

The "LTC Report" is intended to provide leaders from Regions, Sections and Branches, with highlights of recent and upcoming activities, and recommended web links to valuable relevant resources.

## ASCE's Leader Training Committee (LTC) Summer Meeting

The Leader Training Committee (LTC) held its spring meeting on April 13-14, 2018 in Bonner Springs, KS.

### LTC Members

[Don Wittmer](#), P.E., M.ASCE, Region 3, Chair  
[Lauren Swett](#), P.E., M.ASCE, Region 1  
[Shawn Kelley](#), Ph.D., P.E., M.ASCE, Region 1  
[Greg Kuklinski](#), P.E., M.ASCE, Region 2  
[Monica Sartain](#), P.E., M.ASCE, Region 4  
[Melissa Wheeler](#), M.ASCE, Region 5  
[Aaron Frits](#), P.E., M.ASCE, Region 7  
[Ron Iwamoto](#), P.E., M.ASCE, Region 8  
[Tony Akel](#), P.E., M.ASCE, Region 9  
[Nancy Berson](#), Aff.M.ASCE, Staff Contact

The next LTC meeting will be in July 2018.

Please visit the Leader Training Committee website at <http://regions.asce.org/leader-training-committee/> for upcoming events for Section, Branch and Region leaders, contact information for LTC members, Section and Branch Awards information, and a multitude of other useful resources and links

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## Conference Calls and Webinars

Hundreds of ASCE leaders have participated in our conference calls and webinars with their peers. Similar opportunities will be offered again for the new Section, Branch, and Region leaders. If you miss the opportunity to participate, the recorded links and PowerPoints can be found on the LTC website and as noted below following the calls and webinars.

These calls/webinars occurred in Spring 2018 and will again in occur in Fall 2018:

- [Spring 2018 Region to Region Exchange:](#)  
February 2018
- [Section to Section Exchange](#)  
March 2018
- [Region Best Practices Webinar](#)  
March 2018
- [Section & Branch Best Practices Webinar](#)  
March 2018
- [Ask the President](#)  
April 2018
- [Legal Webinar for Sections and Branches](#)  
April 2018

### Previous Webinars:

- [Social Media for Sections/Branches Webinar](#)  
April 2017
- [Strategic Planning for Committee Chairs](#)  
May 2017
- [Geographic Services Conference Calls](#)  
Spring 2018
- [Committee Chair Training Webinar](#)  
December 2017

## 2018 Presidents and Governors Forum

The 2018 Presidents and Governors Forum (PGF) will be held September 23-24 at ASCE Headquarters in Reston, VA. Sessions will begin early Sunday morning and end Monday midday.

We are pleased to announce once again that a subsidy was approved for one attendee from each Section and Branch in the amount of \$135. We realize this will not cover your airfare or total expenses, but it will hopefully help defray some of your costs.

The PGF is held annually for the benefit of Region Governors/Directors and Section/Branch Presidents. One of the main intents is to familiarize the local leadership with the Society's goals, concerns, issues and current programs. The overall purpose of the PGF is to provide a venue for current Section/Branch and Region leaders to gain the knowledge to effectively and efficiently run their local units. This forum provides a summary of various Best Practices discussed by Section/Branch leaders, how to effectively run your Section/Branch, utilizing your Governors, and how to be an effective leader. The PGF provides an excellent opportunity for networking with peers, Society leaders, and staff at ASCE Headquarters. A "save the date" was emailed to all Section and Branch Presidents and Region Governors/Directors on April 2. Watch for more details this summer and make sure your incoming President is aware of this great opportunity!

For more information about the PGF, please visit LTC's website at: <http://regions.asce.org/leader-training-committee/pgf>



### Region Recap

Many LTC actions and resources directly impact Region Directors and Governors.

### LTC Participation in Region Meetings

LTC welcomes the opportunity to participate in your Region Conference Calls. We also look forward to attending your next face-to-face meeting when feasible and offer whatever assistance you need.

### Region Annual Report Content

Region Annual Reports are posted in the Region Governors Collaborate Community and we encourage all Directors and Governors to review other Region's reports.

### Incoming Region Director Training

LTC continues to explore additional training opportunities for incoming Region Directors. We were involved with the Leader Orientation Program again this year. If there are specific leadership training programs that the Directors are looking for, please let LTC know.

### Region Governors Qualifications

This document incorporates expectations such as projected time commitment and potential out of pocket expenses, and may be accessed at:

<http://regions.asce.org/leader-training-committee/resources>

## Section and Branch Website Support

If your Section or Branch is experiencing challenges with the upkeep of your website due to the complexity of maintaining it, you might want to consider becoming a part of ASCE's website support program which currently includes over 50 participating Sections and Branches. These sites are primarily intended for Sections and Branches who lack the local resources or time to maintain websites. Participating Sections and Branches will receive a template and basic training to update their sites. The site uses Drupal software which is relatively easy to maintain. One of our sample sites can be found at <http://sections.asce.org/cleveland>.

Please remember these are basic websites with a fixed template. If you are interested in finding out more about this resource, please contact Daryl Morais at [dmorais@asce.org](mailto:dmorais@asce.org) or at 703-295-6042.



## Best Practices

The latest editions of the Section and Branch Best Practices Guide include 83 Best Practices and the Region Best Practices Guide include 20 Best Practices. These documents are currently posted on our website at:

<http://regions.asce.org/leader-training-committee/resources>

**LTC is always looking for new Best Practices to share with other Sections/Branches or Regions.** If you have an activity, event, or process you would like to share, we encourage you to complete and submit a “Best Practices Guide Information Request Form” – also available on the website. You may also contact LTC member Tony Akel, P.E., M.ASCE, who coordinates the Best Practices effort, at [takel@akeleng.com](mailto:takel@akeleng.com)

## Best Practice of the Month Articles

The Best Practices articles found in the monthly Section Informant portion of the Leadership Letter. These articles are put together by LTC Corresponding Members and highlight a Best Practice that you may wish to implement in your Section or Branch.

## Talking Points

Are you using our Talking Points? LTC maintains a series of 21 Talking Point documents. These are 1-2 page summaries with PowerPoint presentation templates on the following topics:

### ASCE INITIATIVES / STRATEGIES

1. Sustainability and ASCE
2. Grand Challenge
3. Raise the Bar

### INSTITUTES

4. Specialty Certification
5. Committee on Technical Advancement
6. Utility Engineering & Surveying Institute
7. Establishing Local Institute Chapters

### GOVERNMENT RELATIONS

8. Developing State Report Cards
9. Government Relations

### SECTION RESOURCES

10. Best Practices
11. Reasons to Attend the WSBL and PGF
12. Life Member Involvement

### K-12 STUDENT OUTREACH

13. Dream Big
14. Outreach to Student Chapters
15. Pre-College Outreach

### STUDENT RETENTION/TRANSITION

16. Younger Member Retention
17. Student Member Transition to Associate Member

### PROFESSIONAL AND LEADERSHIP TOPIC

18. Developing Leaders
19. Ethics

### ASCE SUPPORT PROGRAMS

20. ASCE Foundation
21. Public Agency Peer Review

These are excellent resources, and we strongly recommend using them when addressing Sections/Branches, Student Groups, or other constituent groups. You can also develop talks to revolve around the programs and activities of the Society.

LTC has also worked with ASCE staff to develop PowerPoint presentation templates which accompany the Talking Points. These presentation templates are posted in the Region Governors Collaborate Community and in the Section and Branch Presidents Collaborate Community. They are also available on our website:

<http://regions.asce.org/leader-training-committee/resources>

If you have new ideas for a future Talking Point, please contact LTC member Shawn Kelley, Ph.D., P.E., M.ASCE at [skelley2154@hotmail.com](mailto:skelley2154@hotmail.com)

## Outstanding Section and Branch Web Award

The Leader Training Committee (LTC) invites you to nominate your Section or Branch for the 2018 Outstanding Section and Branch Web Site Award.

An email soliciting nominations for the award was emailed on April 5, 2018 and are due on June 1, 2018.

## Potential Region Governor Webinar

The Leader Training Committee (LTC) is planning to host a webinar this spring for those leaders interested in becoming a Region Governor. The webinar will cover Region Governor duties, communication, leadership, and requirements. Please look for more details soon. LTC is also discussing a webinar for potential Region Directors to brief potential candidates on the roles and responsibilities of this position.

## 2019 Multi-Region Leadership Conferences

LTC will be collaborating with the Committee on Younger Members (CYM) and the Committee on Student Members (CSM) to plan the 2019 MRLCs. These Conferences provide a good mix of leadership training and information on ASCE resources and activities. The MRLC not only assists you in your leadership role, but also provides Professional Development opportunities. Invitations will be sent this fall, so start deciding now who will represent your Section or Branch!

LTC is in the process of developing the 2019 MRLC programs, which include the Workshop for Section and Branch Leaders, the Workshop for Student Chapter Leaders, and the three Younger Member Councils. Potential session topics and joint activities are being identified, based on the feedback received from the 2018 MRLC attendees. LTC will also continue to encourage and embrace the participation of the Institute leaders at the 2019 MRLC's.

Don't forget to mark your calendars, as we are looking forward to seeing you or representatives from your Region, Section or Branch!

## Section and Branch Action Calendar

<b>June 1</b>	Submissions for the Outstanding Section and Branch Website award are due
<b>Sept. 1</b>	Section and Branch Leadership Reports Due
<b>Sept. 23-24</b>	Presidents and Governors Forum in Reston
<b>Oct. 12-15</b>	Annual Convention in Denver, CO
<b>Oct. 30</b>	Outstanding Section and Branch Award nominations are due
<b>Nov. 30</b>	Section and Region Annual Reports are due
<b>Dec. 15</b>	Section Federal Tax Filing due to ASCE's Accounting Dept.
Jan. 25-26	Regions 1, 2, 4 & 5 Multi-Region Leadership Conference in Orlando
Feb. 8-9	Regions 3, 6, & 7 Multi-Region Leadership Conference in Dallas
Mar. 8-9	Regions 8 & 9 Multi-Region Leadership Conference in Honolulu, HI

## Region Governor Training Webinar

LTC has developed a webinar focusing on the roles and responsibilities, and duties and expectations of Region Governors. This webinar took place on April 23, 2018. If you were unable to participate, the recording may be found at: [Region Governors Refresher Webinar Spring 2018](#)

If you have ideas for future training that you'd like to see, please let us know. LTC is here to serve you as the Leaders within ASCE!

## LTC Social Media

The Geographic Units Facebook Group with over 250 Section, Branch and Region leaders provides a forum for open discussion and sharing of ideas, activities, photos and other relevant posts by Sections, Branches, and Regions. The URL is <https://www.facebook.com/groups/GSDASCE>. If you are not a member, please visit this link and click on the "join" button. The Geographic Services staff will verify and activate your request. Join in on the conversations, add to the discussions, and learn from your colleagues from around the country. For information on joining, please contact Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org).

## LTC Resources

- [Region Operations Handbook](#)
- [Section Operations Handbook](#)
- [Web Site Short Cuts](#)
- [Energizing Inactive Sections and Branches: 3 Easy Steps"](#)

## LTC Website

LTC has created its own website that provides an easier way to navigate the events and resources that we oversee. The site <http://regions.asce.org/leader-training-committee/> includes upcoming events for Section and Branch leaders, and Region Governors, contact information for LTC members, Section and Branch Awards information and a multitude of other useful resources and links.

As an ASCE Leader, you are encouraged to use these tools to engage other ASCE leaders on issues or challenges you are facing.