

Best Practices Information Request Form

Sections and Branches

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Sections and Branches.

Please use this form (Word format) to document your group'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 Word document or as attachments, PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post it to the web site. Please return your completed form to Brian Pawula at blpawula@hornershifrin.com and/or Nancy Berson at nberson@asce.org.

Date	9/5/2024
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PROJECT TITLE	Membership Survey for 2023-2028 Strategic Plan
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1. Section/Branch	St. Louis
2. Section/Branch Size	Medium
3. Project Contact	
Name	Chris Toenjes
Phone Number	618-301-7309
Email	chrisatoenjes@gmail.com ; ctoenjes@roeslein.com
4. Project Category	Communication
5. Project Description	A membership survey was performed to gather information prior to development of the Section's 2023-2028 Strategic Plan.
6. The Process (What you did, When and How)	We developed questions to ask membership why they joined ASCE, what they are looking to get out of it, Section event interests, impression of Section events they attend, leadership interest, preferred communication, barriers to participation, and other specific issues the Section was dealing with at that time. The survey was sent out in March 2023 and was open for approximately two weeks. Google Forms was used.
7. Those in Charge (Committee, Task Committee, Etc.)	The Section President and President-Elect developed the questions. The Section Board had input on the content, and the final questions were presented to the Section Board before publication. The President and President-Elect met with representatives from the Kentucky Section who had previously executed a similar survey.
8. Time Frame (When Started, When Completed)	We began planning in January 2023. The survey was sent out on March 10 and was closed on March 24. It was sent out electronically via email with links to it on social media sites such as LinkedIn and Facebook. Data was collected,

	analyzed, and presented at the Section’s strategic planning session on March 31. The PowerPoint presentation with the survey data was added as an Appendix to the 2023-2028 Strategic Plan document.
9. Success Factors (The Parts that Worked Really Well)	<p>Most questions were multiple choice but left a space for fill-in-the-blank. We received great direct feedback on the fill-in-the-blank responses.</p> <p>We asked individuals to voluntarily provide their name and contact information (not everyone did). We asked them what activities they were interested in getting involved in, such as giving a technical presentation or serving on a committee. We provided contact information to Committees and Institutes for which an individual showed interest. This feedback led us to contact an individual who now serves on the Section Board. We developed a list of people to contact if we are looking for an individual to give a presentation.</p>
10. Setback Factors (The Parts that did Not Work Well)	There were no significant setbacks for the survey itself. We asked people to select their career range (0-10 yr, 10-20 yr, 20-30 yr, 30 or greater). Beyond what one might think are the obvious differences (i.e., communication preference), there was not a noticeable differentiation between the career range groups. There was less benefit to considering the different age groups than originally thought. That said, it should be noted that we had more than twice as many responses from the 30 or greater group than we did in any other category.
11. Creativity (This is something off the wall that we did)	Nothing specifically creative.
12. Administration (What was most Important?)	Sifting through data was time consuming. We used free Google Forms. A paid platform might offer more ways to simply and more quickly analyze data.
13. Follow-Up (What was most important?)	We followed up promptly with those interested in getting involved.
14. Recommendations (What you should ALWAYS do with this project?)	Voluntarily ask for contact information with the intent to reach out.
15. Cautions (What you should NEVER do with this project?)	Nothing specific. Do not expect consensus on responses or an obvious path forward. Take the responses and data for what they are worth.
16. The Outcome	We had 76 responses to the survey. Many respondents were already heavily involved.
17. Ongoing Activity (Would you do it again?)	We are considering doing a shorter-length annual or semi-annual survey to identify activities individuals are interested in. Like the Strategic Plan membership survey, the intent would be to follow up promptly with those interested in getting involved.
18. Speaker Contact Information (person from your group)	<p>Chris Toenjjes</p> <p>Note: Alison Graves led the Strategic Plan effort and may have additional thoughts.</p>

who would be willing to speak about the Best Practice)	
Name	Chris Toenjes
Phone Number	618-301-7309
Email	chrisatoenjes@gmail.com ; ctoenjes@roeslein.com
19. Additional Comments (We strongly recommend attaching relevant photos and graphics)	Refer to the accompanying Member Survey for 2023-2028 Strategic Plan.