

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	6/5/2026
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PROJECT TITLE	Newsletter
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1. Section/Branch	Louisiana Section
2. Section/Branch Size	Medium
3. Project Contact	
Name	Nedra Hains
Phone Number	(225) 333-8234
Email	nedrahains@gmail.com
4. Project Category	Communication
5. Project Description	See below.
6. The Process (What you did, When and How)	We publish a quarterly newsletter to share Section updates, highlight key activities, and keep our membership informed and engaged.
7. Those in Charge (Committee, Task Committee, Etc.)	Publications Committee: The President-Elect serves as Chair, while the Vice President also serves on the committee to ensure a smooth transition between years. A representative from each Branch participates to support article development, editing, and advertising revenue efforts. An Editor is also engaged to assist with content compilation and coordination with the printer.
8. Time Frame (When Started, When Completed)	Ongoing, with the President-Elect responsible for overseeing and producing the November issue each year.

9. Success Factors (The Parts that Worked Really Well)	Having the Vice President serve on the committee significantly reduced the learning curve and eased the transition stress associated with assuming responsibility for the journal.
10. Setback Factors (The Parts that did Not Work Well)	The ad revenue periods should be standardized so that all advertisements align with the same timeframe and expire with the same journal issue. Previously, tracking individual renewals proved challenging to manage efficiently.
11. Creativity (This is something off the wall that we did)	Use QR codes to drive engagement and increase interest in visiting our online platforms, making it easier for members and attendees to access digital content instantly.
12. Administration (What was most Important?)	A well-organized committee significantly improves the collection of articles that are relevant and engaging to the entire Section, which in our case represents the State of Louisiana.
13. Follow-Up (What was most important?)	Provide authors with a clear, stated deadline and follow up with regular reminders to ensure timely submissions.
14. Recommendations (What you should ALWAYS do with this project?)	Planning.
15. Cautions (What you should NEVER do with this project?)	Never assume that tasks will resolve themselves or that others will independently remember deadlines.
16. The Outcome	An award-winning newsletter / journal recognized for excellence in content and presentation.
17. Ongoing Activity (Would you do it again?)	Yes, it is ongoing.
18. Speaker Contact Information (person from your group who would be willing to speak about the Best Practice)	
Name	Nedra Hains
Phone Number	(225) 333-8234
Email	nedrahains@gmail.com
19. Additional Comments (We strongly recommend attaching relevant photos and graphics)	Our <i>Louisiana Civil Engineer Journal</i> was recognized with the Outstanding Newsletter Award for Large Sections/Branches. Published as a black-and-white (gray-tone) magazine on glossy paper, the LCE Journal is designed to deliver engaging and relevant content for our membership while maintaining a focused advertising model that helps defray most publishing costs.