

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 Summer meeting on July 7-8, 2017 in Portland, ME.

### 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 (called in)  
[Aaron Frits](#), P.E., M.ASCE, Region 7  
[Ron Iwamoto](#), P.E., M.ASCE, Region 8  
[Doug Knapp](#), P.E., M.ASCE, Region 8  
[Tony Akel](#), P.E., M.ASCE, Region 9  
[Nancy Berson](#), Aff.M.ASCE, Staff Contact

### Guests Included:

Melissa Wheeler, M.ASCE, Incoming LTC Member  
Anni Autio, P.E., M. ASCE, Corresponding Member  
Randy Over, P.E., F.ASCE, Chair, Global Strategy Council

The next LTC meeting will be September 18-19, 2017 in Reston, VA.

## 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 ASCE website following the calls and webinars. [http://www.asce.org/section\\_and\\_branch\\_resources/](http://www.asce.org/section_and_branch_resources/). These calls/webinars will also occur in Fall, 2017

- **Section to Section Exchange**  
[Section Exchange Notes March 2017](#)
- **Region Best Practices Webinar:**  
[Region Best Practice Webinar March 2017](#)
- **Region to Region Exchange:**  
[Region Exchange Notes March 2017](#)
- **Ask the President:**  
[Ask the President March 2017](#)
- **Section & Branch Best Practices Webinar**  
[Section and Branch Best Practices Webinar March 2017](#)
- **Social Media Webinar for Sections and Branches**  
[Social Media Webinar April 2017](#)
- **ASCE Legal Webinar for Sections and Branches**  
[Legal Webinar April 2017](#)
- **Geographic Services Conference Call**  
[Geographic Services Conference Calls Spring 2017](#)
- **Committee Chair Training Webinar** [2016 Committee Chair Training Webinar](#)
- **Strategic Planning for Committee Chairs**  
<http://asce.adobeconnect.com/pbfu3sxqc1qa/>

The training focused on strategic planning for ASCE Committee Chairs. Future committee chair training sessions will be provided for Section & Branch leaders as well.

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## 2017 Presidents and Governors Forum

The 2017 Presidents and Governors Forum (PGF) is scheduled for September 17-18 at ASCE Headquarters in Reston, VA. Sessions will begin early Sunday morning and end Monday midday.

A subsidy is approved for one attendee from each Section and Branch in the amount of \$135. We realize this will not cover airfare or total expenses, but it will hopefully help defray some of the costs.

The PGF is a follow-up course to the Workshop for Section and Branch Leaders and is targeted to incoming or current Presidents. It is intended to provide interactive opportunities with a concentration on Section, Branch and Region Best Practices and other Society programs and resources that will enhance your leadership efforts. You will also have the opportunity to meet ASCE's Society Officers and staff and tour ASCE Headquarters.

The PGF invitation was sent on May 18.

## 2018 Multi-Region Leadership Conference (MRLC) Planning

LTC continues to collaborate with the Committee on Younger Members (CYM) and the Committee on Student Members (CSM) to plan the MRLCs. These Conferences are intended to provide a good mix of leadership training and information on ASCE resources and activities. Remember, not only does the MRLC assist you in your leadership role, but also provides Professional Development opportunities. Invitations will be sent later this summer, so keep your eyes open and decide who will represent your Section or Branch!

LTC is in the process of developing the 2018 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 2017 MRLC attendees. LTC will also continue to encourage and embrace the participation of the Institute leaders at the 2018 MRLC's.

The 2018 MRLC's are scheduled as follows:

*Regions 1, 2, 4 & 5 February 9-10, Hyatt Regency Buffalo, Buffalo, NY*

*Regions 3, 6, & 7 January 26-27, Ramada Plaza Omaha, Omaha, NE*

*Regions 8 & 9 January 12-13, Hilton Lake Las Vegas Resort and Spa, Las Vegas, NV*

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

## 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 extend 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 anticipate being involved again with the Leader Orientation Program in the fall as we were last year. If there are specific leadership training programs that the Directors are looking for, please let LTC know.

### Region Governors Qualifications

This document was updated to incorporate expectations such as expected time commitment and potential out of pocket expenses, and may be accessed at:

[http://www.asce.org/section\\_and\\_branch\\_resources](http://www.asce.org/section_and_branch_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 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 includes 78 Best Practices and the Region Best Practices Guide includes 20 Best Practices and these are currently posted on our website at:

[http://www.asce.org/section\\_and\\_branch\\_resources](http://www.asce.org/section_and_branch_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)

## 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:

1. *ASCE Foundation*
2. *Best Practices*
3. *Committee on Technical Advancement*
4. *Developing Leaders*
5. *Dream Big*
6. *Establishing Local Institute Chapters*
7. *Ethics*
8. *Government Relations and Infrastructure Initiatives*
9. *Grand Challenge*
10. *Life Member Involvement*
11. *Outreach to Student Chapters*
12. *Pre-College Outreach*
13. *Public Agency Peer Review*
14. *Raise the Bar*
15. *Reasons to Attend the WSBL and PGF*
16. *Specialty Certification*
17. *Developing State Report Cards*
18. *Student Member Transition to Associate Member*
19. *Sustainability and ASCE*
20. *Vision for Civil Engineering in 2025*
21. *Utility Engineering and Surveying Institute*

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 Collaborate Community. They are also available on our website:

[http://www.asce.org/section\\_and\\_branch\\_resources](http://www.asce.org/section_and_branch_resources)

If you have new ideas for a future Talking Point, please

contact LTC member Shawn Kelley, Ph.D., P.E., M.ASCE at [skelley@geodesign.net](mailto:skelley@geodesign.net)

## Best Practice of the Month Articles

The Best Practices articles have resumed and may be 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.

## Region Governor Training Webinar

LTC is developing a webinar focusing on the roles and responsibilities, and duties and expectations of Region Governors. This webinar will be scheduled for Fall 2017.

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

## Outstanding Section and Branch Award

The Leader Training Committee (LTC) invites you to nominate your Section or Branch for the 2017 Outstanding Section and Branch Award. This program recognizes Sections and Branches that have made an outstanding contribution to the Society and their community through their programs and activities.

Your Section or Branch may have several programs that are worthy of recognition. Please take this opportunity to be acknowledged for your accomplishments. Attached is a copy of the nomination form, or you may download a copy at [http://www.asce.org/uploadedFiles/Membership\\_and\\_Communities/Regions\\_Sections\\_Branches/Content\\_Pieces/outstanding-section-branch-nomination-form-2017.pdf](http://www.asce.org/uploadedFiles/Membership_and_Communities/Regions_Sections_Branches/Content_Pieces/outstanding-section-branch-nomination-form-2017.pdf) Please note that the deadline is October 30, 2017.

## Potential Region Governor Webinar

The Leader Training Committee (LTC) is planning to host a webinar this fall 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.

## LTC Social Media

The Geographic Units Facebook Group with over 200 Section, Branch and Region leaders also 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 has also created its own website that will provide an easier way to navigate the events and resources that we provide. The site <http://regions.asce.org/leader-training-committee> includes upcoming events for Section and Branch leaders, 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.

## LTC Resources

Region Operations Handbook:

[Region Operations Handbook Link](#)

Section Operations Handbook:

[Section Operations Handbook Link](#)

ASCE Web Site Short Cuts:

[Web Site Short Cuts](#)

“Energizing an Inactive Section or Branch”: 3 Easy Steps”

This brochure can be found at [Energizing Inactive Sections and Branches](#)

## Section and Branch Action Calendar

2017

<b>Sept. 1</b>	Section and Branch Leadership Reports Due
<b>Sept. 17-18</b>	Presidents and Governors Forum in Reston
<b>Oct. 8-11</b>	Annual Convention in New Orleans, LA
<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.

2018

<b>Jan. 12-13</b>	Regions 8 & 9 Multi-Region Leadership Conference in Las Vegas, NV
<b>Feb. 9-10</b>	Regions 1, 2, 4, & 5 Multi-Region Leadership Conference in Buffalo, NY
<b>Jan. 26-27</b>	Regions 3, 6, & 7 Multi-Region Leadership Conference in Omaha, NE
<b>Mar. 13-15</b>	ASCE Fly-In, Washington, DC
<b>June 1</b>	Submissions for the Outstanding Section and Branch Website award are due

## LTC Summer Meeting in Portland, Maine



LTC members taking in the sights at Port Elizabeth after a long day of meetings. Thank you to our LTC host, Lauren Swett for having us.



LTC members enjoying a short lunch break at their committee meeting.