

Inside Hardhats

DECEMBER 2011

**NAWIC Tallahassee
Chapter #72 2011-2012
Officers and Directors**

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Vice President, Barbara Bergstrom
Secretary, Susie Hastings
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Director, Amanda Hopkins
Director, Rebekah Smith,
Director, Elaine Yawn
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LiChea Bennett

Membership Chairperson

Jackie Wilson— 850-980-1414

National Association of Women in Construction—Tallahassee Chapter #72

PO Box 1533
Tallahassee, Florida 32302-1533



**50th Annual Region 3 Forum
May 4-5, 2012
Tallahassee, FL
Building the Value of NAWIC “Brick by
Brick”**

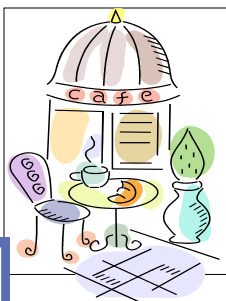
In November the Tallahassee Chapter participated in a community tour of the Cascades Park project jobsite, with approximately 1/3 of our membership in attendance, as well as one NAWIC husband. The tour began in the auditorium at the nearby Florida Department of Transportation building with a presentation and meeting for public comment. Our own Barbara Bergstrom, Vice President, has recently been awarded a surveying package for a phase of the project, through a NAWIC contact!

Join us for Forum in May 4,5, 2012 for more about this exciting project, and a wonderful vantage view. More information inside!

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NEXT MEMBERSHIP MEETING – December 20, 2011 – Po Boy’s



Tuesday, December 20th at Po Boy’s Creole Café located at 1425 Village Square Blvd., Tallahassee. NAWICing begins at 5:45 p.m. dinner at 6:30 p.m. This will be our Holiday gathering so bring a small gift exchange (under \$10 value please).

MAKE RESERVATIONS through Susie Hastings at (850)205-2235 or email: NAWICTallahassee72@gmail.com by December 15.



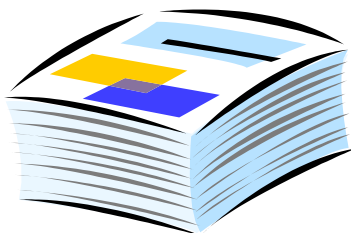
Reminder: Forum Committee Meeting on Monday, December 5th at 5:30 p.m. at Po Boy’s

Schedule of Events

- **Construction Book-keeping Technician (CBT) Classes** to begin Thursdays, January 5 through February 2, 2012.
- **Construction Industry Technician (CIT) Classes** to begin soon at ITT Technical Center. Information forthcoming.
- **May 4, 5, Region 3 Forum 2012** Tallahassee "Building the Value of NAWIC Brick by

FORUM 2012 COMMITTEE MEETING

**Monday Dec. 5
5:30 p.m. at Po Boy's.**



December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Forum Meeting at Po Boy's	6	7	8	9	10
11	12	13 Board Meeting Date change	14	15 CBT Application Deadline for Feb. Cert. Exam	16	17
18	19	20 Membership meeting	21	22	23	24
25	26	27	28	29	30	31

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Board meeting	4	5 CBT Class beginning at 6 p.m. To 7:30 p.m.	6	7
8	9	10	11	12 CBT Class beginning at 6 p.m. To 7:30 p.m.	13	14
15	16	17 Membership Meeting	18	19 CBT Class beginning at 6 p.m. To 7:30 p.m.	20	21
22	23	24	25	26 CBT Class beginning at 6 p.m. To 7:30 p.m.	27	28
29	30	31				

FEBRUARY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 CBT Class beginning at 6 p.m. To 7:30 p.m.	3	4 Certification Exam Weekend
5	6	7 Board Meeting	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Membership meeting	22	23	24	25
26	27	28	29			

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 WIC WEEK	6 Membership Meeting WIC WEEK	7 WIC WEEK	WIC WEEK	9 WIC WEEK	10 WIC WEEK
11	12	13	14	15 CBT & CIT Application deadline for May Cert. Exam at Forum 2012	16	17
18	19	20 Board Meeting	21	22	23	24
25	26	27	28	29	30	31

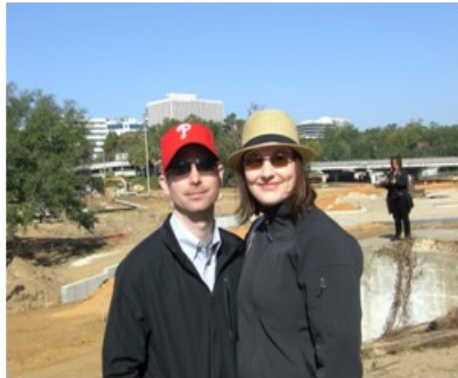
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FORUM 2012 COMMITTEE MEETING

**Monday Dec. 5
5:30 p.m. at Po Boy's.**





The following information is excerpted from Blueprint 2000’s press release on the event:

Just a few years ago, this lot near Bloxham and South Monroe streets was an abandoned hazardous site off-limits to the public—hardly fitting for a site listed on the National Register of Historic Places. Few know that in 1823, it was this same area, with its cascading waterfall and fragrant tropical plants, which inspired settlers to choose the location for Florida’s capital. After decades of neglect, Blueprint 2000, a City/County Agency, is restoring this site located in the very heart of Tallahassee and turning it into a multi-faceted stormwater and recreational facility.

Cascades Park is the centerpiece of a world-class, dual-purpose downtown park spanning 4.25 miles of a linear greenway project from East Tennessee Street to Lake Henrietta. An engineering marvel, the 24-acre park is designed to flood during major storm events. This is necessary to provide the much-needed flood relief both upstream and downstream of the park. The stormwater component of the park is funded through Blueprint 2000 sales tax dollars. Park amenities currently under construction have been funded through grants and private donations totaling approximately \$4 million.



CELEBRATIONS

Members send in your celebrations to share with others. Send pictures as well with description.



Promotions



Birthdays



Achievements

Send us your celebrations!

Upcoming Events
Region 3
Forum 2012 Committee Meeting
Monday, December 5th at
5:30 p.m. at Po Boy's

Support National Education Foundation (NEF)
NEF Chapter Fundraiser: 50-50 tickets on sale at Membership meetings. \$1 per ticket or 6 tickets for \$5.
These funds are donated by all NAWIC Chapters towards the National Education Foundation Scholarship Fund. For more information go to the NAWIC Website listed below.
Amanda Hopkins will be selling the tickets at our Membership meetings.

Birthdays:
Diane Curlee 20th

Anniversaries:

NAWIC Anniversary:

Job Anniversary:

Congratulations!

NAWIC Websites
Tallahassee: www.nawictallahassee.org
Region 3: www.nawicregion3.org
NAWIC National Organization: www.nawic.org
NAWIC Education Info: www.nawiceducation.org

National Education Foundation (NEF) Construction Bookkeeping Technician (CBT) Class

This is an entry level course that will enable anyone to work in both simple and complex bookkeeping systems. Learn how to set-up and operate a simple bookkeeping system for a construction company. Learn more about the whole bookkeeping system to better understand how to perform your job. NEF, through our education partnership with Clemson University offers CBT certification upon successfully completing the course with a grade of 75 percent on the examination. Our instructor will be Carol Rippee, General Contractor and Certified Public Accountant for Rippee Construction, Inc.

Course Curriculum

General Ledger

Chart of accounts
Balance Sheet
Income Statement
Debit
Credit
Posting Entries
Bank Reconciliation

Accounts Payable

* Purchase Orders
*Invoices
*Discounts
*Cert. of Insurance
*W9 Form

Accounts Receivable Payroll

*Invoicing
*Retention
*AIA Billings
*Returned Checks
*Aged Receivable Reports
*Security Issues
*Employee Forms
*Payroll Periods
*Quarterly Tax Forms
*Annual Tax Forms

Job Cost

Job Cost Detail
Cost Codes
Labor Burden
Over Budget
Under Budget

Organizing the System

* Set up Files
*File as you go
*Easy access files

Dates: Thursdays: January 5, 12, 19, 26, Feb. 2, 2012 **Review** – Exam to be given Sat. Feb. 4.

Time/Location: 5:45 – 7 p.m. located at Leon County Schools Purchasing Dept. Conference Room – 3397 West Tharpe Street, Tallahassee, FL 32303.

For more information contact: Sandra Y. Davis, CIT davissy@leonschools.net or call (850)617-5903.

Deadline for February Exam Registration is: December 15, 2011

Deadline for CBT Class is Registration: December 15, 2011

Cost for class: **\$50.00** NAWIC members, **\$75.00** non-members, plus purchase of CBT manual (includes registration for exam) and/or CBT Registration. Go to the following website for this information: www.nawiceducation.org Go to Education Certification – CBT gives you more details on course; Forms and Application: Go To menu Forms & Other Tools – manuals, etc.; Exam Registration: Go to CBT and click – print out form. Monitor information is on next page.

If you are intending taking the CIT course, you would follow the same directions as above, except for the CIT Registration Form.

NAWIC EDUCATION FOUNDATION Construction Bookkeeping Technician (CBT) TEST REGISTRATION FORM

****** PHOTO ID MUST BE PRESENTED AT THE TIME OF THE EXAM******

Name: _____ Date: _____
Company: _____
Address: _____
City: _____ ST _____ ZIP _____
Email: _____ Day phone: _____
NAWIC Member No: _____ NAWIC Region No.: _____ NAWIC Chapter No.: _____

Test must be completed within 3 years of purchasing the textbook to obtain certification.
If an applicant registers for an exam and is unable to take it as scheduled, s/he must notify the NEF Office 30 days or more prior to the date of the examination to re-schedule. Otherwise a re-test fee in the amount indicated below must be paid upon subsequent registration to sit for the examination.

Check one:

- Test fee was included with the text/test package purchase: Text Registration # _____
- Text purchased separately/no test - Text Registration # _____ : **TEST FEE \$100.00**
- Test without textbook purchase: **FEE \$180.00**
- RE-TEST FEE: \$80.00**

Exam dates are the first Saturday of the month listed. Register me to test on (check one):

- | | |
|-----------------------------------|--------------------------------|
| Exam Dates: | Registration Deadlines: |
| <input type="checkbox"/> February | December 15 |
| <input type="checkbox"/> May | March 15 |
| <input type="checkbox"/> August | June 15 |
| <input type="checkbox"/> November | September 15 |

*******EXAM REGISTRATIONS MUST BE RECEIVED BY REGISTRATION DEADLINE*******

Mail, fax or e-mail completed registration to:	Make CHECKS payable in U.S. funds to NAWIC Education Foundation
FAX: 864-656-3490	
E-mail: nef@bellsouth.net	Circle one: MasterCard Visa
NAWIC Education Foundation	
PO Box 549	Card No. _____ Exp Date _____
Clemson, SC 29633	Name on card: _____
TOLL FREE - 866-277-2883	Signature _____

Participant must provide the test monitor's name, address, telephone number and e-mail at the time of exam registration. Please choose from the list of approved test monitors on the NEF website, www.nawiceducation.org.
NOTE: Please contact the NEF Office at nef@bellsouth.net for assistance in finding an approved monitor.

Test Monitor's Name: Sandra Y. Davis, CBT, CIT
Company: Leon County School Board
Street Address: 4512 Broad Haven Lane
City: Tallahassee ST Florida ZIP 32309-2208
E-mail: davissy@leonschools.net **Day Phone:** 850-617-5903 **Cell:** 850-556-8360

National Education Foundation (NEF) **Construction Industry Technician (CIT) Curriculum**

Below is the criteria for the Construction Industry Technicians curriculum. Our instructor will be Rhonda Hammond, Architect and Construction Industry Technician for Hammond Design Group. Please take the time to read and consider taking this valuable course.

TYPES OF CONSTRUCTION covers the various segments of the construction industry, which is composed of residential, commercial, institutional and civil construction.

CONSTRUCTION TRADE ASSOCIATIONS identifies and reviews the differences between construction trade association, professional societies, and institutes that influence the company.

FORMS OF BUSINESS OWNERSHIP describes the different forms of business ownership, and explains the advantages and disadvantages of each type: sole proprietorship, partnerships, and corporations.

CONTRACTUAL ARRANGEMENTS AND CONTRACT AGREEMENTS analyzes the different types of contractual arrangements, as well as the key individuals involved in a construction contract. Further discussion involves the differences between a competitive and negotiated bid, and dissects different types of agreements.

CONSTRUCTION CONTRACT DOCUMENTS explains the components of construction contract documents, and differentiates between different types of working drawings.

THE CONSTRUCTION PROCESS reviews the stages in the construction process, describing the activities involved in each state of the process. Zoning laws, building codes and construction documents required during planning, construction and close-out will also be discussed.

CONSTRUCTION INSURANCE AND BONDING identifies the types of risks involved in construction, and explains the concepts of risk management. Principles and concepts of insurance, bonding and suretyship will be emphasized while identifying the types of business insurance contractors typically obtain.

Dates: As of this printing, the Schedule dates to be determined soon.

Time/Location: To be determined

For more information contact: Sandra Y. Davis, CIT davissy@leonschools.net or call (850)617-5903.

Note: If you intend to take the May Certification Examination at Region 3 Forum 2012, you **MUST** have your application in by March 15, 2012. **I will be the Monitor.**

Cost for class: **\$50.00 NAWIC** members, **\$75.00** non-members, plus purchase of CIT manual (includes registration for exam) and/or CIT Registration. Go to the following website for this information: www.nawiceducation.org Go to Education Certification – CIT gives you more details on course; **Forms and Application:** Go To menu Forms & Other Tools – manuals, etc.; **Exam Registration:** Go to CIT and click – print out form.

If you are intending taking the CBT course, you would follow the same directions as above, except for the CBT Registration Form.

NAWIC EDUCATION FOUNDATION
Construction Industry Technician (CIT)

TEST REGISTRATION FORM

***** PHOTO ID MUST BE PRESENTED AT THE TIME OF THE EXAM*****

Name: Date:
Company:
Address:
City: ST ZIP
Email: Day phone:
NAWIC Member No: NAWIC Region No.: NAWIC Chapter No.:

Test must be completed within 3 years of purchasing the textbook to obtain certification.
If an applicant registers for an exam and is unable to take it as scheduled, s/he must notify the NEF Office 30 days or more prior to the date of the examination to re-schedule. Otherwise a re-test fee in the amount indicated below must be paid upon subsequent registration to sit for the examination.

Each Text sold is assigned a Text Registration # which can be used by one student only for test purchases.

Check one:

- [] Test fee was included with the text purchased prior to 10/1/08
[] Test fee was included with the text/test package purchase: Text Registration #
[] Text purchased separately/no test - Text Registration # : TEST FEE \$100.00
[] Test without textbook purchase: FEE \$180.00
[] RE-TEST FEE: \$80.00

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[] November September 15

*****EXAM REGISTRATIONS MUST BE RECEIVED BY REGISTRATION DEADLINE*****

Mail, fax or e-mail completed registration to: Make CHECKS payable in U.S. funds to NAWIC Education Foundation

NAWIC Education Foundation
PO Box 549,
Clemson, SC 29633

F AX: 864-656-3490

E-mail: nef@bellsouth.net Circle one: MasterCard Visa

Card No. Exp Date

Name on card:

TOLL FREE - 866-277-2883 Signature

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Barbara J. Bergstrom, P.S.M.
Vice President - Corporate Surveyor

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e-mail: barbara@poole-eng.com

(850) 386-5117
Fax: (850) 385-0633
Cell: (850) 528-3878

Application for Advertisement

New advertising is currently being accepted for **INSIDE HARDHATS**. This is a great opportunity for you and/or your company to reach the NAWIC Members and Member Companies in Leon County, but also the Chapter Presidents of every NAWIC Chapter in Region 3 (the entire State of Florida), the Regional Directors of every NAWIC Region in the United States, as well as the NAWIC Officers at the National level. This is an extremely effective and affordable avenue for outreach efforts to women in the construction industry.


AD Size	Cost
Business Card Size (3.5" x 2")	\$25.00 Year
Quarter Page (3.5" x 4.75") approx.	50.00 Year
Half Page (7.25" x 4.75") approx.	100.00 Year
Full Page (7.25" x 9.5") approx.	200.00 Year

Ads may be changed monthly. Advertisement content will need to be sent by email by the 21st of the month. Advertisement content will need to be sent by email by the 21st of the month. Make checks payable to **NAWIC Chapter 72, PO Box 1533, Tallahassee, FL 32302-1533** and reference "newsletter advertising."

Hidden Images by Martha
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