



# SCIPping Along

September 2015

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Editor

## **PRESIDENT'S MESSAGE**

David Stutzman, AIA, CSI, CCS, LEED AP, SCIP



### **SCIP ANNUAL MEETING      Embassy Suites, St. Louis, September 29, 2015**

The annual meeting is open to members and affiliates. Please join the meeting as your travel plans permit. SCIP sponsors and our invited workshop facilitator and technical writer will join us for the entire day. If you have not registered for the meeting, do so now if you plan to attend.

RSVP: <https://www.surveymonkey.com/r/TYMLCQR>

The details of the annual meeting are nearly complete. The meeting is our official FY16 annual member business meeting and our first as a newly incorporated entity. The schedule is similar to previous years. A new SCIP member workshop will be held immediately after lunch.

The schedule will be as follows.

- 08:00am - 09:00am - Breakfast
- 08:30am - 09:30am - Annual Member Meeting
- 09:30am - 10:00am - Sponsor Presentations
- 10:00am - 12:00pm - Open Forum
- 12:00pm - 01:00pm - Lunch
- 01:00pm - 02:45pm - SCIP Workshop Part 1
- 02:45pm - 03:15pm - Group Photo & refreshment break
- 03:15pm - 04:30pm - SCIP Workshop Part 2
- 06:00pm - 09:00pm - Arkema Hosted Event (special invitation)

This year our sponsors are supporting SCIP in general and SCIP is determining how the sponsorships are used. Consequently, our sponsors are funding the annual meeting meals,

refreshment breaks, and most importantly the first ever, and hopefully the first of many to come, SCIP workshop. See [www.scip.com](http://www.scip.com) home page for a list of our current sponsors.

The workshop will allow members to identify best practices for the specifications writing process with the help of a professional meeting facilitator. The results will be documented in a white paper created by a professional writer (not a specifier).

Breakfast will be available beginning at 8:00am. The annual member business meeting will begin at 8:30am while you finish breakfast. A separate agenda will be provided for the member meeting.

After the business meeting, we will begin the traditional SCIP Open Forum Discussion of member suggested topics. This year topics were suggested in advance by those registering for the meeting. A list of those topics is attached. Additional suggestions will be accepted before the forum begins. The open discussion addresses concerns and crowd sources potential solutions. Come ready and willing to participate.

After lunch John Carter will introduce the SCIP workshop. This will be your opportunity to influence what is documented as best practices, so come ready and willing to offer information about your own practice and opinions about the ideal specification process. The workshop will be led by David Samuel. Max Russell will be observing to gather insight to write the white paper.

At 2:45pm, we will break for the annual group photo and refreshments. Officers will herd all members back to the meeting space to complete the workshop.

SCIP Day concludes with the 12th annual Arkema evening reception, dinner, and entertainment. Special invitations will be sent by Arkema, only to those members who have paid to renew their membership for FY16. Please RSVP directly to Arkema to reserve your place.

Members are requested to help man the booth in the exhibit hall to promote SCIP and network with peers and colleagues. Signup sheets will be circulated during our meeting. The goal is two members manning the booth during the show times. This year our booth number is 834. We are around the corner from the CSI feature booth. Thanks to Don Harris for escorting the booth to the show and preparing the display.

See you in St. Louis!

Suggested Open Forum Topics

<b>SCIP and Liaison Activities</b>	
John Carter	Future workshop ideas. Future publication ideas.
Deborah MacPherson	Collaboration with CSI and others to advance integration of OmniClass, UniFormat, and MasterFormat. Updating SectionFormat and PageFormat for digital versus print.
<b>Contracts and Legal Issue</b>	
J Peter Jordan	Contracts for specification services
Alan Itzkowitz	Scope preparation, contract forms.
Dave Metzger	Indemnification clauses in specification consultants' contracts with their clients, for architect (or owner) direction with which the specifier has a reasonable objection
<b>Client and Industry Education</b>	
David Bishton	SCIP Best Practices: lunch and learn presentations for specifiers to take to their clients, potential or actual.
Paul Simonsen	How much time do members spend educating clients - seminars for office or individual staff members?
<b>Firm Management and Practices</b>	
Bill Boehm	How others have transformed from one person to hiring your first employee - if it is an appropriate topic?
Doug Hartman	Firm transition; use of data based spec editing programs
Jerry Orland	Analyze large projects and small projects. Different time restraints.
Sherry Harbaugh	How design build and thus associated multiple progress submittals, has changed the way we determine our fees or impacted fee structure and how your clients are responding.
John A Raeber	What is the most appropriate way(s) of incorporating code requirements into specs; referencing the code, referencing the code section, incorporating code wording, all of the above based on importance/impact to project...more?
<b>Specs and Other Documents</b>	
David Lorenzini	Discuss how SCIP can get involved in encouraging good quality guide specs from manufacturers.

David Stutzman	Are you using PPDs and during what design phases? What form are the PPDs you produce?
John Carter	software, hardware, resources, automation