

The "LTC Report" is intended to provide leaders from Regions, Sections and Branches, with highlights of recent and upcoming activities, and recommended web links to valuable relevant resources.

## ASCE's Leader Training Committee Fall Meeting

The Leader Training Committee (LTC) held its meeting on July 12-13 in Portland, Maine.

### LTC Members

<a href="#">Lauren Swett</a> , P.E., M.ASCE	Region 1, Chair
<a href="#">Shawn Kelley</a> , Ph.D., P.E., M.ASCE	Region 1
<a href="#">Greg Kuklinski</a> , P.E., M.ASCE	Region 2
<a href="#">Monica Sartain</a> , P.E., M.ASCE	Region 4
<a href="#">Melissa Wheeler</a> , M.ASCE	Region 5
<a href="#">Clay Forister</a> , P.E., M.ASCE	Region 6
<a href="#">Aaron Frits</a> , P.E., M.ASCE	Region 7
<a href="#">Bob Lamoreaux</a> , P.E., M.ASCE	Region 8
<a href="#">Tony Akel</a> , P.E., M.ASCE	Region 9
<a href="#">Nancy Berson</a> , Aff.M.ASCE	Staff Contact

Please visit the LTC website at:

<http://regions.asce.org/leader-training-committee/> for upcoming events, Section and Branch Awards information, and a multitude of other useful resources and links. We are constantly updating the website so visit often for new topics.

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## 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 recording links and PowerPoints can be found on the LTC website and below.

- [Section to Section Exchange](#)  
Fall, 2019
- [Region Best Practices Webinar](#)  
April 18, 2019
- [Section & Branch Best Practices Webinar](#)  
April 3, 2019
- [Ask the President](#)  
April 2019
- [Geographic Services Conference Calls](#)  
Spring 2019
- [Committee Chair Training Webinar](#)  
November 2018
- [Region Governors Refresher Webinar](#)  
August 13, 2019, 2pm EDT
- [Legal Webinar for Sections and Branches](#)  
April 16, 2019
- [Potential Governors Webinar](#)  
September 26, 2019
- [Struggling Sections & Branch Webinar](#)  
Fall, 2019
- [Region to Region Exchange](#)  
Fall, 2019

## 2019 Presidents and Governors Forum



The 2019 Presidents and Governors Forum (PGF) will be held September 22-23 at ASCE Headquarters in Reston, VA. Sessions will begin early Sunday morning and end Monday mid-afternoon.

A one-day subsidy has been budgeted for one attendee from each Section and Branch in the amount of \$135. We realize this will not cover your airfare or total expenses, but it will hopefully help defray some of your costs.

The PGF is held annually for the benefit and training of Region Governors, Directors, Section and Branch Presidents. One of the main intents is to familiarize local leaders with Society goals, concerns, issues and current programs. The overall purpose of the PGF is to provide a venue for current Section, Branch, and Region leaders to gain the knowledge needed to effectively and efficiently run their local units. This forum provides a summary of various Best Practices developed by Section/Branch leaders, existing tools to effectively run your Section/Branch, how to utilize your Governor, and how to be a better leader. The PGF provides an excellent opportunity for networking with peers, Society leaders, and staff at ASCE Headquarters. Please make sure your incoming President is aware of this great opportunity!

For more information about the PGF, please visit LTC's website

## Potential Region Governor Webinar

LTC will be hosting a webinar on September 26 at 2pm EDT for those leaders interested in becoming a Region Governor. The webinar will cover Region Governor duties, communication, leadership, and requirements.

### Region Governor Qualifications

The linked document outlines the expectations such as projected time commitment and potential out of pocket expenses. It may be accessed at: [LTC Website Resources Page](#)

Applications and associated documents are due December 1<sup>st</sup> to the Region Chair and Society Secretary.

### Section and Branch Website Support

If your Section or Branch is experiencing challenges with the upkeep of your website because of the complexity of maintenance, you might want to consider becoming a part of ASCE's website support program. The program currently includes over 60 participating Sections and Branches. These sites are primarily intended for Sections and Branches who lack the local resources or time to maintain websites. Participating Sections and Branches will receive a template and basic training to update their sites. The site uses Drupal software which is relatively easy to maintain. One of our sample sites can be found at <http://sections.asce.org/cleveland>.

Please remember these are basic websites with a fixed template. If you are interested in finding out more about this resource, please contact Daryl Morais at [dmorais@asce.org](mailto:dmorais@asce.org) or at 703-295-6042.



## Best Practices

The latest editions of the Section and Branch Best Practices Guides include 95 Best Practices. While the Region Best Practices Guide includes 22 Best Practices. These documents are currently posted on our website at: [LTC Website Resources Page](#)

LTC is always looking for new Best Practices to share with other Sections/Branches and Regions. If you have an activity, event, or process you would like to share, we encourage you to complete and submit a “[Best Practices Guide Information Request Form](#)” – also available on the website. 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)

### Best Practice of the Month Articles

Best Practices articles may be found in the monthly Section Informant portion of the Leadership Letter. These articles are put together by LTC Corresponding Members and highlight a Best Practice that you may wish to implement in your Section or Branch.

## Talking Points

Are you using our Talking Points? LTC maintains a series of 21 Talking Point documents. These are 1-2 page summaries with PowerPoint presentation templates on the following topics:

### ASCE INITIATIVES / STRATEGIES

1. Future World Vision
2. Sustainability
3. Grand Challenge
4. Engineer Tomorrow

### INSTITUTES

5. Specialty Certification
6. Committee on Technical Advancement
7. Utility Engineering & Surveying Institute
8. Establishing Local Institute Chapters

### GOVERNMENT RELATIONS

9. Developing State Report Cards
10. Government Relations

### SECTION RESOURCES

11. Best Practices
12. Reasons to Attend the WSBL and PGF
13. Life Member Involvement

### K-12 STUDENT OUTREACH

14. Dream Big
15. Pre-College Outreach

### MEMBER RETENTION/TRANSITION

16. Outreach to Student Chapters
17. Younger Member Retention
18. Student Member Transition to Associate Member

### PROFESSIONAL AND LEADERSHIP

19. Developing Leaders
20. Ethics

### ASCE SUPPORT PROGRAMS

21. ASCE Foundation

These are excellent resources for Region Directors, Governors, Section and Branch Presidents, and we strongly recommend using them when addressing your Sections/Branches, Student Groups, or other constituent groups. You can also develop talks to revolve around the programs and activities of the Society.

PowerPoint presentations are also available to accompany the Talking Points. The Talking Points Guide, documents, and corresponding PowerPoint presentations are posted on the LTC website at: <http://regions.asce.org/leader-training-committee/resources>

If you have new ideas for a future Talking Point, please contact LTC member Shawn Kelley, Ph.D., P.E., M.ASCE at [skelley2154@hotmail.com](mailto:skelley2154@hotmail.com)

## 2020 MRLC's

LTC is collaborating with the Committee on Younger Members (CYM), the Committee on Student Members (CSM) and members of the Technical Region to plan the 2020 MRLCs. These Conferences provide a good mix of leadership training and information on ASCE resources and activities. The MRLC will not only assist you in your leadership role, but also provides Professional Development opportunities. Invitations will be sent this fall, so start deciding now who will represent your Section or Branch!

LTC will also continue to encourage and embrace the participation of the Institute leaders at the 2020 MRLC's.

<b>Jan. 31-Feb. 1</b>	Regions 1,2,4, & 5 MRLC in Philadelphia
<b>Jan. 10-11</b>	Regions 3,6, & 7 MRLC in Detroit
<b>Jan. 24-25</b>	Regions 8 & 9 in MRLC in San Francisco

## Section, Branch & Region Action Calendar

<b>Oct. 10-13</b>	Annual Convention in Miami, FL
<b>Oct. 30</b>	Outstanding Section and Branch Award nominations are due
<b>Nov. 30</b>	Section, Branch and Region Annual Reports are due
<b>Dec. 15</b>	Section Federal Tax Filing due to ASCE's Accounting Department
<b>Mar. 11-13</b>	Legislative Fly-In
<b>June 1</b>	Submissions are due for the Outstanding Section & Branch Web Award
<b>Sept. 1</b>	Section and Branch Leadership Reports Due
<b>Sept. 20-21</b>	Leader Orientation for new Governors and Directors in Reston
<b>Sept. 22-23</b>	Presidents and Governors Forum in Reston

## Outstanding Section and Branch Award

The Leader Training Committee (LTC) invites you to nominate your Section or Branch for the 2018 Outstanding Section and Branch Award. This program recognizes Sections and Branches that have made an outstanding contribution to the Society and their community through their programs and activities.

Your Section or Branch may have several programs that are worthy of recognition. Please take this opportunity to be acknowledged for your accomplishments. Award information is available on the LTC website, or you may download a copy at: <http://regions.asce.org/leader-training-committee/awards>

Please note that the deadline is October 30, 2019.

## LTC Social Media

The Geographic Units Facebook Group, with 399 Section, Branch and Region leaders, provides a forum for open discussion and sharing of ideas, activities, photos and other relevant posts. The URL is <https://www.facebook.com/groups/GSDASCE>. If you are not a member, please visit this link and click on the "join" button. The Geographic Services staff will verify and activate your request. 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).

## LTC Website Updates

Check out some of the recent additions to the LTC Website resources page, including:

- [ASCE Section & Branch Officers' Role in State Report Cards](#)
- [Section and Branch Free Drupal Website Program](#)
- [Social Media Cheat Sheet](#)
- [Government Relations Resources](#)



## Region Recap

Many LTC actions and resources directly impact Region Directors and Governors. LTC continues to explore additional training opportunities for incoming Region Directors and Governors. If there are specific leadership training programs that the Directors and Governors are looking for, please let LTC know.

### Region Governors Refresher Webinar

The Region Governors Refresher Webinar is scheduled for August 13 at 2pm EDT.

### LTC Participation in Region Meetings

LTC welcomes the opportunity to participate in your Region Conference Calls. We also look forward to attending your next face-to-face meeting when feasible and offer whatever assistance you need.

## Final Thoughts from the Chair

LTC had a great summer committee meeting, and it was fun hosting everyone at my office in Portland, Maine. Vacationland made for the perfect setting to recharge and to really get into the planning for our upcoming conferences, and to talk about new ideas for things to come. As always, we welcome all feedback on our regular programs, and ideas for things that we should be doing to support ASCE's Leaders.

### Region Annual Report Content

Region Annual Reports are posted in the Region Governors Collaborate Community. LTC encourages all Directors and Governors to review other Region's reports.

### Region Operations Handbook

The Region Operations Handbook provide guidelines, resources, and responsibilities for your Region. The Region Operations Handbook, maintained by the Leader Training Committee (LTC), is updated as needed to ensure it aligns with current Society operations.

Thank you to everyone who already participates in our programs – without you, we wouldn't have the opportunity to expand and grow what we do. We'll see you this fall as we start up our webinars and conferences again!

- Lauren

