

# Best Practices Information Request Form

## Regions

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Regions. Please use this form (MS Word Format) to document your Region's successful activity so we can share it with other leaders. We strongly encourage you to attach relevant graphics and photos (either embedded in the MS Word document or attachments as PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post to the web site. Please return your completed form to Brian Pawula at [blpawula@hornersshifrin.com](mailto:blpawula@hornersshifrin.com), or Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org).

<b>PROJECT TITLE</b>	<b>Leadership Chats</b>
<b>1. Region</b>	2
<b>2. Project Contact</b>	
Name	Carol Martsolf
Phone Number	215-922-8081, ext 1218
Email	<a href="mailto:ccmartsolf@gmail.com">ccmartsolf@gmail.com</a> or <a href="mailto:ccmartsolf@urbanengineers.com">ccmartsolf@urbanengineers.com</a>
<b>3. Project Category</b>	Please choose one: Communication, Region Operations, <b>Continuing Education</b> , Government Relations.
<b>4. Project Description</b>	<p>Region 2 Leadership Chats are held quarterly. All Region 2 leaders are invited: student members, younger members, Sections, Branches, etc.</p> <p>It's a time to have "chats" with one another but also with the Director and Governors. Great ideas and lessons learned can be shared. It creates a sense of community and a place to get answers to questions.</p>
<b>5. The Process</b> (What you did, When and How)	We started them in early 2023. We created a few PowerPoint slides introducing the Region and then sent virtual meeting links.
<b>6. Those in Charge</b> (Committee, Task Committee, Etc.)	Region 2 Director
<b>7. Time Frame</b> (When Started, When Completed)	Early 2023 and ongoing.
<b>8. Success Factors</b> (The Parts that Worked Really Well)	Send calendar appointments with virtual meeting links and with sufficient advance notice. Regional 2 scheduled the entire year of 2023 at the beginning.

<b>9. Setback Factors</b> (The Parts that did Not Work Well)	Do not limit the Leadership Chats to just the highest-level leaders. Invite all Region 2 Governors and work to ensure maximum attendance.
<b>10. Creativity</b> (This is something off the wall that we did)	Have fun with the chats!
<b>11. Administration</b> (What was most Important?)	Remind attendees to respond to the calendar appointments to obtain accurate headcounts.
<b>12. Follow-Up</b> (What was most important?)	Follow up on all issues and questions.
<b>13. Recommendations</b> (What you should ALWAYS do with this project?)	The Director and Governors should <u>guide</u> the chats, <u>not dominate</u> them. Some of the best discussions are had between groups across the region.
<b>14. Cautions</b> (What you should NEVER do with this project?)	Nothing to report at this time.
<b>15. The Outcome</b>	Nothing to report at this time.
<b>16. Ongoing Activity</b> (Would you do it again?)	Nothing to report at this time.
<b>17. Speaker Contact Information</b> (person from your Region who would be willing to speak about the Best Practice)	
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<b>18. Additional Comments</b> (We strongly recommend attaching relevant photos and graphics)	Nothing to report at this time.