



Subject

Question and Answer

Affiliate

What does it mean that our Chapter is an affiliate of AIA?

We are a branch of AIA and combine activities. SDA was originated by AIA.

Board

Who is on the board?

All volunteers which consist of a President, Past President Director, President Elect, Secretary, Treasurer

How often do they meet?

Once a month. All are welcome to attend. A business meeting is held and topics discussed are reviewed at the regular chapter meeting that month.

CanStruction

What is this?

This is where groups of people get together and hold a contest to see who can create 3D displays totally out of food and have them win in different categories. It is very popular among AIA groups in collaboration with SDA. All the food is donated to local food shelves about the contest.

Certification

What does it mean to be certified?

You pass a qualification submittal that you make to National. It is on the same level as architects/engineers passing their tests and being licensed. You may then write SDA/C after your name.

Chapter meeting

What happens at a Chapter meeting?

Format is usually a speaker for an hour and a brief business meeting for a half an hour. We always try to get a speaker that talks about a pertinent topic that we could be; someone in our firm is dealing with.

Civic Activities

Do we do anything for the community?

Each year we try to do something in our own offices that benefit the community. We have participated in "Administer the Warmth" campaign where we collected warm hats, mittens, blankets, scarves etc from our firms and donated them to Sharing and Caring Hands. We have also participated in collecting money for school supplies for children. If someone has a charity that they feel is appropriate we have given money to them in the past.

Committees

What are the committees I can volunteer to help on?

Membership, Newsletter, Sponsorship, Nomination, Certification, Bylaws, Programs

Fundraising

How does our Chapter raise money?

Once a year we send out sponsorship letters to vendors that we as administrator work with on a daily basis and support our industry. Many of the sponsors have benefited because member share their names and recommend them to each other. We give recognition to the sponsors in our program at the State Convention as well as in our by monthly newsletter.

Leadership Conference

How is this different from the National Convention?

This convention is held over a long weekend, Friday through Sunday. It's intent is to contain enough programs in it so that new officers of chapters can benefit from seminars in "how to lead" and enough programs for others so that it is still learning conference. It is somewhat a "mini" national convention.

- Lunch** ***What do we do about lunch?***
Bring your own lunch. There is a deli at Market Square where you can buy it too.
- Meeting Place** ***Where do you meet?***
We meet at International Market Square. In the lower level of the building in meeting Conference Room B - Lower Level
International Market Square
275 Market Street
Minneapolis, MN 55405
- Meeting time** ***When do we meet?***
We meet the third Thursday of every month. 11:30 a.m. to 12:00 noon - networking, 12:00 noon to 1:00 p. m. - speaker and 1:00 p. m. to 1:30 p. m. is a recap of the business meeting that the board had and an opportunity for open forum questions.
- Membership** ***How do I become a member?***
Obtain a membership form, fill out and send dues to the name on the bottom of the form. Membership forms can be downloaded off of our website at www.sdamn.org. Once you are a member you can put SDA on your business card after your name.
- National** ***What is National?***
SDA is a National Organization, which has Chapters nation wide. There are over 900 members. The National Board (EXCOM-Executive Committee) is made up of volunteers same as our local chapter. We elect board members at each annual convention.
- National Convention** ***I hear about this all the time, explain more about it.***
It is held annually in conjunction with the AIA National Convention in a designated city selected by AIA. Our convention is usually held in one hotel that can handle our meetings and member accommodations. It is usually held one of the first few weeks in May or June of every year. It is a great place to meet other members and further your administrative education.
- National publications** ***Does SDA have a publication?***
National publication called *Behind the Design* can be viewed on the National website at www.sdadmin.org
- Networking** ***How can I connect with the other members to network? What kinds of questions are asked?***
You can connect with other members by attending local and national meetings, by telephone and email address. Any administrative questions can be asked and answered by other administrators in your field. On the National website is a section called, "Listserve". Here questions can be asked of administrators all over the United States. Rules and criteria are noted in that section on the website where you can also sign up.
- Newsletter** ***Do our local chapter have a newsletter?***
We put out a monthly newsletter edited by our members. It is currently being emailed to all members. Each can chose to print out or read on line. Copies are available to view on our local website www.sdamn.org.

**Regional
Conference**

What is this conference all about?

Chapters will group with others by geographical area and try to hold their own area conferences. They usually will try to combine three to four close states. All are welcome to attend.

**SDA web page
National and Local**

What is the address?

www.sdadmin.org www.sdamn.org

State Convention

What do we do at the state convention?

We have the opportunity to have a booth and promote SDA through literature and personal contacts. We also sponsor one seminar at the convention. We introduce the speaker and provide the program. We receive \$500 from AIA for doing this.