

# 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](mailto:blpawula@hornershifrin.com) and/or Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org).

<b>Date</b>	4/29/2026
<b>PROJECT TITLE</b>	<b>Maine Section Time Capsule</b>
<b>1. Section/Branch</b>	Maine Section
<b>2. Section/Branch Size</b>	Medium
<b>3. Project Contact</b>	
Name	Justin Yaitanes
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<b>4. Project Category</b>	Section Operations
<b>5. Project Description</b>	Maine Section Time Capsule
<b>6. The Process</b> (What you did, When and How)	<p>A time capsule was created as part of the Maine Section's 50th Anniversary Celebration in 2000. During that celebration, a clear plastic bin was filled with memorabilia representing the Section's first 50 years. These items included Maine Section awards, Annual Meeting programs, photographs, pamphlets and flyers, stickers, speaker mugs, CE Historic Landmark applications and brochures, Infrastructure Report Cards, E-Week proclamations, news articles, and various "tools of the trade."</p> <p>Following the 50th Anniversary, the time capsule was sealed and remained unopened until the Maine Section's 75th Anniversary Celebration in 2025. At that time, memorabilia from 2000–2025 was collected in a smaller plastic bin placed inside the original capsule to clearly distinguish the two milestone periods. The 75th Anniversary contents included many of the same item types, updated to reflect the most recent 25 years.</p>

	The time capsule will be sealed once again after the Maine Section's 2026 Annual Meeting and is planned to be reopened during the Section's 100th Anniversary.
<b>7. Those in Charge</b> (Committee, Task Committee, Etc.)	A collaborative effort involving the Maine Section's board members and broader membership.
<b>8. Time Frame</b> (When Started, When Completed)	Started in 2000, continued in 2025, and will carry forward again in 2050.
<b>9. Success Factors</b> (The Parts that Worked Really Well)	The time capsule draws in many Life Members and Past Presidents, helping them stay connected, or reconnected, with the broader membership.
<b>10. Setback Factors</b> (The Parts that did Not Work Well)	It can be challenging to engage members to contribute items for the capsule, and it is often difficult to determine which items will remain meaningful over time rather than simply adding clutter. Additionally, identifying a suitable and consistent location to store the time capsule can present its own challenges.
<b>11. Creativity</b> (This is something off the wall that we did)	The 50th Anniversary time capsule created in 2000 was opened and displayed, and new items were collected during the 75th Anniversary so it could be sealed again and reopened in 2050.
<b>12. Administration</b> (What was most Important?)	Identifying a member or members to take responsibility for the time capsule.
<b>13. Follow-Up</b> (What was most important?)	Reminding members to contribute items to the time capsule through the monthly <i>Informant</i> newsletter.
<b>14. Recommendations</b> (What you should ALWAYS do with this project?)	Always seek assistance in spreading the word and in identifying a member or small group to help maintain the time capsule.
<b>15. Cautions</b> (What you should NEVER do with this project?)	Never stop adding to the time capsule!
<b>16. The Outcome</b>	A successful outcome, the membership appeared to enjoy the 50th Anniversary contents and memorabilia, and bringing the time capsule to the 75th Anniversary with approximately 150 attendees was a significant highlight.
<b>17. Ongoing Activity</b> (Would you do it again?)	Yes, in 25 years!

**18. Speaker Contact Information**

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

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**19. Additional Comments**

(We strongly recommend attaching relevant photos and graphics)

Interior view of the time capsule from the 75th Anniversary Celebration.

