" Forum discussion on planning the timing for a project.

H, S & W = A Health, Safety and Welfare program for Continuing Education

TOPICS FROM YEARS PRIOR TO MY CHAIRMANSHIP...

REMODELERS' ROUNDTABLE

January Meeting: Specifications for Remodeling/General Requirements

We're following up December's popular meeting by focusing in on one critical specification section: Division 1 - General Requirements.

Each attendee will be sharing the contents of his/her own Division 1 specifications. We'll discuss which items should be included, and which might be safely excluded from a remodeling specification. We'll also try to get organized for dealing with other specification sections.

A requirement for admission is that you bring 30 copies of your own Division 1 specification in 8-1/2 x 11 format. You will receive a copy of everyone else's.

Contractors' input on this topic would be invaluable; if there is a contractor you'd like to invite, please do so.

Date: WEDNESDAY, January 4, 1988
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS ROUNDTABLE

If your practice primarily involves residential remodelings and additions, then you won't want to miss the kick-off meeting of this new committee!

Chaired by Richard Morrison, the group is currently planned as a monthly lunchtime (brown bag) roundtable to help those of us with a small residential practice by sharing our experiences and ideas with each other.

We'll be addressing issues that are unique to our type of practice. For example: Effective production methods for the small scale project. Is B141 the most appropriate contract form for a small project? How heavily do we need to specify our projects? How much do we need to show on our drawings? Marketing and promotion ideas for the one or two-person office. Help with difficult residential construction details. Sharing names of reliable consultants, contractors, fabricators and craftspeople. The more we're willing to share, the more we all benefit.

Those who get involved early will determine the group's direction. If you have any comments or suggestions prior to the first meeting, please call Richard Morrison, 652-2446.

DATE: Tuesday, March 22, 1988

PLACE: EBAIA Chapter Office
499 14th Street, Suite 210
Oakland

TIME: 12:00 Noon
Bring a lunch
Coffee and soft drinks will be provided

REMODELERS ROUNDTABLE

May's meeting will be on "Contracts" for typical residential remodelings and additions. If your practice is primarily involved in this type of work, you won't want to miss this meeting!

Issues to be discussed: Do you use B141, the back of an envelope, or something in between? What clauses do you typically include in your agreements (e.g., arbitration, limitation of liability, unusual reimbursable items, etc.)?

Also to be discussed will be the most appropriate contract arrangement for a particular instance, i.e., should you work on an hourly basis, fixed fee, percentage of construction cost, or some combination; and when are such arrangements most advantageous?

N.B. Because the format will be the sharing of information and experiences among attendees, a requirement of admission will be that you bring a sample of YOUR typical agreement form (not filled in) for a small project (say, \$30,000 - \$50,000 construction cost), and be prepared to talk about it with the others. No exceptions!

If you have any comments or suggestions prior to the meeting, feel free to give me a call. Richard Morrison: 652-2446.

Wednesday, May 4, 1988

TIME: 12:00 noon - 1:30 PM

PLACE: EBAIA Chapter Office
499 Fourteenth Street, Suite 210, Oakland

Bring a lunch and YOUR typical agreement form. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

June Meeting: Production for the Small Project

This month the Remodelers' Roundtable will tackle the issue of how to make our offices more efficient in production.

To be discussed: Completeness of drawings and specifications; how do you decide what to show and what to leave out? How can we streamline our documents without sacrificing clarity or increasing liability? What do Contractors really want and/or need in a good set of documents?

Also, we'd like to share tips and techniques for faster production. What is your office doing to speed up production? Do you try to make your design drawings reuseable as construction documents? (And if so, how?) We may be able to address the appropriateness of CADD in the small office. (Can it really save us time with a small residential remodel?)

And last, if time permits, how do you check your drawings and specifications for completeness and accuracy?

Come share what your office is doing and find out how others do it!

Date: Wednesday, June 1, 1988
Time: Noon - 1:30 p.m.
Place: EBAIA offices, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

We'd also like to encourage you to invite a Contractor. Their comments on what they need in construction documents vs. what we typically give them would be tremendously valuable for all to hear.

REMODELERS' ROUNDTABLE

July Meeting: Promotion for the Small Office

This month, Harley Jensen and Tom Hood will be leading a discussion on publicity and marketing techniques suitable for a small residential practice.

We'll be sharing experiences on how to get more exposure; what's worked and what hasn't. Has belonging to civic organizations paid off? How can we promote projects in progress? How do you get published? You'll hear some interesting experiences with product endorsements.

Where is most of our work coming from -- referrals from contractors or clients? Are our marketing efforts directed at the right people? Do you have a good architectural photographer's name to share?

Let's hear what your office is doing and find out how others do it!

Date: Wednesday, July 6, 1988
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

August Meeting: Production for the Small Project (Part 2)

This month, due to popular demand, the Remodelers' Roundtable will provide a continuation of June's meeting on how to make our offices more efficient in production.

To be discussed: Completeness of drawings and specifications; how do you decide what to show and what to leave out? How can we streamline our documents without sacrificing clarity or increasing liability?

Also, we'd like to share tips and techniques for faster production. What is your office doing to speed up production? How does your office keep the production process organized, especially when more than one person is working on a set of drawings? Do you try to make your design drawings reuseable as construction documents? (And if so, how?)

And last, if time permits, how do you check your drawings and specifications for completeness and accuracy?

Come share what your office is doing and find out how others do it!

Date: Wednesday, August 3, 1988
Time: Noon - 1:30 p.m.
Place: EBAIA offices, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

September Meeting: Office Management for the Small Office

This month, Sam Harrison and Anthony Boutté will be leading a discussion on making our offices run more efficiently. We'll look at ways to organize and manage projects.

Sam will be sharing some management tools that he's come across to keep projects on track. Anthony will discuss how he deals with unsophisticated clients and organizes their projects for efficient production.

This will be a great opportunity to ask questions and find out how other remodelers are running their offices!

Date: THURSDAY, September 8, 1988 (NOTE CHANGE OF DAY -- Due to live music scheduled during our regular meeting time.)

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

October Meeting: Client Management

Having problems dealing with "difficult" clients? This month, Cathy Roha and Harry Jacobs will be leading a discussion of issues such as: Learning to say NO -- When? Educating clients; how to prepare them for potential problems. Conflict Resolution. What to do when remodeling is "therapy" for the client. How to collect fees.

Come share your "war stories" and hear how others have dealt with some of these perplexing issues.

Date: WEDNESDAY, October 5, 1988

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

November Meeting: Brainstorming Session

This month's meeting could have a significant impact on the type of support the AIA provides for the small office. Attending the meeting will be two national AIA Board members, Harry Jacobs and Bill Reiner, who would like to take our comments to the national board meeting in December.

What do we want from the AIA? Better contracts for small projects? Workshops oriented to the small practice? Practice guidelines that are written for our kind of office? You and Your Architect, written for a small residential project? What else?

This is your opportunity to make your dues pay off! If you care about what you're getting from the AIA, and you'd like to be getting the same kind of support that the larger offices receive, come to this meeting and get involved!

Date: WEDNESDAY, November 2, 1988

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

December Meeting: Specifications for Remodeling

When do specifications get too complicated? This month we will discuss what an appropriate level of specifications should be for a remodeling project. What sections are critical for quality control? What sections can be streamlined or eliminated? Do you keep them short enough to include on the drawings, or do you publish a separate project manual? Does over-specifying have a significant effect on the construction cost?

A REQUIREMENT FOR ADMISSION TO THIS MEETING IS THAT YOU BRING A SAMPLE SET OF SPECIFICATIONS FROM A TYPICAL REMODELING PROJECT.

Date: WEDNESDAY, December 7, 1988

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be provided.

REMODELERS' ROUNDTABLE

February Meeting: Remodeling Specifications

We're continuing our January specification session by discussing in more depth the many different sections and formats submitted at the last meeting. What's appropriate in a General Requirements section, and what's the best format?

We'll also get prepared for discussing other critical specification sections by sharing our full master specifications with each other, and thus have a chance to review them prior to the next specification session.

A REQUIREMENT OF ADMISSION TO THIS MEETING IS BRINGING 25 SETS OF YOUR OWN COMPLETE MASTER REMODELING SPECIFICATIONS IN 8-1/2 X 11 (OR 11 X 17) FORMAT. YOU WILL RECEIVE A COPY OF EVERYONE ELSE'S!

Date: WEDNESDAY, February 1, 1989

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

March Meeting: Structural Specifications for Remodeling

Does seeing the Contractor mixing your foundations in a wheelbarrow, using the garden hose, bother you? This month, we'll be reviewing specifications for Divisions 3-6, especially Concrete and Rough Framing. What are the critical aspects that need to be included in our specifications? Which sections might be eliminated?

This is a good opportunity to hear what problems others have experienced, and discuss what we can do to reduce these concerns.

Contractor input is always valuable, so you should feel free to invite your favorite contractors.

Note to those who missed the "Master Specification" exchange at the last meeting: It's not too late! You can still get copies of everyone else's specifications by bringing 25 copies of your own full master specifications to this meeting.

Date: WEDNESDAY, March 1, 1989

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

April Meeting: Specifications for Remodeling

Last month we got great tips on some problem areas of concrete and wood. This month, we'll be continuing the discussion by opening it up to Divisions 2-7 (Sitework through Thermal and Moisture Protection). What kind of controls do you use for backfill and soil compaction on your projects? What valuable experiences have you had with various types of roofing? What kind of roofing guarantees do you require? Discussion will be open to any and all issues within these Divisions.

This is a good opportunity to hear what problems others have experienced, and discuss what we can do to reduce these concerns. Tighten up your remodeling spec's by hearing how others are doing it!

Contractor input is always valuable, so you should feel free to invite your favorite contractors.

Note to those who missed the "Master Specification" exchange at the last meeting: It's not too late! You can still get copies of everyone else's specifications by bringing 25 copies of your own full master specifications to this meeting.

Date: WEDNESDAY, April 5, 1989

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

May Meeting: Specifications for Remodeling - Division 9

Following in the footsteps of Technology X Design's seminar on Paint, this month we'll be talking about Division 9 (Finishes) specifications for remodeling. This is the one area that all clients really notice. How do you get a "quality" result without overspecifying? Have you had any problems with a particular tile installation method? What do you do when the clients are dragging their feet about selecting their finishes? How do you keep "allowances" under control?

This is a good opportunity to hear what problems others have experienced, and discuss what we can do to reduce these concerns. Tighten up your remodeling spec's by hearing how others are doing it!

Contractor input is always valuable, so you should feel free to invite your favorite contractors.

Date: WEDNESDAY, May 3, 1989

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

June Meeting: Specifications for Remodeling - Division 9

Last month's discussion of Division 9 (Finishes) only scratched the surface of what people wanted to talk about, so we're bringing back the topic by popular demand. Painting was well covered last month, so we'll move on to flooring, such as tile, hardwood and carpeting. Other wall and ceiling finishes can be looked at, as well.

How do you get a "quality" result without overspecifying? Have you had any problems with a particular tile installation method? What do you do when the clients are dragging their feet about selecting their finishes? How do you keep "allowances" under control?

This is a good opportunity to hear what problems others have experienced, and discuss what we can do to reduce these concerns. Tighten up your remodeling spec's by hearing how others are doing it!

Contractor input is always valuable, so you should feel free to invite your favorite contractors.

Date: THURSDAY, June 8, 1989

(Note the temporary change in day, due to noontime concert)

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

July Meeting: Handling Interior Design for Remodeling

Last month's discussion of Division 9 (Finishes) generated a flurry of controversy. How involved should we, as architects, be in the interior design aspects of our projects? If we use an interior design consultant, how do we control quality? How do we help our clients with finish selections?

At this month's meeting, we'll try to get these issues clarified, and develop strategies for managing interior design on our projects. The group also expressed interest in developing a database of interior design resources. We'll start to plan this out.

Outside input is always valuable, so you should feel free to invite your favorite interior designers.

Date: THURSDAY, July 6, 1989

(Note the temporary change in day, due to noontime concert)

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

October Meeting: Dealing with Building Departments

Had trouble dealing with various building departments? Forewarned is forearmed. This month we'll share our experiences with local building departments and find out what to watch for when we submit our plans. If you've had special submission requirements on your remodeling projects, we'll all benefit from hearing about them.

Many thanks to Cathy Roha, who did a masterful job of coordinating a remodeling suppliers list for showrooms around the Bay Area. She probably still has a few copies left for \$1.50. The list is also available in ASCII format on disk. Talk to Richard Morrison about this. We may want to discuss expanding the list with consultants, subcontractors, etc.

REMODELERS' ROUNDTABLE

August Meeting: Interior Design for Remodeling- Getting Our Clients Organized

Last month's discussion of interior design brought up a number of interesting issues. The topic on which everyone felt they could some help was: How do we get our clients organized to select finishes? Do we send them to showrooms? How do we make sure that their decisions are made in a timely manner?

At this month's meeting, we'll try to get these issues clarified, and develop strategies for managing interior design on our projects. The group also expressed interest in developing a database of interior design resources. Bring a list of your favorite showrooms (eg. tile, plumbing fixtures, cabinets, etc.). We'll share our experiences with these.

Outside input is always valuable, so you should feel free to invite your favorite interior designers.

Date: **THURSDAY**, August 3, 1989
Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

September Meeting: Resources for Remodeling & Small-Scale Geotechnical Services

It's a double bill this month! Members from the American Society of Civil Engineers will be on hand to discuss the problems of getting geotechnical services for small projects. How can we get advice on the foundation for a small residential addition without spending a fortune, and exposing ourselves to enormous liability?

At last month's meeting, the group was eager to develop a master list of resources. The list would include showrooms, suppliers, consultants, and subcontractors that we've worked with successfully.

To start, bring a list (including addresses, phone nos., etc.) of your favorite showrooms (eg. tile, plumbing fixtures, cabinets, etc.). This will be compiled into a master list for distribution and comment at the following meeting. If you want the master list, you need to contribute something!

Date: **THURSDAY**, September 7, 1989
Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

November Meeting: A Potpourri of Practice Management Tips

This month's meeting will be an opportunity to get help with all of those annoying problems that small practices have. How do you schedule vacations? How do you get competent drafting help when you're suddenly overloaded? Tips on faster production methods? How do you schedule your time during the day for maximum efficiency?

Bring your problems/issues of running a small practice to this meeting and let's share our collective wisdom. Anything and everything (except fees) will be fair game for discussion at this month's roundtable.

Date: **THURSDAY**, November 2, 1989
Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

December Meeting: Accounting for Remodelers

How do you keep track of your time? How do you invoice clients; and how often? How much detail do you show on your invoices? Do you keep track of your non-billable time? What type of software do you use (if any) for your accounting? How do you keep track of your expenses?

This month we'll explore the world of money & time management. If you have systems that have worked (or had experience with some that haven't), we'll all benefit by hearing about them. Please bring anything you have for show-and-tell!

Date: **THURSDAY**, December 7, 1989
Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

Providing Limited Services

Those tiny, tiny projects and short consultations of an hour or two; do we expose ourselves to too much liability by doing them? How do you protect yourself in these situations where the fees are so much less than the risk involved? Is your firm even willing to provide services on a limited basis? And what kind of agreement form is appropriate? Do you even bother with an agreement for these jobs?

Find out how other firms are handling this difficult area by coming to the year's kick-off meeting!

Date: Thursday, January 4, 1990

Time: Noon - 1:30 pm

Place: EBAIA Chapter office,
499 - 14th St., Ste. 210,
Oakland

Bring a lunch. Coffee and soft drinks will be available.

REPAIRING EARTHQUAKE DAMAGED BUILDING CLADDING AND ORNAMENTATION

The East Bay Chapter of The American Institute of Architects, Oakland Heritage Alliance, and The City of Oakland, Department of Development Services present A FREE WORKSHOP.

Are you a design professional, contractor, building owner or property manager involved in the repair of a terra cotta or masonry-clad building damaged in the recent earthquake? If so, this workshop is for you. Find out what to look for, what the Code requires and what the alternatives are from a panel of experts including:

An architect familiar with the repair and replacement of architectural ornamentation;

An engineer knowledgeable about the proper design and repair of cladding attachments;

A City of Oakland representative who will discuss the abatement process and Building Code Requirements;

A terra cotta materials manufacturer;

A manufacturer of synthetic ornamentation materials.

DATE: Friday, January 5, 1990

TIME: 1:00 - 4:00 PM

PLACE: East Bay Chapter office AIA
499 - 14th Street, Ste. 210
Oakland

For reservations and further information call 464-3600

MEMO

To: Firms Active in Small Residential Projects
From: Remodelers Roundtable
Date: January 19, 1990
Subject: Geotechnical services

A topic of a recent Roundtable was the difficulty in finding geotechnical consultants for small residential projects. The local Geotechnical Group of the American Society of Civil Engineers kindly posted a notice in the ASCE news letter asking firms which do this kind of work to respond. The following firms have indicated an interest in providing geotechnical services for small residential projects:

Applied Geotechnical Engineering
459 Utah Street
San Francisco, CA 94110
(415) 863-6061

Thomson Consulting Engineers
1812 Trinity Ave., Suite 116
Walnut Creek, CA 94596
(415) 946-0928

Nordmo Associates, Inc.
1977 O'Toole Ave., Suite B104
San Jose, CA 95131
(408) 435-8288

Hallenbeck & Associates
1485 Park Avenue
Emeryville, CA 94608
(415) 655-4152
(Also has offices in Santa Rosa & Palo Alto)

Patrick J. Conway, P.E.
2320 Bellam Court
Santa Rosa, CA 95401
(707) 579-6075

Team Geo
119 Del Monte Drive
Walnut Creek, CA 94595
(415) 947-2199

Mathur Engineering Service
4160 Sedge Street
Fremont, CA 94555
(415) 487-1832

JHA Geotechnical Consultants, Inc.
26046 Eden Landing Rd., Ste. 1
Hayward, CA 94545
(415) 785-7000

And let's not forget the geotechnical engineers who have participated in the Roundtable:

Alan Kropp & Associates,
Inc.
2054 University Avenue
Berkeley, CA 94704
(415) 841-5095

Diablo Soils Engineers, Inc.
936F Dewing Ave.
Lafayette, CA 94549
(415) 283-7734

DCM/Joyal Engineering
1280 Civic Drive, Ste. 206
Walnut Creek, CA 94596
(415) 945-0677

REMODELERS' ROUNDTABLE

March Meeting: Specifying Mechanical & Electrical

When you specify a new furnace or a new electrical service upgrade for a residential remodeling, how do you know if the capacity will be large enough? Most of us rely on subcontractor "design/build" expertise, but how can we be sure the subcontractor does it correctly? Can we prevent problems by better specifying?

This month we'll discuss how to make sure the right furnace and the right electrical service gets installed. If you have a favorite mechanical/electrical sub, please feel free to invite him/her to the roundtable discussion.

Come to the meeting and find out how others are doing it!

Date: THURSDAY, March 8, 1990

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

April Meeting: Handling the Initial Client Contacts

When a prospective client calls, how do you pre-screen the client before setting up a meeting? What questions do you ask? What information do you offer over the phone?

Handling the initial face-to-face meeting can be even trickier. How do you handle requests for ballpark "estimates"? What kinds of promotional material do you bring to the first meeting? How much client education do you (can you) do at the first meeting? How do you turn the first meeting into a real live job, especially if other architects are being interviewed?

Come to the meeting and find out how others are doing it!

Date: THURSDAY, April 5, 1990

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

May Meeting: Time-Saving Tips, and Tricks of the Trade

Don't you often suspect that there are better ways to do things? To be more efficient? This month's Roundtable could save you countless hours of wasted time.

Want a painless way to measure roof pitch or grade elevations? Want to speed up measuring the existing conditions of a house? Want to hear what drafting tricks others are using to increase their efficiency? Or ways to manage your office more effectively?

Bring your own nifty gadgets and time-saving tips to the meeting and find out how others are doing it!

Date: THURSDAY, May 3, 1990

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

June Meeting: How Long Does It Take to Do a Project?

How many hours do you typically put in to producing a set of working drawings? How long does it take you to do a design for an addition? Do you ever feel like you're putting too much time into production? This month we will have a chance to see how efficient we are. A requirement of this meeting is that you bring a typical set of working drawings for a small project along with data on the number of hours it took you to produce it.

Although we can't discuss fees, we will see which areas we can stand to be more efficient in.

We'll also have a chance to talk about our recently developed resource list; which suppliers have been especially helpful, which ones we've had bad experiences with.

Date: **THURSDAY**, June 7, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

July Meeting: Taming the Construction Period

For most of us, the CA phase has the most headaches of any part of the project. This month we'll share our experiences on how to keep the lid on flaky contractors, flaky clients, paperwork, and whatever else you've had a tough time dealing with.

Bring your most pressing problems and war stories. We'll all benefit from hearing them.

Date: **THURSDAY**, July 5, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

REMODELERS' ROUNDTABLE

August Meeting: Managing Fluctuating Workloads

How do you plan for the up's and down's of a small practice? How do you keep from being overwhelmed during the busy times? Do you make clients wait for you to become available, or do you just work longer hours?

How do you take vacations when you're a one-person firm? How long is it safe to be out of town when you have on-going work?

This month's meeting will explore the answers to these questions and more!

Date: **THURSDAY**, August 9, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

September Meeting: Estimating Construction Costs

We've changed names!! The Remodelers' Roundtable is now called the Small Firm Forum to better reflect the diverse practices in many of our small firms have, and because most of the discussions we have are just as appropriate to a small commercial firm as a residential firm. We hope to encourage many EBAIA members to attend who might have (previously) thought we were too specifically residential to be applicable to them.

This month's meeting will explore the many issue of construction costs. We're all faced in the situation where our new clients want our input on what their project will cost, usually before any drawings are produced. How do you graciously handle the issue? Do you get contractor input? How do you protect yourself from giving the client unrealistic expectations about their project? Come find out how others are doing it.

SMALL FIRM FORUM

October Meeting: Dealing with Title 24 Compliance

Do you struggle with Title 24 compliance forms? Or do you just let a consultant deal with them? This month we're pleased to have as a guest Robert Mao, Hayward Plan Checker and independent Title 24 energy consultant. He'll be able to give us insights into what building departments are looking for, and tips and techniques for dealing with Title 24.

This is a great opportunity to ask questions like: When does it make sense to use the Computer Compliance method vs. Point System? What are the best ways to boost the allowable glazing area? When should you be using a consultant? Are there any useful rules of thumb that we can use in our design?

We'll also have the opportunity to share experiences -- good and bad -- we've had in Title 24 compliance. Come find out what others are doing!

Date: **THURSDAY**, October 4, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

November Meeting: Show and Tell

Our "Show and Tell" session this month will be in two parts:

1) **Bring a few of your favorite books** -- both technical and "fun" books qualify -- related to architecture, especially ones that others might not have come across. These might include a much-used reference book, or just one that you've found helpful to your practice. (You don't need to bring *Graphic Standards* or *Sweet's*.) Our goal is to share possible sources of information (or inspiration) that we might otherwise not have heard about, or seriously considered.

2) **Bring some examples of your work.** This can range from your portfolio to snapshots of a project, to sketches or renderings, if you don't have any photos. (If you chicken out and don't bring anything, well, the consequences are too horrible to contemplate....) Leave your ego at home and come find out what your colleagues are doing!

Date: **THURSDAY**, November 8, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

December Meeting: Resolving Construction Disputes

Our guest this month is Cap Lyons, president of a construction company and owner of Construction Resolution Service, a firm that specializes in helping parties resolve disputes through efficient fact-finding. Cap will talk about the services that his firm offers, and share some of his experiences with CRS. We will explore some of the major causes of disputes, discuss areas where architects typically get into trouble, and what we can do about them.

Cap was also involved in the recent set of AGC/CCAIA recommendations for bidding procedures. If time permits, we can discuss how these recommendations might be modified for smaller projects.

If you've ever had problems on a projects, and have that lurking fear of litigation in the back of your mind, you'll want to attend this meeting to hear some better alternatives.

Date: **THURSDAY**, December 6, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

We may also have a chance to discuss resources: suppliers, fabricators, showrooms, etc. that we have found especially useful or helpful.

Coming in October (Oct. 4): Robert Mao, Plan Checker for Hayward and Title 24 energy consultant, will be sharing tips & tricks for dealing with Title 24. You won't want to miss it!

Date: **THURSDAY**, September 8, 1990

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: Handling Construction Period Services

Our December meeting featured Cap Lyons, owner of a firm specializing in construction dispute resolution. One fact became apparent during the meeting; most problems and disputes appear during the construction period. Our January meeting will focus on what we can do to minimize these problems.

We will be exploring what we each do during the construction period. What kind of documentation are you using to keep track of your site visits? What systems (if any) are you using to keep track of all the information that gets generated? How often do you feel it's necessary to make site visits, ideally? How do you handle change orders? How do you make the client feel your services are valuable during construction? (And is this even possible?)

Bring copies of any forms or other systems you use during construction. Kick off the New Year by finding out how others are doing it!

Date: **THURSDAY**, January 3, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

February Meeting: Managing the Details of Business

This month's meeting will be an opportunity to discuss some of the annoying nitty-gritty details that we all have to deal with, and share some strategies and resources for dealing with them.

Do you carry health insurance? Disability insurance? Liability insurance? If so, we'd all benefit from hearing which plans you've researched and selected. If not, maybe you've concluded that disability insurance just doesn't make sense for a small firm owner. Let's hear your reasoning.

What about City business licenses? Do you research and get one every time you do a small remodeling in a new city?

How do you keep up with paperwork, filing, reading trade journals (and cutting out articles), not to mention juggling phone calls. (By the way, any nifty phone features you've found helpful, eg. two lines, voice mail, call forwarding, etc.?)

Come find out how others are coping!

Date: **THURSDAY**, February 7, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

March Meeting: Invoicing Your Clients & Getting Paid

Do you find that your clients sometimes question your bills? Should they be paying more promptly? How much detail is appropriate to give your clients on their invoice? Is it better to bill monthly or at the end of a phase? Do you get better response if you include the bill with some work you've done for them, or send it separately?

Maybe you find that clients pay more promptly if you offer a discount for prompt payment. Or, you've found that it doesn't make any difference! How soon should you stop working if payment doesn't arrive?

Our March meeting will explore invoicing -- what's worked for us and what hasn't. We'll also have the opportunity to discuss tips on collecting money from our slower paying clients.

A requirement of this meeting is that you bring a typical invoice that you would send. Please delete any specific information on hourly rates, etc. We can discuss invoicing format only.

Date: **THURSDAY**, March 7, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

April Meeting: Marketing Your Services in a Recession

Many firms are currently experiencing a slowdown in the number of calls from new clients. If you're among the firms that need to "beat the bushes" a little harder these days (or even if you're not), you'll benefit from hearing what other firms are doing to generate work.

We'll have an opportunity to discuss which specific marketing techniques have been useful to us, along with the ones that haven't paid off. And we can talk about other things that a small firm can do during a slow time to generate income and reduce expenses.

So, don't just sit by the phone waiting for it to ring. Come to the Small Firm Forum!

Date: **THURSDAY**, April 4, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

May Meeting: Financial Planning for the Small Firm

If you're like most small firms, your financial plans consist of merely trying to make ends meet, and maybe have a little left over after the bills get paid. Do you look to the future and wonder how you'll be able to retire? Or wonder if your current business practices might be improved to bring you a higher cash flow now?

This month we will be joined by a panel of financial experts who specialize in the problems of small design firms: Gary Nelson, a financial planner with CIGNA Financial Services Co.; Greg Cappel, a financial planner from Levine Financial Group; and Bob Cote, an accountant with Tomei & Chu. Hopefully, we'll also get some input from a few of their clients, to hear how they've benefited from financial planning.

This will be an opportunity to discuss such issues as: When does it make sense to incorporate? What financial issues should I be thinking about now to save money in the future? Do I really need an accountant or financial planner? Are there any other ways besides life insurance to make sure that my dependents will be taken care of if something should happen to me? What special financial issues do design firms need to deal with?

If you'd like to make your firm more financially stable, you won't want to miss this meeting of the Small Firm Forum!

Date: **THURSDAY**, May 2, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

June Meeting: Problems and Solutions

Having problems with a tricky waterproofing detail? An annoying problem with clients that seems to come up over and over? The contractor never seems to deal with a certain issue on the jobsite? Trouble keeping up with the day to day management of your office? Can't find a particular resource?

Or maybe you've discovered some tips that have eliminated problems. A piece of paperwork or a software program that reduced a particular headache. Or a way of detailing that saved money.

This month the collected wisdom of the group can (hopefully) solve your most pressing problems. Chances are that you aren't the only one that's experienced a particular problem. So bring them, however detailed or global, and we'll put years of experience into solving them.

A REQUIREMENT OF THIS MEETING IS THAT YOU BRING AT LEAST ONE PROBLEM (UNSOLVED OR SOLVED).

Date: **THURSDAY**, June 6, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

July Meeting: "CYA" Paperwork

Paperwork often is the only way that we can protect ourselves if a dispute gets out of hand. The notes we take during our construction visits, at meetings, and during phone calls are invaluable in reducing our liability, and in making our jobs run smoothly. Yet many of us take few notes, or keep our notes in a very disorganized way.

This month's meeting will explore ways to reduce the headache of paperwork without increasing our liability. We'll have a chance to see what types of paperwork others keep, and share ideas for forms and format. This is your chance to learn how to "conserve your assets" with the right kind of paperwork.

A REQUIREMENT OF THIS MEETING IS THAT YOU BRING AT LEAST ONE FORM THAT YOU USE FOR FIELD NOTES, MINUTES OF MEETINGS, PHONE CALLS, ETC., PREFERABLY FILLED OUT TO SHOW THE LEVEL OF DETAIL YOU NORMALLY USE.

Date: **THURSDAY**, July 11, 1991 (We couldn't meet on the 4th)
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

The Small Firm Forum of the
East Bay Chapter of the AIA presents...

"Let's Sue the Architect!"

A one-day workshop for architects in managing their own construction disputes without having to file claims, sue, or give in.

You know how it starts... First you hear the Owners say, "There's no way we're going to pay for this construction. It's absolutely inadequate and will all have to be redone." Then you hear the Contractor say, "We followed the plans, with all the changes the Owners requested. We're going to lien the property." Efforts to point out how they each contributed to the problem only fan the flames. Then you hear each of them say, "We're going to our attorneys. Architect, we hold you equally responsible for this, and you'll be hearing from our attorneys, too." You know that very shortly you will no longer be able to speak to them, only their lawyers.

How you react at this point can make all the difference between the voluntary resolution of a problem, and being a defendant in a couple of expensive lawsuits. No matter how careful you are, and how many satisfied customers you've had, you're likely to face this situation someday.

This workshop provides you with the negotiating skills you need to work out a quick and fair resolution among contractors, subcontractors, owners, and yourselves to keep the job running smoothly and keep you out of court.

The instructor is Ron Kelly, Construction Mediator, Arbitrator, and Contractor, with over fifteen years of experience.

Date: **SATURDAY**, July 13, 1991
Time: 9 AM - 5 PM
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland 94612
Cost: AIA Members: \$ 50, if received by July 5. After July 5, and all others: \$ 75. Make checks payable to EBAIA; send to EBAIA Chapter Office.

Bring a lunch. Coffee and soft drinks will be available.

If you avoid only one serious dispute in your career, this workshop will be one of the best investments you will have ever made!

SMALL FIRM FORUM

August Meeting: Problems and Solutions

At our highly successful June meeting on this same topic we managed to address only a few of the issues that our members brought for discussion. So we'll give you another chance to get those thorny problems solved using the combined talent, wisdom, and experience of our members.

Are you having problems with a tricky waterproofing detail? An annoying problem with clients that seems to come up over and over? The contractor never seems to deal with a certain issue on the jobsite? Trouble keeping up with the day to day management of your office? Can't find a particular resource?

Maybe you've discovered some tips that have eliminated problems. Maybe a nifty software program. Or a way of detailing that saved money.

Remember, chances are that you aren't the only one that's experienced a particular problem. So bring them, however detailed or global, and we'll put years of experience into solving them.

A REQUIREMENT OF THIS MEETING IS THAT YOU BRING AT LEAST ONE PROBLEM (UNSOLVED OR SOLVED).

Date: **THURSDAY**, August 8, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

September Meeting: Resources (Mechanical & Electrical)

Which stores have the best prices on light fixtures? Which showrooms will actually help your clients when they go in to look at plumbing fixtures? Are there any electricians who can help in planning a new electrical service for your design? Who helps you pick out the right furnace or water heater for your project?

This month we will be sharing the collected experiences of the group in the area of mechanical and electrical resources. Not only do we want to name names, we want to know your experiences, both good and bad.

A REQUIREMENT OF THIS MEETING IS THAT YOU BRING AT LEAST THREE MECHANICAL OR ELECTRICAL RESOURCES (NAMES/ADDRESSES/PHONE NUMBERS) AND BE PREPARED TO TALK ABOUT YOUR EXPERIENCES WITH THEM - GOOD OR BAD. BONUS POINTS WILL BE GIVEN FOR UNUSUAL OR OBSCURE RESOURCES!

Date: **THURSDAY**, September 5, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

October Meeting: Resources (Div. 9 - Finishes)

Our September meeting generated some great resources in the Mechanical and Electrical divisions. If you weren't there, you really missed some valuable information! The idea of collective resource generation was so popular, we're going to repeat the process with Division 9.

This month we're looking for trade sources that you've had experience with, maybe a great hardwood flooring installer, a ceramic tile showroom that you've liked, a reasonably priced but good quality painter, or a terrific tile setter. Who do you use when you specify carpeting? Or wallcoverings? Resources can be suppliers, installers, subcontractors, manufacturers, trade associations, or any useful or helpful source you think the others should know about.

Not only do we want to name names, we want to know your experiences, both good and bad.

A REQUIREMENT OF THIS MEETING IS THAT YOU BRING AT LEAST FOUR RESOURCES (NAMES/ADDRESSES/PHONE NUMBERS) AND BE PREPARED TO TALK ABOUT YOUR EXPERIENCES WITH THEM - GOOD OR BAD. BONUS POINTS WILL BE GIVEN FOR UNUSUAL OR OBSCURE RESOURCES!

Date: **THURSDAY**, October 3, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

November Meeting: Kitchens & Baths - How we do them

Most of the members of the group do kitchens and baths, so we've decided to discuss procedures and resources for these bread-and-butter (for many of us) projects.

This month we will be sharing resources for kitchen and bath design, especially cabinets! We'd like to hear how you design a kitchen. Do you bring in a kitchen designer? Do you have a cabinet showroom help you with the design? Or do you lay out your cabinets in great detail yourself? Who are the cabinet suppliers that you use? Or have tried but had problems with them? Good sources for appliances? Good cabinet finishers?

How do you select and specify appliances? Who buys the appliances, cabinets, and fixtures/accessories, and why do you do it that way?

A REQUIREMENT OF THIS MEETING IS THAT YOU BRING AT LEAST FOUR RESOURCES (NAMES/ADDRESSES/PHONE NUMBERS) AND BE PREPARED TO TALK ABOUT YOUR EXPERIENCES WITH THEM - GOOD OR BAD. ALSO APPRECIATED WOULD BE A SAMPLE SET OF DRAWINGS AND SPECIFICATIONS FOR A KITCHEN OR BATH PROJECT FOR "SHOW AND TELL."

Date: **THURSDAY**, November 7, 1991
Time: Noon - 1:30 pm.
Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

The Small Firm Forum of the
East Bay Chapter of the AIA presents...

"Let's Sue the Architect!"

A one-day workshop for architects in managing their own
construction disputes without having to file claims, sue, or give in.

You know how it starts... First you hear the Owners say, "There's no way we're going to pay for this construction. It's absolutely inadequate and will all have to be redone." Then you hear the Contractor say, "We followed the plans, with all the changes the Owners requested. We're going to lien the property." Efforts to point out how they each contributed to the problem only fan the flames. Then you hear each of them say, "We're going to our attorneys. Architect, we hold you equally responsible for this, and you'll be hearing from our attorneys, too." You know that very shortly you will no longer be able to speak to them, only their lawyers.

How you react at this point can make all the difference between the voluntary resolution of a problem, and being a defendant in a couple of expensive lawsuits. No matter how careful you are, and how many satisfied customers you've had, you're likely to face this situation someday.

This workshop provides you with the negotiating skills you need to work out a quick and fair resolution among contractors, subcontractors, owners, and yourselves to keep the job running smoothly and keep you out of court.

The instructor is Ron Kelly, Construction Mediator, Arbitrator, and Contractor, with over fifteen years of experience.

Date: **SATURDAY**, November 16, 1991

Time: 9 AM - 5 PM

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland 94612

Cost: AIA Members: \$ 50, if received by November 8. After November 8, and all others: \$ 75. Make checks payable to EBAIA; send to EBAIA Chapter Office.

Bring a lunch. Coffee and soft drinks will be available.

If you avoid only one serious dispute in your career, this workshop will be one of the best investments you will have ever made!

SMALL FIRM FORUM

December Meeting: Electrical Specifications

Most architects are a little fuzzy on the "why's" of electrical specifications. Especially for residential work, we often write our own specifications. But are there considerations that we should be including in our specifications to get a high quality project?

We'll have a special guest at this meeting: Jerry Bratcher, licensed electrical contractor for 13 years, will give us his insights into specifying electrical work. We'll discuss when and how to upgrade electrical service, what to look for in high quality electrical work, and talk about actual language that we should be including in our specifications.

Please come prepared to discuss your experiences with electrical contractors and typical electrical problems that seem to crop up on your projects.

Date: **THURSDAY**, December 5, 1991

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: Lessons Learned from Experience

On the assumption that the best way to learn is through the experiences of others, this month's meeting will be a forum to tell our horror/war stories and how we coped with them. *How* was the biggest mistake you've made? How did you deal with it?

Put your egos aside and join the group! A requirement of this meeting is that you bring at least one mistake or horror story. (If you've had a perfect record, you don't need to co

Date: **THURSDAY**, January 9, 1992

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210, Oakland

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

February Meeting: Are We Having Fun Yet?

Do you still experience the thrill of the college design studio? Are you still excited *about* going to work? Or have the headaches and pressures of being an architect tarnished the *glamour* of having an architectural practice? What keeps you going when the going gets rough?

Pam Seifert has graciously offered us her home for an informal discussion on what *makes* practicing architecture fun, and what can we do to increase the enjoyment and satisfaction of having a small firm.

Date: **THURSDAY**, February 6, 1992

Time: Noon -1:30 pm.

Place: Home of Pam Seifert, 109 La Espiral, Orinda. (Take St. Stephens exit, go north *on* Las Vegas. Turn left and go to second street. Turn left at La Espiral --not straight, which *is* also La Espiral-- and go to #109. Park on street.

Bring a lunch.

SMALL FIRM FORUM

March Meeting: Fire Issues

Many of us are doing, or will be doing, projects in the Oakland Hills related to *The* This meeting will be an opportunity to discuss the issues we've come across: new *restrict* tions, how to best help clients with insurance issues, "bandwagon" contractors, *liability* issues, resources, and whatever else comes up.

We had such a great time at Pam Seifert's home last month, Harry Jacobs volunteered *his* new home for this informal session!

Date: **THURSDAY**, March 5, 1992

Time: Noon -1:30 pm.

Place: Home of Harry Jacobs, 12688 Brookpark Rd., Oakland (off Skyline).

Bring a lunch.

SMALL FIRM FORUM

April Meeting: Programming Your Projects

How do you program your projects? Do you use an interview technique? Do you provide forms for your client to fill out? Have you developed any special techniques to make sure that you don't miss planning for important items in your design?

If you're tired of learning that your client's furniture isn't going to fit in their new living room and that there's no convenient place to plug in the television, come find out how others are doing it! If you have any forms that you use in your office, please bring them for a group show-and-tell.

Date: **THURSDAY**, April 2, 1992

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

May Meeting: Owner-Architect Agreements

Time again to take a look at the agreements that we're using for our clients. It's been a few years since we explored this topic, and we can benefit by the lessons we've learned since then. How have your agreements (or approach to agreements) changed?

A requirement for attendance at this meeting is that you bring a blank agreement form of the type you are currently using with your clients. To keep the Justice Department happy and eliminate the anti-trust issues, please delete or obscure any references to specific fees.

Don't show up without your agreement form!

Date: **THURSDAY**, May 7, 1992

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

July Meeting: Designing for Disabilities

This month's meeting will be an opportunity to share resources for designing for the disabled. Have you found a great source for grab bars, accessible tubs, special kitchen appliances? What design ideas have you incorporated? Have you started dealing with ADA compliance issues yet?

Bring your resource list and get the benefit of everyone else's!

Date: **THURSDAY**, July 2, 1992

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

August Meeting: Managing Your Life When There's Too Much To Do

This month's meeting will explore the issues we face when we're juggling too many projects at once. Have you come up with any techniques to manage (or reduce, or expedite) the overwhelming amount of information and number of tasks we all need to deal with? How do you make sure your personal life doesn't suffer? (Do you even have a personal life?)

Bring your best time management and/or "life management" techniques. If you don't have time to attend this meeting, you need to be there!

Date: **THURSDAY**, August 6, 1992

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

September Meeting: Accounting -- How do you do it?

This month's meeting will explore the scintillating and thrilling world of accounting and bookkeeping. How do you keep track of your billing and expenses? Is it just a checkbook and chickenscrawls system, or are you using some nifty computerized system? Do you use an accountant? A bookkeeper?

The goal of the meeting is to hear how others have reduced their non-billable, non-enjoyable time spent keeping the books. Please bring a sample of your current system, if possible.

Date: **THURSDAY**, September 3, 1992

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

October Meeting: CADD - Does it work for a small firm?

Some small firms use CADD, some don't. This month we'll have a chance to discuss whether or not CADD has been profitable for small firms. What have been the advantages of using CADD? What have been the disadvantages? What CADD programs are people using?

If you're not currently using CADD, should you be? Or is a pencil still the way to go for small projects? Will you be able to compete if you don't computerize your drafting? Or is CADD overblown technology? Mac or IBM? Come hear the pro's and con's.

Date: **THURSDAY**, October 8, 1992

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

November Meeting: The A107 - The Contractor's Perspective

The AIA - A107 Construction Contract is used frequently by architects and sometimes (usually grudgingly) by contractors. Why do many contractors not like this contract?

This month, a group of contractors who have been carefully reviewing this agreement, and have looked at possible language that might make the A107 a more balanced and appropriate agreement, have agreed to join us for a discussion of specific concerns and possible solutions.

They are very interested in hearing the architect's point of view, and we should benefit from hearing their's. Join us for a lively and informative discussion that may ultimately contribute to a useful set of published clauses to be used as an addendum to the A107.

Date: **THURSDAY**, November 5, 1992

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

December Meeting: Can We Give Contractors Opportunities for Creative Craftsmanship?

Antonio Gaudi was able to let his craftspeople give free rein to their imaginations with remarkable results, while maintaining overall design control. Are there opportunities we can give to tile setters, finish carpenters, and/or other trades on our own projects to have creative control over their own work? If so, how do we do this while trying to maintain a consistent design for our clients? How might this be specified? How do we monitor quality in this situation? How would we control costs?

Or do you think this is all just too difficult to manage? Bring your experiences (if any) with the "artisan approach" and let's hear if it's possible, manageable, and desirable. (Or does it occur only in *Fine Homebuilding*...)

Date: **THURSDAY**, December 3, 1992

Time: Noon - 1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: Having Employees -- Pro's, Con's, How to's

Wondering how to expand your output? Should you hire an employee? And if so, which is the position that should be filled first? Second? Or are you better off with an off-site consultant? Or have you tried it and found out it was just too much trouble? Have you tried temporary employees?

Kick off a very professional New Year by hearing experiences, pro and con, about having employees. Find out how to do it right, pitfalls to avoid, and benefits to be reaped (if any).

And in the meantime, HAPPY HOLIDAYS!!!!

THURSDAY, January 7, 1993

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

February Meeting: Working with Interior Designers

How do you handle the interior design aspects of your projects? Do you do them yourself or work with an interior designer? If the latter, who chooses the designer and how do you manage the process?

We've all heard (or maybe experienced first-hand) stories about good architecture being destroyed by a bad interior designer, but we don't hear enough success stories. So, bring examples of any positive experiences you've had, and any thoughts on why it worked out. We can also share names of interior designers we've had good luck with.

Date: **THURSDAY**, February 4, 1993

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

March Meeting: Small Projects -- What do we need from the AIA?

The AIA Small Projects Task Force, after a series of nationwide roundtables, came up with a series of recommendations to help the National AIA make itself more useful to architects who do small projects. Now our own Harry Jacobs, FAIA, will be meeting with other national members to further the cause of small project practitioners. We can make our needs known in Washington through Harry by a discussion at this meeting on:

- 1) Owner-Architect agreements: What do we need for small projects? Other agreements? What should be included in the "Handbook"?
- 2) Professional development suggestions.
- 3) Small project specifications: How can the AIA help?
- 4) What marketing tools could the AIA provide? Other needs?

Date: **THURSDAY**, March 4, 1993

Time: Noon -1:30 pm.

Place: EBAIA Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

April Meeting: Lighting Design

How do you handle lighting design for small projects? Do you do it yourself? Or use a consultant? At what point does it make sense to call in a lighting consultant?

Maybe you've got some good light fixture sources that you'd like to share. Or maybe a nifty soffit detail for indirect lighting. Do you have some hot tips or tricks, or recommendations for a particular type of lighting? Don't hide your light under a barrel -- come to the SSF and find out how others handle THEIR lighting!

Date: **THURSDAY**, April 1, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

P.S. Start reading Deborah Tannen's You Just Don't Understand and/or That's Not What I Meant, for our May meeting on gender differences in client relationships.

SMALL FIRM FORUM

May Meeting: How Does Gender Affect Our Business Communication?

Deborah Tannen's You Just Don't Understand and That's Not What I Meant point out many subtle yet important differences in the way men and women communicate. Is this affecting your client and contractor relationships? Are male architects more likely to see the Owner/Architect/Contractor relationship as a hierarchy, rather than a team? Do female clients often feel that male architects don't hear them out? Are women architects more likely to be more bullied by contractors? Are women architects more likely to ask for help from a contractor? Are male architects more comfortable with conflict on the jobsite? Try to read one or both of the above references and join us for an interesting and (hopefully) helpful discussion. Feel free to invite a contractor or two!

Date: **THURSDAY**, May 6, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

P.S. Our June 3rd meeting will be on Bidding Procedures.

SMALL FIRM FORUM

June Meeting: Competitive Bidding Procedures

How do you handle competitive bids? How many bids do you typically get? Do you have bids delivered to the Owner or yourself? Do you allow contractors to make "presentations" of their bid? How do you handle contractor/subcontractor walkthroughs?

Handling competitive bids responsibly and effectively will be the topic of this month's meeting. If you use the competitive bid process at all, you won't want to miss this!

A requirement of this meeting is that you bring 25 copies of your own Bid Proposal Form and/or Instructions to Bidders forms. If you don't bring anything, you don't get anything!

Date: **THURSDAY**, June 3, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

July Meeting: Double Feature Discussion!

A couple of interesting and vital topics were suggested at the last meeting. The first is: **How have your business practices changed over the past couple of years?** Is increased competition due to the recession causing you to practice differently? For example, are you finding yourself bidding competitively for projects? Have you started offering free consultations? Have you done anything else to "tighten your belt"?

We'll also discuss: **What details have you left out of your drawings that got you into trouble?** This is a good chance to make sure that you don't have a ticking time bomb hidden in your current and upcoming construction documents!

Date: **THURSDAY**, July 8, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

August Meeting: Double Feature Discussion Continued by Popular Demand!!

The enthusiastic response to last month's topics means we'll be continuing the discussion this month. The first topic is: **How have your business practices changed over the past couple of years?** Is increased competition due to the recession causing you to practice differently? For example, are you finding yourself bidding competitively for projects? Have you started offering free consultations? Have you done anything else to "tighten your belt"?

We'll also discuss: **What details have you left out of your drawings that got you into trouble?** This is a good chance to make sure that you don't have a ticking time bomb hidden in your current and upcoming construction documents!

Date: **THURSDAY**, August 5, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

September Meeting: Details that got you into trouble.

While God may be in the details, so is the Devil. This month we'll take a look at those details that **shouldn't** have made it into your drawings. Maybe it was a dimension that should have been left to a fabricator, or a tricky roofing intersection that should have been thought about a little more.

We'll also discuss: **What details have you left out of your drawings that got you into trouble?** This is a good chance to make sure that you don't have a ticking time bomb hidden in your current and upcoming construction documents!

You are requested to bring a set of drawings from a recent project to help others understand the level of detailing you feel comfortable with, and found appropriate for the type of work you do.

Date: **THURSDAY**, September 2, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

October Meeting: What Should the AIA be doing for Small Firms?

As part of a small firm, do feel that you get ample benefits from your AIA dues? Or is there more that you think you ought to be receiving? What services and support should the AIA be providing that you're not getting? This will be a great opportunity to help create the kind of AIA you need to help you be successful. So tell us what you need! We'll make sure that ideas from this session get to AIA National.

Time permitting, we'll also continue with the topic from last month: Construction details that cause trouble. An incredible amount of great information was generated last time, with still more to come!

Date: **THURSDAY**, October 7, 1993

Time: Noon -1:30 pm.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

November Meeting: The Vision Thing

A recent AIA/East Bay survey showed the Small Firm Forum to be the best attended committee of the Chapter. We want to keep it that way; which we can do by making it as relevant to your needs as possible. This is your group; what do you want to get out of the meetings?

For the SSF to survive on more than a month-to-month basis, we need a long-term agenda. This month's meeting will be brainstorming, defining desired topic areas/leaders, and deciding not only what we want, but hopefully finding ways to help the Chapter make some money. (e.g. from sales of a resource list, small project guidelines, or). Do we want to get politically active, should we be more involved in networking with the industry at large? This meeting will set the course for the SSF for a long time to come, so be there!

Date: **THURSDAY**, November 4, 1993

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

December Meeting: Socially-Conscious Architecture

Do you feel twinges of guilt when you design a building that deprives another of daylight? Should you, as an architect, participate in the design of a building that is strongly opposed by the community in which it is to be built? Or perhaps that just you, personally, think is too big for its site? Should you look for ways to get around (or even ignore) the building code when it interferes with what your client wants, when you believe the ultimate design will still be safe? Is it appropriate to base a practice on projects that serve only a wealthy minority?

Dilemmas such as these, and many others, face us daily. December's meeting will explore some of the ethical issues that we face as architects, and we'll discuss how we've dealt with them.

Date: **THURSDAY**, December 2, 1993

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: Estimating Construction Costs

How do you find out how much your design will likely cost before the final pricing? Do you do your own estimates, have a contractor do an estimate, or have an independent cost consultant? Which have you had the best success with? Or do you even bother with preliminary estimates? How much design information do you need to show for an accurate preliminary estimate?

This month will explore the scary world of estimates (and how to meet your client's budget). If you've found a reliable method of estimating, whether cost guide manual, software program, dart board, or specific human being, please bring the details to share.

Kick off the New Year with a program guaranteed to be "in your ball park!"

Date: **THURSDAY**, January 6, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

February Meeting: Show and Tell

Four of our colleagues -- Darrel DeBoer, AIA, Kenny Goodman, AIA, Donald Wardlaw, AIA, and Harry Jacobs, FAIA -- have graciously offered to show us one of their projects. This is NOT intended to be a glitzy slide presentation of a photogenic award-winner (although they might well qualify as such....who knows?), but rather a nuts-and-bolts look at a typical project, including working drawings, so that we can see the type of work others are doing, as well as how they do it.

We'll have the opportunity to discuss their thoughts behind the designs, hopefully get a glimpse into their individual design processes, and maybe even recapture some of the magic of the old college design studio! Please join us.

Date: **THURSDAY**, February 3, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

March Meeting: CADD & the Small Firm

So, are you using CADD yet? Should you be, if you're not? If you ARE using CADD, can you be more efficient? Who's using 3-D modeling? This month we'll take find out how high-tech our colleagues are, and what their experiences in automating their offices have been. We'll get a chance to find out what software they're using currently, hear pro's and con's of the automating process, and maybe find out how to make it less painful. Has it really made offices faster and more competitive? Are you going to be left in the dust? Better not miss this session!

If you are currently using CADD, please bring a sample drawing or two to show the kind of output your software produces.

Date: **THURSDAY**, March 3, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

April Meeting: Change Orders

Minimizing change orders is one way to keep your client happy during construction. And reducing the number of change orders created due to incomplete or inaccurate drawings and specifications is critical for reducing your own liability. This month, we'll explore the areas where change orders typically get generated, talk about how to minimize the problems associated with change orders, and look at the change order process.

Who does the paperwork - you or the contractor? What level of cost breakdown is reasonable to expect for a small project change order? In a related area, what level of Field Order to you feel comfortable issuing without the client's input? (Or do you even use Field Orders?)

Contractors are especially encouraged to attend this meeting!

Date: **THURSDAY**, April 7, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

May Meeting: Dealing With Your Client's Stress During Construction

Remodeling can be inherently stressful and sometimes traumatic for your clients. You've probably had projects where clients have behaved irrationally due to the psychological pressures of the remodeling process, perhaps causing problems for you and the contractor. What are the danger signals to watch for? Is there anything that you can (and should) be doing to defuse these situations?

Joining us at this meeting will be Leonard Schwartzburd, Ph.D. and Diane Ulmer, R.N, M.S., a married couple with extensive counseling experience in couples work, stress reduction, and Post Traumatic Stress Disorder (sometimes experienced by those who have lost their home in a disaster), who will shed light on the psychological dimensions of remodeling from a client's perspective, early warning signs of trouble, and strategies for dealing with stress-related issues.

Date: **THURSDAY**, May 5, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

June Meeting: Marketing for the Small Firm

Do you have all the business you want or need right now? If not, join us for an informal discussion of marketing; what's worked for us, and what hasn't. Find out what other firms are doing to "beat the bushes."

Joining us at this meeting will be an architectural marketing specialist, John Leonard, who will be available to answer questions, offer tips and insights, and provide a sounding board for your own ideas on how to market your firm.

And if you're a whiz at self-promotion, please come and share your experience with your colleagues!

Date: **THURSDAY**, June 2, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

July Meeting: The Initial Client Meeting

The initial meeting sets the tone for the rest of your client relationship. What do you do at the first meeting to create an environment for a successful project? And if this meeting is also to "close the sale," what do you do to increase your chances?

How much research do you do before this meeting? Do you bring your "dog & pony show?" Do you have leave-behinds? How much education can you accomplish and on what topics? Do you do any design at this meeting?

Please come and share your experiences with your colleagues!

Date: **THURSDAY**, July 7, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

October Meeting: How We Bill Our Clients

This month we'll take a look at how we bill clients. What sort of billing format makes sense for a small project -- how much detail should you give clients? Do you typically bill on a fixed fee basis, or hourly? (Or both?) How often should you bill? (Most seem to bill monthly, but maybe you've had better response by billing at the end of phases, or bi-weekly.)

Do you give discounts for prompt payment? How do you handle reimbursable expenses? (And what should be reimbursable?) Do you use any special billing software?

Although we can't talk about specific fees at this meeting, we can talk about ways to structure our billings so they make sense for our clients, and for us.

Date: **THURSDAY**, October 6, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

August Meeting: Gotcha's

Fill in the blank: "The last time I had egg on my face with a client was when I _____."

Maybe it was when you forgot to fully research the....? Or when you forgot to specify the requested?

This month's meeting will be an opportunity to share those humbling experiences that we all have with others. By donating one embarrassing moment you will walk away with the ability to avoid many more!

Please bring (at least) one egg-on-face learning experience to this meeting.

Date: **THURSDAY**, August 4, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

November Meeting: Resource Roundup

Something new this month! You will be required to bring to the meeting **THREE** resources that have helped you in your business, to share with the others. These resources can be 1) A person: perhaps a great consultant, a manufacturer's rep that has been extremely helpful, or other maven, 2) A place: maybe a little-known warehouse for light fixtures, or an inspirational library, or 3) A thing: a piece of indispensable software that others should know about, a nifty drafting or measuring tool, a book, or maybe a piece of business equipment. The more creative and unknown the better! (But don't assume that people will know about something that's obvious to you.) If an item is small and you can bring it, please do so.

You may never have another opportunity to get so many resources so quickly, so be there!

Date: **THURSDAY**, November 3, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

September Meeting: National AIA Small Projects Professional Interest Area ** SPECIAL MEETING** NOTE DATE, TIME, & PLACE **

Harry Jacobs has generously offered to host a meeting at his house this Saturday for a regional meeting to help the new Small Projects PLA. Meet visiting representatives from around the country and discuss what directions would be most useful for us. If you are a dues-paying AIA member, you are eligible to receive this group's outstanding newsletter for free, and participate in Small Project issues with other architects around the country.

Don't miss this opportunity to get involved with a growing voice in the national AIA that can help us get what we, as small firms, need from the AIA!

(Next meeting will be back to our usual format on Thursdays.)

Date: **SATURDAY**, September 10, 1994

Time: 9-10:30 a.m.

Place: Jacobs Residence, 12688 Brookpark Road (off Skyline Blvd.), Oakland

SMALL FIRM FORUM

December Meeting: The Problem-Solving Clinic

Another new concept this month! Bring a problem or issue that you'd like the group's help in solving to the meeting this month. It could be anything from a client management problem, to a detailing problem, to a paperwork problem. Any type of problem is fair game. If you have no problems (that you can discuss, at least), bring a problem that you've recently solved and share that with the group.

The only requirement for this meeting is that you bring **SOMETHING** to discuss. You don't often get an opportunity to get help from so many of your peers, so take advantage of it. Be there!

Date: **THURSDAY**, December 1, 1994

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: How Do We Do "Big A" Architecture?

This month's meeting takes a more philosophical bent. We'll explore the issue of attempting to do 'Big A' architecture, the sort of architecture that inspires and delights. (And scares our clients with the potential price tag.) Do we have an obligation as architects (and builders) to try to bring a greater vision to our clients (even if it costs them a little more), or should our responsibility be, first and foremost, to give our clients what they've asked for? How much are we willing to risk to bring our own design vision to our projects? What are the risks?

How do we educate and/or convince our clients of the benefits of good design? (Or craftsmanship?) Should we INSIST on it? Does it have to cost more? Whether you prefer a drafting service or ivory tower approach, come share your experiences and thoughts.

Date: **THURSDAY**, January 5, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: "Show and Tell"

This month we'll have a reprise of one of our most popular sessions. Three of our colleagues, John Ploss, AIA, Tom Hood, AIA, and David Dobereiner, have graciously offered to present a project of theirs. This is intended to be a nuts-and-bolts session where you get to see how they "do" a project -- samples of typical sketches, the type of drawing they would show to a client during the design phase, and how they translate these into construction documents. We'll make sure that you have some time to put them on the spot with questions.

If you've been wondering how what you do compares with what others are doing, or wondering if there's a better way to do it, this is a meeting you won't want to miss!

Date: **THURSDAY**, February 2, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

March Meeting: Doors & Windows

You've got the catalogs & specifications, but which manufacturers are providing good service as well as good quality? Have you had windows that leaked? Where do you go to match an existing wood window? How much detail do you provide for custom windows? What are the pro's & con's of vinyl vs. aluminum cladding?

How do you specify doors and maintain quality? Generically or by brand name? When do you use pre-hung? What are your experiences with fiberglass and vinyl doors? Who's giving the best prices these days? Have you used custom entry doors?

the names of your favorite suppliers/showrooms along with your experiences. This will be an opportunity to get information available nowhere else!

Date: **THURSDAY**, March 2, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

April Meeting: Working with Contractors in a Negotiated Contract

Many of us prefer working in a situation where the contractor has been pre-selected. This arrangement brings with it a set of conditions that are different from a competitively bid situation. For example, how does the architect get involved in payments to the contractor? Is a fixed price contract with the contractor "ethical"? How involved should the contractor get with the design in the early stages; when are the appropriate points for contractor involvement? What are issues that have come up for you when you've been involved in a negotiated situation?

Come to this meeting and find out how to make this scenario run as smoothly as possible!

Note: If you haven't shown up at a meeting in the last six months, and wish to remain on the mailing list, please contact Richard Morrison at 415-321-3729. To reduce postage costs, we are trimming the mailing list to active participants only.

Date: **THURSDAY**, April 6, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

May Meeting: How We Bill Clients

What method of billing works best for you and your clients? Fixed fee, hourly, or a combination approach? How much detail is appropriate to give clients on a bill? Most of us bill monthly, but perhaps we should consider semi-monthly. What increments of time works best? What things are appropriate to charge as reimbursables, and what things should be considered as part of our standard overhead? What billing software packages are people using? Should travel time be charged for?

Although we won't be able to discuss specific dollar amounts that we charge, we can discuss how to structure billings to be more understandable to our clients.

Please bring a sample of one of your firm's typical invoices (with actual dollar amounts deleted) to share with the group. If you bring one, you'll get a copy of the others. If not, you don't!

Date: **THURSDAY**, May 11, 1995 (Note that this is a one-time change to the 2nd Thursday of the month)

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

June Meeting: Getting Our Work Photographed

Small firms often put off getting their work photographed by professional photographers because of the perceived expense involved. Some firms do their own photography to help reduce costs. This month's meeting will explore the various ways to get projects photographed, how we trim costs, and allow us to share tips for getting the best results. (Do we "prop" projects? Request transparencies vs. prints from a photographer? What do we send to a magazine for prospective publication?)

Professional architectural photographers have agreed to participate in this discussion. Feel free to bring stories of your own experiences, names of photographers you've used successfully, maybe samples of photographs you've taken yourself, and anything else you think will add to the discussion.

Date: **THURSDAY**, June 1, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

July Meeting: When Projects (or Clients) Go Bad...

Ever had a project that you thought was going along just fine, and then got a call from the client indicating a "lack of confidence" and terminating your services? Or perhaps the client suddenly just got nervous and started demanding all sorts of documentation and justifications, maybe suddenly sending you faxes on a daily basis? Or seemed just fine until the Punch List and then *everything* was done wrong?

If you haven't, chances are that you've just started your practice. What are the danger signals and what should we be doing to protect ourselves? How do we reasonably "fire" a client if we sense that we could be in trouble later? This month's meeting is an opportunity to explore why projects have gone sour for others, and maybe avoid those situations ourselves. Bring your worst horror stories to share!

Date: **THURSDAY**, July 6, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

August Meeting: Saving Money for Your Clients

What have you done lately to save money for your clients? Maybe you came up with a second structural solution that was less expensive than the first one you first designed. Maybe you discovered a less expensive siding material that looked just as good. Maybe you tried out a new type of heating system for a recent project that cost less than the usual one you specify. Or just shopped really hard for a certain item and found it at a bargain price.

This month we'll have an opportunity to learn how others are paring down project costs and (hopefully) becoming heroes in the eyes of their clients. Bring a few of the techniques you've been using to save money on projects to share with your colleagues. You'll walk away from this meeting with many more tips than you came with!

Date: **THURSDAY**, August 3, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

September Meeting: The Public's Perception of Architects - What Should We Be Doing? (Or Doing Differently?)

You've undoubtedly encountered the attitude (perhaps secondhandedly) from a person about to embark on a construction project, "Do we really need an architect?" Why do we seem to have a problem in the public's attitude toward architects? What should we be doing, as individuals and as a group, to increase the likelihood that an architect will be hired for a project? Should we be offering other services to increase our perceived value? Or is this just a "marketing problem?"

At this meeting we'll explore these issues, and get some ideas from the Small Firm Forum Public Affairs Committee, which is addressing ways to increase the value of architects in the public's mind.

Date: **THURSDAY**, September 7, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

October Meeting: Painting

No matter how nice a design you've done, a poor painting job can spoil your project. How do you ensure that the painting meets your expectations? Are there specific requirements for quality control (e.g. the level of samples required, directions for preparation, etc.) that you've learned to include in your specifications? What kinds and brands of paints have worked best for you in the past? Have current VOC standards caused problems for you?

How do you get cabinets painted? Do you insist on shop painting or can cabinets be decently done on the job site? Do you require a separate cabinet painter, or just typically use the painting subcontractor?

Please come and share in the collective wisdom in this nuts-and-bolts session!

Date: **THURSDAY**, October 5, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

November Meeting: How to Do Competitive Bids Well

Chances are that you will be involved in obtaining competitive bids for some projects whether you like this approach or not. How can you make this process go as smoothly as possible, and be as fair as possible to all of the contractors? Do you allow contractors to make a "presentation" of their bid, or do you structure the proposal process so tightly that the contractors just fill out and submit a form?

Do you receive bids at your office, or do you let the contractors give them directly to the client? How late before the bid due date do you allow questions on your plans? How many sets of plans do you provide the contractors for free? How do you handle the bid aftermath?

Join others to see how we're all doing this, and how we might do it better. Contractors are especially encouraged to voice their "wishlist" items!

Date: **THURSDAY**, November 2, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

December Meeting: How Long Does It Take an Architect to Do a Project?

How many hours does it take you to do the design for a master bedroom addition? How many hours do you budget for producing the working drawings for a bathroom remodeling? What is a reasonable number of hours to allot for helping the Owner obtain bids? Do you find that construction period services typically take a certain percentage of the overall time? Obviously, these numbers will vary from project to project, but undoubtedly you are finding these fall within a usual range.

For this meeting, we'll try an experiment in information gathering which should benefit us all. Please be prepared to discuss the number of hours it typically takes you to do your typical project type, for each phase of the the work. NOTE: We cannot discuss fees (hourly rates or overall fees) at this meeting!!

Date: **THURSDAY**, December 7, 1995

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612

Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

January Meeting: The New Written Contract Law - How Will it Affect You?

Kick off the New Year with a meeting that will illuminate how to deal with the prospect of getting a written agreement for every project. By now you should be aware of the new consumer protection law, effective as of January 1, 1996, requiring a written architect-client agreement for all architectural services -- with a few exceptions. How will you handle short consultations without resorting to a burdensome contract? What trouble awaits you if you act too informally? What do you need to do to comply with this law? Our own Bryant Byrnes, Esq., et al., will not only contribute to the discussion, but will furnish sample short-form agreements appropriate for brief consultations, which will comply with the new law. You won't want to miss this meeting!

Date: THURSDAY, January 4, 1996

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

SMALL FIRM FORUM

February Meeting: Managing Paperwork

Paperwork is one of the most important, yet often most unpleasant, parts of our work. Have you found any shortcuts or tips to speed up or simplify your project administration? Maybe you've created some documents for computerized fill-in, created a nifty telephone log form, or a found a checklist for producing construction documents. What documents have you found essential? How do you manage and store your documents?

Join us for a session designed to make our professional lives easier. While not mandatory, if you have examples of forms/documents/ideas you've used, please bring them for illustration.

Date: THURSDAY, February 1, 1996

Time: Noon-1:30 p.m.

Place: AIA/East Bay Chapter Office, 499 - 14th Street, Suite 210 Oakland 94612
Bring a lunch. Coffee and soft drinks will be available.

APRIL 4

ALEX - A NEW IDEA

MAY 2

DONALD - DETAILING

JUNE 6

LINDA - WHAT DO YOU SHOW
YOUR CLIENT AT YOUR
1ST CLIENT Mtg

JULY 11 (2ND THURS)

JOHN - CONSTRUCTION
ADMINISTRATION

AUGUST 1

ALEX - PROJECT
ORGANIZATION

SEPTEMBER 5

DONALD - SHOW & TELL

OCTOBER 19

LINDA - DRAWING
ORGANIZATION

NOVEMBER 7

JOHN - FULL/PARTIAL SERVICES?
HOW TO GET STARTED
ON THE RIGHT FOOT.

DECEMBER 5

ALEX - CABINETRY

SMALL FIRM FORUM - Topics

10/93	What Should the AIA be doing for Small Firms?
8/93	Details that got you into trouble
8/93	How have your business practices changed over the past couple of years? What details have yo
7/93	left out of your drawings that got you into trouble?
6/93	Competitive Bidding Procedures
5/93	How does Gender Affect our Business Communication?
4/93	Lighting Design
3/93	Small Projects -- What do we need from the AIA?
2/93	Working with Interior Designers
1/93	Having Employees -- Pro's, Con's, How to's
12/92	Can we give Contractors Opportunities for Creative Craftsmanship?
11/92	The A107 -- The Contractor's Perspective
10/92	CADD -- Does it work for a small firm?
9/92	Accounting -- How do you do it?
8/92	Managing your Life when there's too much to do
7/92	Designing for Disabilities
6/92	Owner-Architect Agreements
4/92	Programming your Projects
3/92	Fire Issues
2/92	Are We Having Fun Yet?
1/92	Lessons Learned from Experience
11/91	Kitchens and Baths -- How we do them
11/91 & 7/91	"Let's Sue the Architect!"
10/91	Resources (Div. 9 - Finishes)
9/91	Resources (Mechanical and Electrical)
12/91 & 8/91	Problems and Solutions
7/91	"CYA" Paperwork
5/91	Financial Planning for the Small Firm
4/91	Marketing your Services in a Recession
3/91	Invoicing your Clients and Getting Paid
2/91	Managing the Details of Business
1/91	Handling Construction Period Services
12/91	Electrical Specifications
12/90	Resolving Construction Disputes
11/90	Show and Tell - favorite books - examples of your work
10/90	Dealing with Title 24 Compliance
9/90	Estimating Construction Costs
8/90	Managing Fluctuating Workloads
7/90	Taming the Construction Period
6/90	How Long does it take to do a Project?
5/90	Time-saving tips and tricks of the trade
4/90	Handling the Initial Client Contacts
3/90	Specifying Mechanical and Electrical
1/90	Repairing Earthquake Damaged Building Cladding and Ornamentation
12/89	Accounting for Remodelers
11/89	A Potpourri of Practice Management Tips
10/89	Dealing with Building Departments
1/90 & 9/89	Resources for Remodeling and Small-Scale Geotechnical Services
8/89	Interior Design for Remodeling - Getting our Clients Organized
7/89	Handling Interior Design for Remodeling
6/89 & 5/89	Specifications for Remodeling - Division 9
1/89	Specifications for Remodeling/General Requirements
3/89	Structural Specifications for Remodeling
4/89 & 2/89	Remodeling Specifications
3/88 & 11/88	Brainstorming Session
10/88	Client Management
9/88	Office Management for the Small Office
6/88	Production for the Small Project
3/88	Promotion for the Small Office
5/88	Contracts for Typical Residential Remodeling and Additions

SMALL FIRM FORUM • Topics

What Should the AIA be doing for Small Firms?
Details that got you into trouble
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A Potpourri of Practice Management Tips

Small Firm Forum - Topics
Page Two

Dealing with Building Departments
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Promotion for the Small Office
Contracts for Typical Residential Remodeling and Additions

REMODELERS' ROUNDTABLE

To: All Attendees at the Remodelers' Roundtable meeting (March 22)
From: Richard Morrison
Re: Next Meeting (Wednesday, April 6. Noon - 1:30 pm)

The following is a summary of the suggestions made for possible topics of discussion. Please try to review them before the next meeting. We may want to add some items, or reorganize them slightly. Some of the topic headings may require two or more sessions. So bring your ideas and comments. We'll be clarifying priorities and splitting up the responsibilities for leading the discussions.

We'll also discuss "Large vs. small - What are the differences?" and give Harry Jacobs some input on his paper, which he handed out at the last meeting. I'm looking forward to seeing you all there!

TOPIC LIST

- CONTRACTS (To be discussed May 4)
Negotiating higher fees
Basic vs. additional services

PROMOTION

Handling consultations
How to beat the competition when the client is interviewing several architects
(RM note: this area could be expanded!)

OFFICE MANAGEMENT ISSUES

Managing fluctuating office workloads
Expanding the office vs. staying small
How to take vacations
Liability insurance

CLIENT MANAGEMENT

Learning to say no. When?
Educating clients; preparing them for potential problems.
Conflict resolution
What to do when remodeling is "therapy."
Fee collection

PRODUCTION ISSUES

Does CADD make sense for small projects?
Drawings and spec's - How complete do they have to be?
Tips & Techniques for faster production
Checking drawings and spec's

GENERAL PROJECT MANAGEMENT

Developing a database of resources
Project tools (eg. checklists)
How to work with budgets. Estimating construction costs.
Defining consultants' scope of services/fees

(General Project Management - continued)

How to work with consultants

Helping clients deal with govt. agencies

(RM suggestion: How to explain designs to clients who can't read plans)

PROJECT MANAGEMENT DURING CONSTRUCTION

Owner-Architect-Contractor relationship

How to develop teamwork; bridging the gap w/Contractors

Pitfalls of jobs without Construction Administration services

Negotiate vs. Bid. When?

Handling bidding process more efficiently

What to do when projects go sour

Contingency for construction

What hasn't worked

ALTERNATIVES/ADDITIONS TO TRADITIONAL PRACTICE

Inspection Services

Design/build

Purchases by architect?

How to handle some specifics:
eg. → Owner's Insurance req't's
Soils Test
Monitoring.
As built.