

## **Notes from Achieving Better Section & Branch Meetings**

Workshop for Section & Branch Leaders

Tampa, FL

January 27-29, 2006

- Rotate meeting times (Lunch, Dinner, maybe breakfast)
- Have interesting field/site visits
- Consider distance people live from meeting sites. Move about.
- Use zoomerang.com to survey what our members want
- Ask members what they want
- Set specific and consistent day/time for section/branch meeting
- Use one meeting site (or be consistent in moves)
- Set annual schedule of meetings; communicate it early
- Use website to publicize annual schedule of meetings
- Consider joint meetings with other organizations, but leave some meetings "branch/section" pure
- Invite exciting speakers
- Schedule interesting topics
- Set an agenda; stick to it
- Start & end on time
- Submit all reports in writing; provide to all early for reading; expect that all will read before meeting.
- Make meetings interactive
- Make meeting fun!!!!
- Make meeting social!!!
- Consider inviting "outside" speakers

- Use ASCE Continuing Education assets to provide continuing professional development.
- Advertise section/branch continuing education in newsletters.
- Consider ½ hour PHD
- Use door prizes to bring new members in.
- Use “bring a new member” program to build membership.
- Select a good location for the meeting (location, location, location)
- Prizes awarded to outstanding CE projects.
- Consider student scholarships; maybe use student participation/attendance at meetings as criteria for award.