

NEW DIRECTION

ASO is moving in new directions. We're out to attract new business, educate the public about the full range of your skills, promote the use of registered architects and influence legislation that affects design professionals.

David W. Field, CAE is
New Executive Vice President

ASO SELECTS ASSOCIATION MANAGEMENT FIRM

The ASO Board has selected one of Ohio's foremost Association Management firms to reverse a deteriorating financial trend and to build strong association programs. The firm is headed by national award winning association executive, *David W. Field, CAE* who became ASO Executive Vice President February 1.



"Field becomes ASO's Chief Executive at a critical period in our development," according to President John P. Schooley, AIA. "ASO has lost money 5 of the last 6 years—\$100,000 during the last 3 years. The financial cushion we once had is gone."

"Spurred by a 1983 loss of \$63,000, trustees decided it was high time ASO was managed like a business enterprise whose primary products are: legislative regulatory representation and member services," Schooley declared adding, "we feel we've selected the right man for the job!"

QUALIFICATIONS

Field, 43, is President of Accent on Management, Inc. which manages the affairs of fourteen (14) professional associations in Ohio including the Ohio Association of Civil Trial Attorneys, and his own peer group, the Ohio Society of Association Executives.

He is a 1963 graduate of Michigan State University, holds a masters degree (MBA) in Association Management and received the Certified Association Executives (CAE) designation in 1973. He has taught Association Finance at Notre Dame and the University of Delaware.

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The American Institute of Architects
Library
1735 New York Avenue, NW
Washington, DC 20006

ARCHITECTURAL REGISTRATION PREPARATION DESIGN WORKSHOP EXAM

The Architects Society of Ohio is sponsoring an Architectural Registration Design Exam Preparation Workshop to help you prepare for the Architectural Registration Exam. The workshop will teach you efficient test taking strategies and quick graphic techniques. The workshop is composed of an explanation of test conditions, test taking techniques, grading system, samples of previous tests, eight hours of quick drawing training, and a short sample exam with evaluation.

This is a **working** workshop, so bring your drawing equipment including: soft lead drafting pencils, fine and regular point flairs, black markers, two (2) light grey markers, and white tracing paper.

Gail Gunter of Scruggs and Hammond, Inc. is our workshop instructor. He is nationally known for his graphic skills and has been teaching and giving drawing workshops for a number of years. Mr. Gunter brings to our workshop an understanding of graphic skills needed to communicate on the registration exam.

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SELECTION PROCESS BEGINS FOR SECOND COLUMBUS STATE OFFICE TOWER

The Ohio Building Authority will soon advertise for proposals from Ohio-based architectural firms or joint ventures interested in designing the proposed office tower at State and High Streets. Mr. Michael Dorrian, Executive Director of the OBA, has called for initial advertisement in March and final selection on or before June 1, 1984. His activity results from approval by the Authority of a request from William G. Sykes, Director of the Ohio Department of Administrative Services, asking the OBA to finance and construct a building of not more than 650,000 square feet or 25 stories.

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ARCHITYPES

APRIL, 1984

Presidential Profile

JOHN P. SCHOOLEY, AIA LEADS ASO

ASO's 1984 President, **John P. Schooley, AIA**, is a Partner and Principal in the firm of Schooley Caldwell Associates, Inc., a 40-year old architectural and engineering firm that has designed projects in the U.S., Central America, Spain, India and Pakistan. Schooley is also President of Energenics, a Columbus energy management company.



He received his Bachelor of Architecture degree from the Ohio State University in 1951 and was commissioned in the U.S. Army Corps of Engineers Officer Candidate School in 1953.

His innovativeness as a designer is evidenced by the design of a major, low income housing community which has been recognized professionally with regional design awards. The project was also successful in meeting stringent budget requirements. Schooley has designed many student residence halls and dining facilities which depart from the typically sterile student environments. He designed the Upper Arlington Municipal Service Center in Columbus, Ohio, which responds to the traditional elements of an older community while creating a seat of government that doubles as a cultural attraction for the community.

Schooley's designs have been recognized with numerous awards from region-

(Continued on page 7)

Architects Society of Ohio
American Institute of
Architects
21 E. State Street #730
Columbus, Ohio 43215
614/221-1900





ASO/AIA GROUP INSURANCE PLAN RATE RENEWAL— SAVINGS IN '84

As you recall, last year AIA's Insurance Trustees voted to adopt a change in the major medical plan's calendar year deductible to \$200 per person. The Trustees made the change in order to keep the 1983 rate increase as low as possible, and to also exercise some control over the plans future claims costs, the basic ingredient and sole variable in the program's cost.

According to ASO's Insurance Administrator, Catherine E. Seidler, last year's plan changes were effective. As of April 1, the rate adjustment has been postponed until at least October 1, and could be extended further if the programs losses remain reasonable. This is particularly exciting considering that most group plans have experienced 1984 upward rate adjustments in the range of 20%!

For further information or answers to your insurance questions, contact Catherine Seidler at 1-800-854-0491 toll free.

CEILING SYSTEMS HANDBOOK

Ceilings & Interior Systems Contractors Association, CISCA, announces the publication of its enlarged and revised Ceiling Systems Handbook. This ninth edition contains eighteen chapters covering: detailed instructions for ten of the most prevalent ceiling systems, tool usage, blueprint reading, proper installation conditions, sound control and sound conditioning and safety regulations.

Over 340 instructional drawings and more than twenty photographs of interior installations add to the visual appeal of the book. A newly expanded glossary puts emphasis on the latest acoustical systems, sound and lighting terms. An added feature is the inclusion of self-help quizzes after each chapter.

The price will be \$14.95 for members and \$16.95 for non-members of CISCA. For further information, call (312) 724-7700 or order copies from CISCA, 1800 Pickwick Avenue, Glenview, IL 60025.

WELCOME NEW MEMBERS—

ASO/AIA extends a warm welcome to the following new members and associate members:

AKRON

R. Jeffrey Day, AIA

CINCINNATI

Thomas R. Dunn, AIA
Terence R. Frank, AIA
Edward Jakmauh, AIA
Kenneth L. Phle, AIA (upgrade)
Edwin L. Overstreet, AIA
John D. Pittman, AIA

CLEVELAND

Stephen Ciciretto, AIA
Ronald A. Cocco, AIA
Barry Joseph Miller, AIA
Jerome M. Ryba, AIA
Richard E. Siegfried, AIA
Daniel R. Weaver, AIA
Michael E. Witte, AIA
Dominick Durante, Jr., AIA (upgrade)
Robert W. Stickle, AIA (Emeritus status)
Don. L. Colangelo (associate member)
William A. Weber (associate member)
Joanne G. Koppenhaver (associate member-transfer from NJ)

COLUMBUS

Chris A. Bendinelli, AIA
Norbert A. Howell, AIA
Gordon P. Petrash, AIA
George J. Poulos, AIA
Walter S. Withers, Jr., AIA (restored)
L. Rider Brice, AIA (upgrade)
Kent V. Thompson, AIA (upgrade)
Walter M. Hosack, AIA
James L. Linke, AIA
James M. Milligan, AIA
Roger J. Griebing, AIA
Keith E. Wagenknecht, AIA
Fred E. Weingand, AIA (restored)
Patrick W. Manley (associate member)
Danny D. Popp (associate member)

OHIO VALLEY

David F. Stone, AIA

DAYTON

Linda W. Bernauer, AIA
Ralph G. O'Neil, AIA
Terry L. Welker, AIA
Kenneth Brightman, Jr., AIA
James H. Mitchell, Jr., AIA
David B. Bills, AIA (transfer from VA)

TOLEDO

Chris T. Vogelpohl, AIA (upgrade)
John H.V. Evans, AIA (Emeritus status)
Michael Lee Hammond, AIA
Gary Alan Ungerer, AIA
Mark T. McGatha (associate member)

REGIONAL SPECIFYING AND BUYING DIRECTORY AVAILABLE

WASHINGTON, D.C., February 22, 1984—A new regional specifying and buying directory for architects and affiliated professionals will be produced by Pactel Publishing, a subsidiary of Pacific Telesis Group, as part of a joint publishing venture with The American Institute of Architects Service Corporation (AIA/SC).

The directory, to be called **MASTERGUIDE**, is designed to be a comprehensive reference source for information on building product manufacturers and distributors. Scheduled for production in early 1985, the publication "will fulfill a market need which is currently not satisfied by existing products," according to AIA/SC President James P. Cramer.

The AIA's new specifying and buying directory will be published annually in four separate regional editions: Northeast, Southeast, Central and West. It will be organized much like a yellow-pages directory, with listings of manufacturers' names, addresses and other pertinent information. Data will be structured into more than 700 heading categories familiar to the industry. Also included will be an alphabetical section of manufacturers, a key word index and a product trade name index.

Development of the directory has been supported by market research, including focus groups of architects conducted nationwide, and an advisory group of AIA members. Research identified the need for a publication that would complement and enhance coverage already provided by other reference sources, explained Cramer.

Experts in the directory-publishing field, Pactel has produced similar specialized industry directories. But the AIA/SC publication would be the first directory for the construction industry, according to Cramer. He said that the publication's regional focus will make it more useful than existing nationwide product directories. All qualified manufacturers will be offered a free listing in the guide.

AIA members will receive one regional edition of **MASTERGUIDE** free of charge. The publication will also be distributed to selected commercial contractors, engineers and designers.

Additional copies will be available from the AIA Service Corporation. Contact Marianne Bohr, AIA/SC, 1735 New York Ave., N.W. Washington, D.C. 20006, (202) 626-7585.

NCARB EXAM MATERIALS AVAILABLE

Handbook

Since registration candidates are now permitted to take the nationally administered architect's exam either wholly or in parts, NCARB will offer its 1984 **Architect Registration Examination** as a 3-volume publication. Each volume contains self study materials that relate specifically to three of the new examination's 9 divisions.

First-time examinees may choose to take the entry exam; however **repeat** candidates will be able, **for the first time**, to buy and study one or more volumes on a selective basis.

Contents are: Vol. 1—PreDesign, Site Design, and Building Design; Vol. 2—Structural Technology/General, Lateral Forces, and Long Span; Vol. 3—Mechanical, Plumbing, Electrical, and Life Safety Systems; Materials and Methods; and Construction Documents and Services.

Orders for all volumes may be directed to NCARB, 1735 New York Avenue, NW, Suite 700, Washington, D.C. 20006, (202-783-6500).

Including charges for UPS and handling, prices are: Complete set, \$60; Vol. 1, \$40; Vol. 2, \$20; and Vol. 3, \$20.

Reference Materials

The following AIA contracts and forms (with edition dates) are reference materials for applicants taking the 1984 NCARB Architect Registration Exam:

- A201 General Conditions of the Contract for Construction (8/76)
- A311 Performance Bond and Labor and Material payment (2/70)
- A701 Instructions to Bidders (5/78)
- B141 Standard Form of Agreement Between Owner and Architect (7/77)
- C431 Standard Form of Agreement Between Architect and Consultant (4/82)
- G701 Change Order (4/78)
- G702 Application and Certificate for Payment (5/83) New Edition.
- G703 Continuation Sheet for G702 (5/83) New Edition.
- G704 Certificate of Substantial Completion (4/70)
- G706A Contractor's Affidavit of Release of Liens (4/70)
- G707 Consent of Surety to Final Payment (4/70)
- G710 Architect's Supplemental Instructions (3/79)

When ordering, please refer to #M155D. The prices are: \$3.75 members; \$5.25 non-members.

BOCA MID-WINTER MEETING

ARTICLE 25 REHAB PASSES

According to David S. Collins, AIA, Cincinnati, the BOCA mid-winter meeting was of special interest to Ohio this year. Held in Dayton, the meeting provided a great opportunity for the industry in Ohio to have its voice heard and heard effectively.

Of particular interest was the inclusion of Article 25 that addresses Rehabilitation of existing structures by a 5-1 vote.

Other significant action at the meeting included numerous changes to the requirements for hospitals. Most of these were approved and will, if passed in June, bring BOCA closer to uniformity with the NFPA 101 Life Safety Code.

A completely new method of computing the minimum fire resistance for the exterior of a building was also presented and passed on for consideration in June. The percentage of openings and the fire resistance of the wall will be linked together in this new procedure.

Other changes which the committee passed and are important include: changes to the increase in height and area in 505; allowing tenant spaces to open onto elevator lobbies; a delayed exiting device and alarm; expanding the influence of the building over other attachments such as porches and decks; removing the requirement for 1½ inch hose line and hose cabinets. Some interesting changes which were defeated are: a clarification of the term "remote as practicable"; locking patient room doors; changes to the tread and riser dimension; requiring alarms to be hard-wire or wireless.

The final vote by the membership on these code changes will be in Philadelphia at their annual meeting on June 27 to July 1. Anyone wishing to testify may attend the meeting and express their views.

HISTORIC PRESERVATION

Once again, the Ohio Historic Preservation Office of the Ohio Historical Society will sponsor Ohio Historic Preservation Month. The celebration will be held throughout May in conjunction with National Historic Preservation Week, which is May 13 to May 19, 1984. The theme for this year's observance is "Keep Ohio's Past Present." From May 1 through 31, 1984 dozens of special programs and events will be hosted by preservation groups, historical societies, municipalities, cultural organizations, universities, museums, libraries and civic associations throughout Ohio.

HISTORIC PRESERVATION

Action is needed NOW to insure continued funding of historic preservation activities.

Background

The Historic Preservation Act of 1966 created the Historic Preservation Fund, which has been used to provide technical assistance and marketing grants to the National Trust, state preservation programs, and the National Register of the National Park Service. The Reagan Administration has consistently "zeroed out" appropriations for the fund. Congress has restored funding each year, and last year added \$25 million in jobs bill activities for historic preservation.

Additionally, the Administration has recommended cutting the Advisory Council on Historic Preservation's staff and budget by approximately one-third. This reduction would dramatically hinder the Council's ability, as arbiter of the Section 106 review process, to meet increased demands for historic certification and rehabilitation reviews.

Action Needed

Most importantly, the Congress must overturn the President's recommendation to eliminate additional appropriations from the Historic Preservation Fund. Also of great importance is the restoration of funding for the Advisory Council on Historic Preservation. Lastly, the preservation community urges continued funding for development activities.

The Interior and Related Agencies Subcommittee of the House Appropriations Committee has already begun review of the President's 1985-86 budget. AIA President, George M. Notter, Jr., FAIA, testified before the subcommittee in support of the following appropriations:

- * \$50 million to continue and expand development grants;
- * \$24 million to the states for survey and planning grants;
- * \$5 million to the National Trust for Historic Preservation; and
- * Level funding (\$1,578,000) for the Advisory Council on Historic Preservation.

Call, write or visit *Ralph Regula* (R-Canton, Ohio, 4150 Belden Village St. N.W., Canton 44718. (216-489-4414), our member of the House Interior and Related Agencies Subcommittee to **urge continued funding for these important historic preservation programs.**)



David W. Field, CAE
(Continued from page 1)

For the last decade Field's firm has specialized in rejuvenating faltering associations. In just the last four years he and his staff have turned one bankrupt state trade association into a flourishing, productive group with increasing membership and a year's surplus in the bank!

He has been nationally recognized for his expertise. In 1979, the National Association of Life Underwriters honored him with its "C. Carney Smith Award" for "advancement of professionalism in association management." In 1983, the American Society of Association Executives (ASAE) selected him for its highest award, the "Key Award."

Field also has strong legislative credentials. His firm represents nine different industries before the Ohio General Assembly and manages three political action committees.

No stranger to volunteerism, he is past president of the Ohio Society of Association Executives, the American Cancer Society—Franklin County Unit, and the National Chapter of Gamma Iota Sigma Insurance fraternity. He has served on a variety of Boards and committees.

FAMILY

Field's wife, Madeline, is an accomplished association executive in her own right. She has served as Executive Director of five state trade and professional associations all of which the Field firm still manages. Madeline is working on ASO's transition and will be a key ASO administrator along with continuing ASO employees, Jo Plageman and Kathi Wilson.

David and Madeline live in Granville with twelve year old Paget, two dogs, cats too numerous to mention, a horse, fish and a baby on the way (due in May)! When they can find time for a breather, they head for the water. Both avid sailors, they have a sailboat in the Virgin Islands and on Lake Erie.

OUTLOOK BRIGHT

Trustees feel they've selected the right people to manage ASO as the business enterprise it really is. We're looking for big things from Dave, Madeline, Jo and Kathi. But they know what to do and they've done it before. They'll appreciate your suggestions and your help during the transition period and beyond. ASO's office moved March 29 into Field's present office complex overlooking the statehouse grounds in Columbus. You'll want to make note of the new address: 21 E. State Street, Suite 730, Columbus, OH 43215, and the new phone: 614/221-1900.

SUPREME COURT UPHOLDS ZONING BASED ON AESTHETICS

The Ohio Supreme Court ruled in January that zoning legislation can be used to maintain the aesthetics of a community. The case involving a disputed construction project in the village of Hudson in Summit County.

According to court records, Albrecht, Inc., received approval from the village's superintendent of building and Architectural and Historic Board of Review for expansion located in a shopping center.

The building inspector later noticed that unauthorized alternations were being made to the building and issued a stop-work order. The order was ignored and the village filed suit in the Summit County Common Pleas Court to prevent use of the store until a permit for the disputed work was obtained.

A counter-claim by Albrecht, challenging the constitutionality of the zoning ordinance, was dismissed by the trial court and the validity of the ordinance was upheld. The trial court's decision was affirmed on appeal.

In a decision written by Justice James Celebrezze, the Supreme Court held that there is a legitimate governmental interest in maintaining the aesthetics of the community and aesthetics may be taken into account in enacting zoning legislation.

Justice Clifford Brown dissented, saying zoning was never intended to be used to enforce the personal taste of one person on another.

Validity of Plans and Specs Limited

STANDPIPE REQUIREMENT ELIMINATED

During the week before adjournment, the Ohio General Assembly eliminated the requirement that buildings contain standpipes. The action came with passage of Sub. S.B. 282 which also included language relative to how long plans and specifications are valid.

Plan Validity

The bill provides that "the approval of plans or drawings and specifications or data . . . is invalid, if construction, erection, alteration or other work . . . has not commenced within twelve months of the approval . . . (with) one extension for an additional twelve month period, if requested by the owner at least 10 days in advance of the expiration of the permit and the payment of" up to a \$100 fee.

If in the course of construction, work is delayed or suspended for more than six months the approval is also invalid. Two six-month extensions are possible, if requested by the owner at least 10 days before the approval expires with a fee of up to \$100.

Standpipes

It's understood that the Board of Building Standards will be flexible once the standpipe legislation becomes law inasmuch as standpipes will continue to be required by various building codes until they can be removed.

We presume standpipes will continue to be required in multiple story structures. That would satisfy the Council of Retail Merchants (which lobbied for the change) because it will allow for the building of a one-floor convenience store without a standpipe.

For a copy of the legislation, write ASO.

AUDITOR SEEKS BAN ON FAST-TRACK CONSTRUCTION ON STATE PROJECTS

State Auditor Thomas Ferguson said the legislature should consider banning so-called fast-track design and construction on state projects, which is used to eliminate delays by constructing a building while design and drafting are in various stages of completion.

His recommendation results from a special study he commissioned on the procedures used by the former Republican-Controlled Ohio Building Authority in constructing a state office building in Akron. The OBA is now controlled by Democrats.

Columbus architect M.L. McGee, who made the study for Mr. Ferguson, concluded that the OBA could have saved \$4 million on the building and cited fast-track construction as a factor in the additional cost. He said fast-track construction results in change orders being issued without knowledge of the cost.

Mr. McGee also questioned the wisdom of the prior OBA management in accepting a design that contained "obvious predictability in higher construction and higher maintenance costs." He cited in particular the incorporation of an atrium into the design against the advice of state officials.

Besides doing away with fast-track construction on future projects, Mr. Ferguson suggested that the OBA hire a full-time "clerk-of-the-works" to oversee the completion of the Akron office building.



LANDSCAPE ARCHITECTS REGISTRATION

S.B. 285 which would enact a Registration procedure for Landscape Architects has been rewritten to accommodate feelings that the bill went too far in its effort to separate Landscape Architects from nurserymen. Some architects and consulting engineers had expressed concern that the original bill would have upset current lines of professional demarcation. A Senate Subcommittee has amended the substitute bill to include two amendments suggested by ASO according to Legislative Chairman, **Jim Baas, AIA**. Copies of the bill are available upon request from the ASO office.

OHIO BASIC BUILDING CODE

The December 1983 Issue of the **OHIO BASIC BUILDING CODE**, the publication on building construction law and code enforcement, has been published.

This issue of the **OHIO BASIC BUILDING CODE** includes new rules affecting revisions in the building code definitions; changes in fees (due in part to the "Budget Bill"—1983 House Bill 291) for inspection of plans; Boiler Code inspection; Elevator Code inspection; and Pressure System Code.

Also included are new Pressure Piping standards and power piping systems.

New Appendices are updated to reflect additions and changes to the lists of accredited testing labs and certified municipal and county building department.

New Ohio Revised Code provisions (enacted by the General Assembly in 1983) discuss local boards of building appeals; fee schedules for many departments; appeals procedures involving liquor permit holders' option of paying a penalty; day-care licensure, absorption of the Department of Tax Equalization into the Department of Taxation; and the relationship between the Department of Industrial Relations and fireworks plant operations.

OHIO BASIC BUILDING CODE is published by Banks-Baldwin Law Publishing Company of Cleveland, Ohio. For more information, call (216) 721-7373.

H.B. 463 NOT MOVING

A bill that would provide that the person to whom a principal contract for the **design of a building** is awarded may be either an architect or an engineer appears dead in the water for this Session of the Ohio General Assembly. Introduced by *Rep. John D. Shivers, Jr.* (D. Salem) and *Rep. Michael G. Verich* (D-Warren), the bill has drawn the wrath of various architectural groups including the Eastern Ohio Chapter/AIA which in early December passed a resolution calling for the bill's defeat.

The bill has had no recent hearings and none are currently planned, according to ASO/AIA Legislative Chairman, **Jim Baas, AIA**.

HB300 HAS SOME ARCHITECTS CONCERNED

A legislative proposal that would permit the Board of Building Standards to set qualifications (based upon continuing education and examination) for local building department code enforcement personnel has some architects concerned.

The concern is not over the continuing education and examination portions. They support that, as well as allowing the Board to use fees to cover education costs.

What's disturbing is the the part of the bill that **eliminates the present requirement where plans sealed by an architect or engineer must be reviewed by a third party architect or engineer under contract to the building department**. Their fear is that potentially unqualified individuals (e.g., civil, electrical, mechanical, sanitary engineers) could seal a set of drawings for a building that could be potentially dangerous.

Another area of concern is regarding professional liability insurance. The final portion of the proposal requires architects and engineers to **certify** that the plans and specifications conform to the Ohio Building Code. According to ASO Legislative Chairman, **Jim Baas, AIA** insurance companies don't look favorably on requirements which cause professionals to "certify" anything. The building departments themselves don't "certify" that plans and specifications meet the building code and the law.

It's not difficult to overlook a building code requirement, so the matter of certifying is a very real problem.

ASO members concerned about this should write their State Senators immediately. The bill has passed the House and is currently in the Senate Rules Committee awaiting a floor vote. The Senate may get to the bill during the last two weeks in May. But until then, they'll be home campaigning for the May primary - and should be readily available to you. Please send copies of any communications you might have with your senator to the ASO office.

STATUTE OF REPOSE

A bill that would extend the statute of repose to materialmen has stalled in the House Civil and Commercial Law Committee. The bill, H.B. 438, which was introduced by *Rep. Joe Vukovich* (D-Poland) had a couple of hearings in February, but none in March. The bill would provide a 10 year statute of repose for actions against materialmen that involve than alleged defective and unsafe conditions of an improvement to real property. The statute is similar to that granted architects and engineers.

Second State Office Tower (Continued from page 1)

A Columbus architectural firm had suggested a \$54.26 million office structure and garage and a separate \$87.33 million, 20-acre office complex in another area Downtown. But state officials ordered a larger building on a single site.

Officials must decide whether they want a cultural arts center in the building before architects present their potential designs, Dorrian said. An arts center would affect the way the structure is designed.

Dorrian said he will explore the possibility of connecting the parking garage to one under construction as part of the Huntington Center, which is adjacent to the state's land.

Columbus developer John Kessler heads the four-member committee of developers that will recommend one or more firms to design the project.

The OBA has acquired all but one necessary piece of land. The owners have filed a lawsuit in U.S. District Court that says the state improperly razed a building and that, under terms of a 99-year lease, the land cannot be used for a government-owned building.

The project is to include a significant number of on-site parking spaces, and might additionally include a cultural arts complex. Details can be obtained from Executive Director Michael Dorrian at (614) 466-5959.



BUSINESS COMPUTER GUIDELINES

These guidelines are for small architecture firms (two to seven professionals) who are considering buying a micro-computer. The small business micro-computers have now reached the point where you can use them easily and very cost effectively. There is a lot of standard, inexpensive equipment and software (such as word processing and accounting) which can be used in your office to improve your effectiveness immediately.

How much should you spend? A few guidelines for determining how much to spend on a system are: 1 to 1.5 percent of gross billings, or \$4,000 plus \$1,000 per employee, but spend no more than you can afford. It is not likely that you will get a good business system for less than \$5,000; more realistic is within the \$7,000 to \$8,500 range. If cost is over \$10,000, consider getting a consultant's advice.

Guidelines. These are the general guidelines meant to help you start the process of evaluating micro-computers for your use. Computer: 48 and 464K bytes of internal memory (\$1,500 to \$3,000). The good word processors and business software packages require at least 96K to run; more is better, but 264K is probably the most you will ever use. The keyboard should be American typewriter layout and very easy to use. (Be sure your secretary likes it.) There are over 50 companies selling micro-computers today—more tomorrow, but a lot less in a couple of years. Buy recognizable brand names from well established vendors, after checking references. Buy from a vendor you like. You aren't just buying a piece of equipment, but starting a long-term, hopefully professional, relationship. Begin your shopping by looking at some industry leaders such as Apple, Radio Shack, IBM Personal Computer or Altos.

Storage. Two disk drives (5 1/4 inch to 8 inch) (\$400 to \$1,200). Programs and information need to be stored when not in use, this is generally done on floppy disks. One disk is all that is needed to start, but two are usually needed for word processing and business programs. Winchester hard disks are nice, but expensive. Avoid cassettes and tapes like the plague.

Screen. Twelve inch minimum (\$125 to \$350). Black and white screens are okay, but green and black are easier on your eyes. Color screen monitors are not necessary unless you expect to do graphics (business or plan) in the near future.

Printer. Letter quality (\$900 to \$2,200). A letter quality printer is necessary for business computers which product public

documents. A dot matrix is necessary for graphics and is good for rough drafts of work, but should only supplement a letter quality printer (\$500 to \$900). Look at Diablo, Epson and Qume.

Software. (\$500 plus) Software (programs) are the critical consideration when buying a computer. No matter how good the computer (hardware), if it doesn't have the software you need, don't buy it. Shop software first, then a computer which runs your selectin of software.

You will need the following software to begin with:

Word Processing. Take your secretary along and let her decide which she likes best.

Accounting. There are packages you need: standard accounting (accounts receivable, accounts payable, payroll, general ledger); and job cost accounting. (Ask your accountant what programs he/she prefers.)

Electronic Spread Sheets, Viscal C, Super Calc, Multi Plane and Lotus 1/2/3 are some of the electronic spread sheets which are currently available to you. These are pieces of software which let you prepare your own mathematical modeling sheets such as time sheets, cost estimating, cut, fill, and road alignment or project costing.

The wrong computer can be a real headache; the right one can significantly reduce overhead. A computer can be a big purchase, so shop around and ask a lot of questions.

(This article was prepared by Gail G. Gunter, landscape architect and computer consultant. This is the first of several articles Gunter is preparing on small business management.)

SMALL-FIRM ROUNDTABLE

Architecture firms interested in participating in the Institute's roundtable "Staying Small Successfully" must submit their expressions of interest by April 30.

The roundtable's three sessions—June 18-19 in Washington, D.C.; June 21-22 in Kansas City, and June 25-26 in San Francisco—are designed to improve the AIA's responsiveness to the needs of small firms.

Respondents must have been in business for more than five years and have fewer than 12 employees. Submissions should include a description of the firm's client and marketing base and indicate the desired city of participation.

Send information to: William Hooper, practice department.

Registration Workshop (Continued from page 1)

The workshop will be held Friday, May 11 from 9 a.m.-9 p.m. and Saturday, May 12, 9 a.m.-4 p.m. at the Fawcett Center of Tomorrow, The Ohio State University, Columbus, Ohio. Registration is limited to the **first 55 applicants**. You may register by returning the completed registration form below and your check for **\$125.00**.

Registrants are responsible for their own lodging and meals. Rooms may be reserved at:

Fawcett Center For Tomorrow
The Ohio State University
2400 Olentangy River Road
Columbus, Ohio 43210
Phone: (614) 421-2400

Room rates including tax are:
Single — \$35.12
Double — \$41.45

MAIL TO:
ARCHITECTS SOCIETY OF OHIO
21 East State Street
Suite 730
Columbus, Ohio 43215

ARCHITECTURAL REGISTRATION DESIGN EXAM PREPARATION WORKSHOP

Friday, May 11 & Saturday, May 12, 1984

NAME _____

ADDRESS _____

CITY _____

STATE & ZIP _____

TELEPHONE NO. () _____

_____ Enclosed is my check for \$125.

PAPERS ARE DUE JUNE 1 FOR 1985 AIA RESEARCH AND DESIGN CONFERENCE

The American Institute of Architects, with support from Otis Elevator, is seeking papers to be presented at a national conference, "Research and Design 85: Architectural Applications of Design and Technology Research," Feb. 21-25, 1985, in Los Angeles.

The first in a series, the conference will offer an array of state-of-the-art findings from architectural design and technology research. The focus will be energy, life safety and codes, building redesign, the design of specialized facilities and environmental trends that may affect the building industry of the future.

These issues were identified as the most pressing areas of needed research by the Architectural Research Council. The council was created by the AIA Foundation in 1982 to promote the dissemination of research results to practicing architects and to encourage the advancement of architectural research.

The council, with AIA committees and cooperating organizations, will select about 100 speakers and up to 50 exhibits for display at the February 1985 conference.

Architects, engineers and other building industry professionals are invited to submit papers and exhibits on: **energy**—diagnostic and simulation techniques, community-scale strategies, daylighting design tools, energy-control strategies; **life safety and codes**—indoor air quality, older buildings, outdated codes, emergency management and building design, fire codes; **building redesign**—case studies of whole-building redesign strategies, component design strategies, programming, operation and control strategies, codes and standards; **design of specialized facilities**—psychological effects of design on special populations, cost estimating, staffing levels, obsolescence and reuse; **environmental trends**—acid rain, world population growth, water conservation.

Selection criteria include significance to architectural practice and design, effectiveness of dissemination format, usability in architectural practice, and research methodology.

Papers and exhibits should present either new knowledge or technology, or existing knowledge that has not been readily available to practicing architects. Exhibits may display building technology innovation, new design manuals, research in progress, or other products significant to architectural practice and design.

Titles of proposed papers, along with 300-word abstracts explaining how the papers fit the selection criteria, or descriptions of proposed exhibits with 200-word statements indicating how the exhibits fit the selection criteria, must be postmarked by June 1. Send abstracts and exhibits statements to: Research & Design 85, The American Institute of Architects, 1735 New York Avenue, N.W., Washington, D.C. 20006, Attention: Kim Leiker (202) 626-7560.

Around Ohio

GAEDE AND KAPLAN NAMED FELLOWS

The American Institute of Architects has advanced 83 of its members to the Institute's prestigious College of Fellows for their "notable contributions to the profession." Two are Ohioans; both are from Cleveland. They are: *Robert C. Gaede, FAIA*, and *Richard H. Kaplan, FAIA*.

Fellowship in the AIA is conferred on members of 10 years' good standing who have made significant contributions to the advancement of the profession in such areas as architectural practice, construction, design, education, government or industry, historic preservation, literature, public service, research, service to the profession or urban design.

Advancement to the College of Fellows is the highest honor the AIA can bestow on any member with the exception of the Gold Medal, which may be presented to an architect from any nation.

The new Fellows will be invested into the College of Fellows on May 6 at the 1984 AIA National Convention in Phoenix.

John P. Schooley (Continued from page 1)

al and local chapters of architectural societies. He won Design Magazine's Award for Design Excellence in 1978 for remaking a civil war era arsenal into a cultural arts center.

An active past president of the Columbus Chapter of the American Institute of Architects, he began the Columbus Architecture Foundation as a tax-exempt affiliate of AIA to promote community education about the city's built environment.

In his 27 year career, Schooley has designed a variety of projects which demonstrate his creative leadership. He has authored three books on architectural design, and is a member of AIA, the Columbus Architecture Foundation, Architects Society of Ohio, Architects Society of Ohio Foundation and an honorary member of the Society of Architectural Administrators.



GERRY BIRD JOINS THE PICKETT COMPANIES

Architect Gerry Bird, AIA, has joined the Pickett Companies as Director of Development.

Mr. Bird was previously with Kellam-Bird-Johnson architects for ten years, where he was most recently one of the firm's principals. While there, he was chief designer of a number of the Pickett Companies' projects, including Metro Center, Cascades Corporate Center, the Pickett Hotels and the recently begun Radisson Hotel in Orlando. Plans unveiled last fall by the Pickett Hotel Company for construction of a suite hotel adjacent to the new Huntington Center in downtown Columbus were developed by Mr. Bird and his associates at Kellam.

BLUNDEN • BARCLAY & ASSOCIATES HONORED

Blunden•Barclay and Associates•Architects of Cleveland, Ohio will receive two national design awards in separate ceremonies in New York City.

The first award presentation will be made by *Interiors*, a leading design journal during a breakfast reception at The Plaza Hotel. The awards program is the 5th annual for excellence in interior design. The Adult Training Center in Maple Heights, Ohio, designed by Blunden • Barclay was distinguished as one of the twenty award recipients from the 650 entries.

The 43,000 square foot Center is part of the Cuyahoga County board of Mental Retardation program and serves 255 mentally retarded adult clients. The facility fosters an environment to promote development of proper work habits, to encourage constructive social interaction and to season vocational skills.

The second award will be presented to *Progressive Architecture* at a luncheon also to be held in The Plaza Hotel. This design awards program is the 31st annual event attracting 934 entries. Blunden & Barclay's design for the proposed Nuclear Magnetic Resonance (NMR) Facility for University Hospitals of Cleveland is one of 17 award winners in the architectural design category.

Blunden • Barclay and Associates offices are located in The Arcade, Cleveland, Ohio. In the past two years their buildings have been the recipients of four national design awards and in the past ten years they have received 15 national, state, and local design awards.

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Publications preparer seeks assistance in locating the names and addresses of architects with experience in earth sheltered /underground residential design. If interested contact: Pauline A. Keehn, P.O. Box 803, Davis, CA 95617.

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