

## ASCE's Leader Training Committee (LTC) Spring Meeting

The Leader Training Committee (LTC) held its spring meeting April 8-9, in Las Vegas, Nevada.

We offer this "**LTC Report**" to Region, Section and Branch leaders – a brief document highlighting current issues and sharing items of interest to your Section and Branch Members.

### Leader Training Committee

Don Wittmer, P.E., M.ASCE, Chair, Region 3  
Lauren Swett, P.E., M.ASCE, Region 1  
Shawn Kelley, Ph.D., P.E., M.ASCE, Region 1  
Greg Kuklinski, P.E., M.ASCE, Region 2  
Monica Sartain, P.E., M.ASCE, Region 4  
Marsia Geldert-Murphey, P.E., M.ASCE, R7  
Ron Iwamoto, P.E., M.ASCE, Region 8  
Doug Knapp, P.E., M.ASCE, Region 8  
Tony Akel, P.E., M.ASCE, Region 9  
Nancy Berson, Staff Contact

The next LTC meeting will be June 24-25 2016.

## Conference Calls and Webinars

Hundreds of ASCE leaders have participated in our conference calls and webinars with their peers. Similar opportunities will be offered again for the new Section, Branch, and Region leaders. If you miss the opportunity to participate, the recorded links and PowerPoints can be found on the ASCE website at [http://www.asce.org/section\\_and\\_branch\\_resources/](http://www.asce.org/section_and_branch_resources/) following the calls and webinars. These calls/webinars will also occur in fall, 2016.

- **Ask the President**  
*April 20, 2016*
- **ASCE Legal Webinar For Sections and Branches**  
*June 9, 2016*
- **Struggling Sections and Branches Webinar**
- **Section & Branch Best Practices Webinar**
- **Section to Section Exchange**
- **Region Best Practices Webinar**
- **Region to Region Exchange**
- **Geographic Services Conference Call**

## LTC Resources

Region Operations Handbook:

[https://files.asce.org/xythoswfs/webui/\\_xy-e2358047\\_1-t\\_bYZxVugX](https://files.asce.org/xythoswfs/webui/_xy-e2358047_1-t_bYZxVugX)

Section Operations Handbook:

[http://www.asce.org/uploadedFiles/Membership\\_and\\_Communities/Regions\\_Sections\\_Branches/Content\\_Pieces/section-handbook.pdf](http://www.asce.org/uploadedFiles/Membership_and_Communities/Regions_Sections_Branches/Content_Pieces/section-handbook.pdf)

ASCE Web Site Short Cuts:

[http://www.asce.org/section\\_and\\_branch\\_resources/](http://www.asce.org/section_and_branch_resources/)

"Energizing an Inactive Section or Branch": 3 Easy Steps

This brochure can be found at

[http://www.asce.org/section\\_and\\_branch\\_resources/](http://www.asce.org/section_and_branch_resources/)

## INSIDE THIS ISSUE

- 2 Planning for 2016 Presidents and Governors Forum
- 2 2017 MRLC Planning
- 2. Region Recap
- 2 Best Practices
- 3 Talking Points
- 3 Section and Branch Website Support
- 4 LTC Social Media
- 4 Section and Branch Action Calendar

## 2016 Presidents and Governors Forum

The 2016 Presidents and Governors Forum (PGF) will be held September 18-19 at ASCE Headquarters in Reston, VA. Sessions will begin early Sunday morning and end Monday midday.

We are pleased to announce once again that a subsidy was approved for one attendee from each Section and Branch in the amount of \$135.00. We realize this will not cover your airfare or total expenses, but it will hopefully help defray some of your costs.

The PGF is essentially a follow-up course to the Workshop for Section and Branch Leaders and is targeted to incoming or current Presidents. It is intended to provide interactive opportunities with a concentration on Section, Branch and Region Best Practices and other Society programs and resources that will enhance your leadership efforts. You will also have the opportunity to meet ASCE's Society Officers and staff and tour ASCE Headquarters.

A "save the date" was emailed on March 31. Watch for more details this summer and make sure your incoming President is aware of this great opportunity!

## 2017 Multi-Region Leadership Conference Planning

LTC is beginning to plan the 2017 MRLCs, which include the Workshop for Section and Branch Leaders, the Workshop for Student Chapter Leaders, and the three Younger Member Councils. Potential session topics and joint activities are being identified, keeping in mind the feedback received from the 2016 MRLC attendees. Don't forget to mark your calendars!

Newark, NJ Regions 1, 2, 4, 5: January 20-21

Minneapolis, MN Region 3, 6, 7: February 3-4

Los Angeles, CA Regions 8 & 9: January 13-14

LTC continues to work with the Committee on Younger Members (CYM) and the Committee on Student Members (CSM) to plan the MRLCs. These Conferences are intended to provide a good mix of leadership training and information on ASCE resources and activities. Remember, not only does the MRLC assist you in your leadership role, but also provides Professional Development opportunities. Invitations will be sent in the fall, so keep your eyes open and decide who will represent your Section/Branch/Younger Member Group!

LTC will continue to encourage and embrace the attendance of the Institute leaders at the MRLC.

## Region Recap

Many LTC actions and resources directly impact Region Directors and Governors.

### Region Meetings

LTC is willing and able to participate in your Region Conference Calls. We also look forward to attending your next face-to-face meeting when feasible and provide whatever assistance needed.

### Region Annual Report Content

Region Annual Reports are posted in the Region Governors Higher Logic Community at <http://collaborate.asce.org/communities/community-home?communitykey=93547661-07f0-42a3-9df6-abd62ae19f79&tab=groupdetails> so that Directors and Governors can review other Region reports. Highlights of the reports will be summarized and shared with ASCE Board members.

### Region Director Training

LTC is exploring additional training opportunities for Region Directors. The agenda may include a team building exercise, mentoring ideas, how to run a meeting, how to step out of your comfort zone, and a social activity/dinner. This would also be an opportunity to talk about effective Region Breakouts at MRLC's. Look for more details soon!

### Region Governors Expectation

This document was updated to incorporate expectations such as out of pocket and expenses and time required and may be accessed at the Region Governors High Logic Community page at:

<http://collaborate.asce.org/communities/community-home/librarydocuments?communitykey=93547661-07f0-42a3-9df6-abd62ae19f79&tab=librarydocuments>

## Best Practices

The latest editions of the Section and Branch Best Practices Guide (over 70 Best Practices) and the Region Best Practices Guide are on our website at:

[http://www.asce.org/section\\_and\\_branch\\_resources](http://www.asce.org/section_and_branch_resources)

Additional Best Practices being added include Engineers Week Outreach Best Practices and several additional Best Practices that were identified from the Annual Reports and Outstanding Section and Branch Award nominations.

LTC is always looking for new Best Practices to share with other groups, so if you have an activity, event, or process we could all learn from, please consider filling out a "Best Practices Guide Information Request Form" – also available on the website linked above. You may also contact LTC member Tony Akel, P.E., M.ASCE, who coordinates the Best Practices effort, at [takel@akeleng.com](mailto:takel@akeleng.com)

## Talking Points

LTC maintains a series of 19 Talking Point documents. These are 1-2 page summaries on the following topics:

1. Best Practices
2. Developing Leaders
3. Establishing Local Institute Chapters
4. Ethics
5. Government Relations and Infrastructure Initiatives
6. Life Member Involvement
7. Outreach to Student Chapters
8. Pre-College Outreach
9. Raise the Bar
10. Reasons to Attend the WSBL and PGF
11. Specialty Certification
12. Developing State Report Cards
13. Student Member Transition to Associate Member
14. Sustainability and ASCE
15. Vision for Civil Engineering in 2025
16. ASCE Foundation
17. Committee on Technical Advancement
18. Utility Engineering and Surveying Institute
19. Public Agency Peer Review

These are excellent resources, that you can, and should use when addressing Sections/Branches, Student Groups, or other constituent groups. You can create talks revolving around these topics and achieve the Region's and ASCE's goal of communicating with our members about the programs and activities of our Society.

LTC has also worked with ASCE staff to develop PowerPoints to accompany the Talking Points. These presentations are posted in the Region Governors Higher Logic Community and in the Section and Branch Higher Logic Community.

Other Talking Points being pursued include Dream Big and the Grand Challenge. If you have an idea for a future Talking Point document, please contact LTC member Shawn Kelley, Ph.D., P.E., M.ASCE at [skelley@geodesign.net](mailto:skelley@geodesign.net)

## Section and Branch Annual Reports

The Leader Training Committee (LTC) reviewed and summarized the Section and Branch Annual Reports to help identify Sections/Branches that may be struggling, ideas on how ASCE can help them, and their successful activities from the past year that may be valuable additions to our Best Practices manual. Follow-up to the "Cries for Help" was requested by the respective Region leaders and applicable staff.

## Committee Chair Training

LTC is developing a training webinar for new ASCE committee chairs to give them a better understanding of their roles, responsibilities and expectations. Training is anticipated to commence this coming fall.

## Outstanding Section and Branch Award

Don't forget to nominate your Section or Branch for the 2016 Outstanding Section and Branch Web Award by June 1. Please notify Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org) of your interest in participating for this honor. Last year's winners may be found at:

[http://www.asce.org/section\\_and\\_branch\\_resources](http://www.asce.org/section_and_branch_resources)

## Section and Branch Website Support

If your Section or Branch is experiencing challenges with the upkeep of your website due to the complexity of maintaining it, you might want to consider being part of our website support program. These sites are primarily for Sections and Branches who lack the resources or time to maintain sites. Participating Sections and Branches will receive a template and basic training to update their sites. The site uses Drupal software which is quite easy to maintain. One of our sample sites is <http://sections.asce.org/cleveland>. Please remember these are very basic sites with a fixed template. If you are interested in finding out more about this resource, please contact Daryl Morais ([dmorais@asce.org](mailto:dmorais@asce.org)) or at 703-295-6042.

## Higher Logic Conversion

ASCE has set up communities for all Sections, Branches and Regions in Higher Logic. Higher Logic has many tools to assist you. The Higher Logic tool called Collaborative includes event registration, a built in blogging platform, discussion forum, amongst many other features..

If you have questions, please contact Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org) or at 703-295-6010.

## LTC Social Media

The Leader Training Committee has set up a Geographic Units Facebook Group to inform you of upcoming activities, as well as provide a forum for an open Section and Branch discussion.

The following is the link to the Facebook Group: <https://www.facebook.com/groups/GSDASCE>. Please visit this link and click on the “*join*” button. The Geographic Services staff will verify and activate your request.

We hope that this outlet will provide you with an opportunity to network with your colleagues and address questions and concerns on behalf of your Section or Branch.

The Leader Training Committee also continues to host a LinkedIn site for ASCE’s Geographic Units. Its intent is to provide an interactive discussion forum on issues of interest by our local ASCE leaders. Also, there are updates and reminders of upcoming events, such as webinars and other LTC sponsored sessions to help assist you with your leadership responsibilities.

As an ASCE Leader, you are encouraged to use these tools to engage other ASCE leaders on issues or challenges you are facing. Join in on the conversations, add to the discussions, and learn from your colleagues from around the country. For information on joining, please contact Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org).

## Section and Branch Action Calendar

### 2016

<b>Jun. 1</b>	Submissions are due for the Outstanding Section and Branch Web Award
<b>Sept. 1</b>	Section and Branch Leadership Reports Due
<b>Sept. 18-19</b>	Presidents and Governors Forum in Reston
<b>Sept. 29- Oct 1</b>	Annual Convention in Portland, OR
<b>Oct. 30</b>	Outstanding Section and Branch Award nominations are due
<b>Nov. 30</b>	Section and Region Annual Reports are due
<b>Dec. 15</b>	Section Federal Tax Filing due to ASCE’s Accounting Dept.

### 2017

<b>Jan. 13-14</b>	Regions 8 & 9 Multi-Region Leadership Conference in Los Angeles, CA
<b>Jan. 20-21</b>	Regions 1, 2, 4, & 5 Multi-Region Leadership Conference in Newark, NJ
<b>Feb. 3-4</b>	Regions 3, 6, & 7 Multi-Region Leadership Conference in Minneapolis, MN
<b>Mar. 14- 15</b>	ASCE Fly-In, Washington, DC

## ASCE’s Leader Training Committee (LTC) Spring Meeting Photograph



Here are some of the LTC members after our first day’s long meeting in Las Vegas.