

Fall Assembly Meeting – Region 8

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| 1. Region | 8 |
| 2. Project Contact | |
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| Email | tlau_1987@hawaiiintel.net |
| 3. Project Category | Region Operations |
| 4. Project Description | Prior to each Region 8 Assembly meeting, the Region 8 Board of Governors (BOG) polls the 12 Region 8 Sections to find out areas of interest and concerns. The BOGs led by the Director develop the agenda for the meeting based on the feedback. |
| 5. The Process (What you did, When and How) | <p>The Region 8 Assembly meets face-to-face twice annually. The Fall Planning Assembly Meeting is held in the August/September time frame over two days. The Winter Assembly meeting is held the day prior to the Regions 8 and 9 Multi-Region Leadership Conference. We typically invite one Presidential officer to attend our Fall Planning meeting.</p> <p>About two months prior to the Assembly meeting, registration opens. With the registration, the R8 BOG polls the Region 8 Section leaders with a handful of questions. The feedback is used to develop the sessions for the Assembly meeting.</p> <p>A sample of typical questions asked are listed below.</p> <ol style="list-style-type: none"> a. What do you hope to get out of the meeting? b. In what ways are Region 8 Assembly meetings beneficial to your Section? How can they be improved? c. What topics would be of value to you for breakout sessions? d. Do you have any specific questions for the BOG, Region 8 Director or Society-level visitor? e. What do you expect from the BOG? How can we improve Section interaction? f. What is the greatest issue ASCE is facing? g. What is the biggest challenge facing you as a Section officer? h. Have you implemented any local activities to address the Society's strategic initiatives? i. Do you have any ideas that could help struggling Sections/Branches? Or any other ideas you wish to share? j. Would your Section be interested in hosting a future Fall meeting? <p>The agendas for the meetings typically consist of speakers and breakout</p> |

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| | <p>sessions to address and discuss the feedback from the attendees. The breakout sessions allow Sections to share successes and challenges with other Sections. Also, it helps the Governors really under the issues that our Sections are facing and to focus our research to try and help solve their problems.</p> |
| <p>6. Those in Charge (Committee, Task Committee, Etc.)</p> | <p>Region 8 Board of Governors. A Region 8 Governor serves as the Conference Committee Chair who sets up the registration and survey questions. The BOG assists with the list of survey questions.</p> <p>The Region 8 Director prepares the draft agenda and receives feedback from the BOG on the sessions planned.</p> <p>Region 8 Governors are assigned to facilitate the breakout session topics.</p> |
| <p>7. Time Frame (When Started, When Completed)</p> | <ol style="list-style-type: none"> a. Send out registration and survey questions two months prior to Assembly meeting. Request feedback within two weeks. b. Prepare draft agenda a minimum of 45 days prior to Assembly meeting and present to Board of Governors for approval. c. Send out agenda one month prior to Assembly meeting. Agenda would include breakout session topics. |
| <p>8. Success Factors (The Parts that Worked Really Well)</p> | <p>Requesting topics from Assembly delegates provides greater value to the delegates.</p> <p>Letting the delegates know the breakout session topics ahead of the meeting allows them to select which topics they want to participate in and prepare accordingly.</p> |
| <p>9. Setback Factors (The Parts that did Not Work Well)</p> | <p>In some years, we start the process too late and don't allow enough time to get Section feedback or advertise the dates and the agenda. As a result, we don't receive an attendee from each Section.</p> |
| <p>10. Creativity (This is something off the wall that we did)</p> | <p>We work with the host Section to organize a fun activity so that we are not stuck in a meeting room for the entire time. In 2018, we toured the Grand Coulee Dam near Spokane, WA. In 2017, we received a presentation on and toured Mt. Zion National Park in Silverdale, UT. In 2016, we toured the Arrowrock Dam and participated in a National Historic Landmark Ceremony in Boise, ID.</p> |
| <p>11. Administration (What was most Important)</p> | <p>Make sure each Section knows the dates of the Assembly meeting at least six months early. Distribute the survey and registration early enough.</p> |
| <p>12. Follow-Up (What was most important?)</p> | <p>Remind Sections to register and provide feedback.</p> |
| <p>13. Recommendations (What you should ALWAYS do with this project?)</p> | <p>Not repeat the exact format and types of sessions year after year. Mix it up but at the same time keep Sections informed on what to expect so they can prepare accordingly.</p> |
| <p>14. Cautions (What you should NEVER do with this project?)</p> | <p>Not get feedback from the Sections.</p> <p>Do not distribute the agenda late.</p> |
| <p>15. The Outcome</p> | <p>Member value is achieved.</p> <p>An active relationship between the Board of Governors and Sections are achieved.</p> |
| <p>16. Ongoing Activity (Would you do it again?)</p> | <p>Fun activity.</p> <p>A session about the Region so new delegates understand the organizational relationship between the Region and the Sections and how the Governors and</p> |

Director can help them.

17. Speaker Contact Information

(person from your Region who would be willing to speak about the Best Practice)

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18. Additional Comments