

The "LTC Report" is a quarterly publication 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) Fall Meeting Attendance

The Leader Training Committee (LTC) held its fall meeting September 19-20, 2016 at ASCE Headquarters in Reston Virginia.

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 (unable to attend)
Marsia Geldert-Murphey, P.E., M.ASCE, Region 7
Ron Iwamoto, P.E., M.ASCE, Region 8
Doug Knapp, P.E., M.ASCE, Region 8 (unable to attend)
Tony Akel, P.E., M.ASCE, Region 9
Nancy Berson, Aff.M.ASCE, Staff Contact

LTC Corresponding Members

Aaron Frits, P.E., M.ASCE, Region 7

Guests

Hannah Clark, Aff.M.ASCE
Daryl Morais, Aff.M.ASCE
Jennifer Lawrence, Aff.M.ASCE
Meggan Maughan-Brown, MPA, CAE, CMP, Aff.M.ASCE
Carol W. Bowers, P.G., CAE, Hon.D.GE, ENV SP, M.ASCE

Conference Calls and Webinars

Hundreds of ASCE leaders have contributed to, and benefited from, our conference calls and webinars with their peers. We will continue to extend similar opportunities to Section, Branch, and Region leaders in the Fall 2016 and Spring 2017. If you missed the opportunity to participate in our previous webinars, please visit the "ASCE Region, Section & Branch Resources" website as it lists links to a wealth of useful PowerPoint presentations:

http://www.asce.org/section_and_branch_resources/.

The links to webinar recordings, past and future dates are listed below:

Section to Section Exchange

September 27 and 29, 2016

https://files.asce.org/xythoswfs/webui/xy-e2284477_1-t_VXNadtTE

Section & Branch Best Practices Webinar

October 25, 2016

Region Best Practices Webinar

October 5 and 11, 2016

<http://asce.adobeconnect.com/p82dr9u5lzd/>

Ask the President

November 2, 2016

Geographic Services Conference Call

Fall 2016

ASCE Legal Webinar for Sections and Branches

June 9, 2016

<http://asce.adobeconnect.com/p5hv1qvrxwt/>

Struggling Sections and Branches Webinar

June 15, 2016

<http://asce.adobeconnect.com/p5oy9ssi2l4>

Region to Region Exchange

October 19 and 20, 2016

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2016 Presidents and Governors Forum (PGF)

The 2016 Presidents and Governors Forum (PGF) was held September 18-19 at ASCE Headquarters in Reston, VA, and was attended by over 90 incoming leaders.

The PGF is a follow-up course to the Workshop for Section and Branch Leaders and is designed for incoming or sitting Presidents and Region Governors. It is intended to provide interactive opportunities with a focus on Section, Branch and Region Best Practices, as well as other Society programs and resources that enhance leadership.

Best Practices Breakout Sessions included: Student & Younger Member Outreach, Section Operations, Government Relations, Membership Development, and Struggling Section/Branches.

Roundtable discussions divided attendees into groups and encouraged sharing great ideas and best practices.

Leaders were also presented with the opportunity to meet ASCE's Society Officers and tour ASCE Headquarters.

The participants provided valuable and very positive feedback about the 2016 PGF. Thanks to all who joined us. We hope you will encourage your successors to join us in September 2017 in Reston.

2017 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 month, so keep your eyes open and decide who will represent your Section or Branch!

LTC is in the process of finalizing the 2017 MRLCs 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 2016 MRLC attendees. The 2017 MRLC's are scheduled as follows:

- **Regions 1, 2, 4, 5:** Newark, NJ / January 20-21, 2017
- **Region 3, 6, 7:** Minneapolis, MN / February 3-4, 2017
- **Regions 8 & 9:** Los Angeles, CA / January 13-14, 2017

Don't forget to mark your calendars, as we are looking forward to seeing you or representatives from your Section or Branch! LTC is encouraging and embracing the attendance of the Institute leaders at the 2017 MRLC's, approximately 20 Institute leaders were invited.

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 Higher Logic Community and we encourage all Directors and Governors to review other Region's reports. Region Governors can access these reports at:

<http://collaborate.asce.org/communities/community-home?communitykey=93547661-07f0-42a3-9df6-abd62ae19f79&tab=groupdetails>. Highlights of the reports will be summarized by LTC and shared with ASCE Board members.

Region Director Training

LTC is finalizing exploring additional training opportunities for Region Directors. The agenda may include a team building exercise, mentoring ideas, how to run a meeting, how to step out of your comfort zone, and a social activity/dinner. This would also be an opportunity to talk about effective Region Breakouts at MRLC's. Look for more details soon! Some training was presented to the incoming Directors at Leader Orientation in September.

Region Governors Expectations

This document was updated to incorporate expectations such as expected time commitment and potential out of pocket expenses, and may be accessed by Region Governors in the High Logic Community page:

<http://collaborate.asce.org/communities/community-home/librarydocuments?communitykey=93547661-07f0-42a3-9df6-abd62ae19f79&tab=librarydocuments>.

Best Practices

The latest editions of the Section and Branch Best Practices Guide includes (71 Best Practices) and the Region Best Practices Guide (15 Best Practices) are currently posted on our website at:

http://www.asce.org/section_and_branch_resources

One of the recently added Best Practice categories includes Engineers Week Outreach. Several additional Best Practices identified from the Annual Reports and Outstanding Section and Branch Award nominations are also in progress.

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

Talking Points

LTC maintains a series of 21 Talking Point documents. These are 1-2 page summaries 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 you use them when addressing Sections/Branches, Student Groups, or other constituent groups. You can also create talks revolving around these topics and achieve the Region's and ASCE's goal of communicating with our members about the programs and activities of our Society.

LTC has also worked with ASCE staff to develop PowerPoint presentations to accompany the Talking Points. These presentations are posted in the Region Governors Higher Logic Community and in the Section and Branch Higher Logic Community.

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

Committee Chair Training

LTC is in the process of finalizing a training webinar for new ASCE committee chairs. The webinar is intended to provide the incoming committee chairs with a better understanding of their roles, responsibilities and expectations. Training is anticipated to occur later this fall.

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 40 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 or at 703-295-6042.

Higher Logic Collaborative Conversion

ASCE has set up communities for all Sections, Branches and Regions in Higher Logic Collaborative, which includes many useful tools to assist you. The Higher Logic tool called Collaborative includes event registration, a built in blogging platform, discussion forum, and a library, among many other features. The Higher Logic User's Manual may be found at [Higher Logic Users Manual](#).

If you have questions regarding Higher Logic Collaborative, please contact Nancy Berson at nberson@asce.org or at 703-295-6010.

Struggling Section and Branch Webinar

Over 20 Section and Branch leaders participated in the Struggling Section and Branch Webinar on June 15. Three speakers were featured and shared the strategies and approaches that led to their success of reactivating a Branch that was struggling due to either poor member participation or to difficulty in recruiting new officers. The Webinar was recorded and may be found at:

<http://asce.adobeconnect.com/p5oy9ssi2l4>

Legal Webinar for Section

LTC hosted a Legal Webinar on June 9 featuring Tara Hoke, Esq., ASCE's General Counsel. The discussion covered hotel contracts, seeking corporate sponsorship, whether local candidates can speak at events, ASCE insurance coverage for events that include alcohol, copyright issues, and others. The Webinar was recorded and may be found at:

<http://asce.adobeconnect.com/p5hv1qvrxwt/>

LTC Social Media

The Geographic Units Facebook Group is a platform that informs you of upcoming activities, as well as provides a forum for an open Section and Branch discussion.

The following is the link to the Facebook Group: <https://www.facebook.com/groups/GSDASCE>. Please visit this link and click on the “*join*” button. The Geographic Services staff will verify and activate your request.

We hope that this outlet will provide you with an opportunity to network with your colleagues and address questions and concerns on behalf of your Section or Branch.

The Leader Training Committee also continues to host a LinkedIn site for ASCE’s Geographic Units. The intent of this site is to provide an interactive discussion forum on issues of interest by our local ASCE leaders. Also, there are updates and reminders of upcoming events, such as webinars and other LTC sponsored sessions to help assist you with your leadership responsibilities.

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

LTC Resources

Region Operations Handbook:
https://files.asce.org/xythoswfs/webui/_xy-e2358047_1-t_bYZxVugX

Section Operations Handbook:
http://www.asce.org/uploadedFiles/Membership_and_Communities/Regions_Sections_Branches/Content_Pieces/section-handbook.pdf

ASCE Web Site Short Cuts:
http://www.asce.org/section_and_branch_resources/

“Energizing an Inactive Section or Branch”: 3 Easy Steps”
 This brochure can be found at
http://www.asce.org/section_and_branch_resources/

Section and Branch Action Calendar

2016

Oct. 30	Outstanding Section and Branch Award nominations are due
Nov. 2	Ask the President
Nov. 30	Section and Region Annual Reports are due
Dec. 15	Section Federal Tax Filing due to ASCE’s Accounting Dept.

Section and Branch Action Calendar

2017

Jan. 13-14	Regions 8 & 9 Multi-Region Leadership Conference in Los Angeles, CA
Jan. 20-21	Regions 1, 2, 4, & 5 Multi-Region Leadership Conference in Newark, NJ
Feb. 3-4	Regions 3, 6, & 7 Multi-Region Leadership Conference in Minneapolis, MN
Mar. 14-15	ASCE Fly-In, Washington, DC
Jun. 1	Submissions are due for the Outstanding Section and Branch Web Award
Sept. 1	Section and Branch Leadership Reports Due
Sept. 17-18	Presidents and Governors Forum in Reston
Oct. 8-11	Annual Convention in New Orleans, LA

LTC Fall Meeting Photograph

8 of LTC’s finest celebrating the success of the 2016 PGF in Reston!

