



BOOTSTRAP



President's Message

By Kim Barnes



Interview with a Past President

New to the Bootstrap is a column called "Interview with a Past President" where the current president asks a past president about his/her experiences as president. This inaugural column features an interview with past president Randy Smith.

Kim: What year were you president of LMC (now LLDO)?

Randy: I was actually president two years in a row. First, I was vice president for Dave Hauser from 1991 – 1992 and then he left so I took over as President the rest of that year, then I was also President the 1992 – 1993 year.

Kim: Who was your vice president?

Randy: The first year when I took over as president for Dave Hauser I didn't have one but the second year Dan Hones was my vice president.

Kim: Who was pivotal in getting you involved in LMC? Who mentored you through your presidency?

Randy: Don Merritt and John Anderson were pivotal in getting me involved. Don Merritt mentored me but I was program chair 3 years in a row so that helped. Toby Brimmer also helped mentor me.

Kim: Did you attend any of the NMA conferences? Where was it? Did it help you prepare for your presidency?

Randy: Yes I did attend one, and it was in Bismarck, ND. Yes, there were good things I took away. We got to see how Lockheed and other big chapters did things. I also learned that we got just as much done as some of those large chapters.

Kim: What was your most memorable moment while you were president?

Randy: Flying to Bismarck in a single engine plane in a dust storm during Mother's Day weekend and Don Hodges having an insulin attack on the plane and having to land without permission on a military base to get him medical assistance.

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Kim: What was your biggest take-away from being president? What did you learn most?

Randy: We used to do a lot of plant tours and see how other plants did stuff. Also, I was president in 1993 when we had Project 21 and our chapter shrunk a lot in numbers (because of the layoffs) but we had a lot of good people step up and keep the chapter going and we still got a lot of good things done. We still earned the Outstanding Award that year.



All who have accomplished great things have had a great aim, have fixed their gaze on a goal which was high, one which sometimes seemed impossible.

~Orison Swett Marden

Community Services

Fall Bike Path Clean Up

By Teri Wilson

LLDO Community Services held its Fall Bike Path clean-up organized by Bob Oetker and intern Matthew Miller on Friday, October 1. Eighteen people participated in the event on that beautiful fall day. The theme was 'Tour De Trash'. The part of the path cleaned was from the 3rd Avenue covered bridge to 18th Avenue. Before picking up trash, participants received a number with a tear-off matching number much like the Tour De France competitors wear during the race. The numbers were entered for door prizes that were drawn at the finish line (Lennox Centennial Park).

At the finish line, all enjoyed pizza, cookies and beverages.



Pete Quaife crossing the finish line.

Thank you to all who helped with this event! We'll be holding another bike path clean-up in the spring covering the other end of the bike path from 12th Street by the Little League diamonds to the 3rd Avenue covered bridge. We will meet at Mega-10 Park, aka Caboose Park, for food and fun. Hope you can join us!



Prize Winners:

- Grand Prize: Michelle Burgess - \$20
- Brian Maxwell - \$10
- Roger Vreeland - Lennox Mug
- Sam Drella - Lennox Wooden Knife
- Matt Miller - Lennox Knife
- Holden Sorem - Lennox Koozie
- Pete Quaife - Lennox Frisbee
- Kim Meyer - Lennox Frisbee

*Tour
De Trash*

Bingo Night at the Iowa Veteran's Home

By Teri Wilson

LLDO Community Services sponsored a BINGO night at the Iowa Veteran's Home on Tuesday, October 5th. Nearly 100 residents participated in the activity at which \$118.00 in Bingo money was awarded. Honorary LLDO member Toby Brimmer was caller and volunteers John Fink, Deb Kerr and daughter Laura, Tom Taylor, Harry Wilson, Kim Barnes and son Carson, along with six boy scouts from her troop, and Quaker dale youth helped get residents to and from the game room. Thank you to those volunteers who helped to make this event a memorable one for our veterans. Our next sponsored BINGO event is scheduled for April 5, 2011 so mark your calendars!

Sign Up For Bell Ringing

By Mike Bair

Salvation Army Bell Ringers Needed
Saturday, November 20, 2010
10:00 a.m. to 4:00 p.m.
Inside the Mall near J.C. Penney's

You CAN make a difference!
Start a family tradition.

Click on the "Sign up for Bell Ringing" link
and pick your time. .

[Sign Up For Bell Ringing](#)



Programs

In Case You Missed It

By Alex Benda

In the month of October, The Lennox LDO featured a motivational speaker that has spoken to over 450,000 people in 58 different countries. While the employees of Lennox enjoyed a delicious lunch courtesy of The Haven, Dave "The Chef" Sheffield talked about several different topics in his program he called "How to Keep your Head on While Working your Tail off". While Dave talked about a number of different topics and strategies, they all boiled down to one common theme, how to make your life happier and more successful. Dave's very interactive style of speaking did a great job of keeping everyone's attention and provided a little bit for everyone.



During Dave's program, he offered us some challenges that could end up making us happier and more successful. His first challenge was to turn off the "media auto-pilot". Many people tune into the news to keep updated on what's happening, but more often than not, the majority of that news is not positive information, and that can lead to increased negativity in your life. Secondly, he challenged us to clean out our "people closet". Instead of surrounding yourself with people that bring you down and discourage you, associate with people that inspire, push, and encourage you. And finally, Dave challenged us to write down our top 3 goals every morning. He shared with us a study done at Yale where they polled the graduating class on whether or not they wrote down their goals, and whether they wrote down a plan to achieve those goals. 3% of those people polled said yes to

both of those questions, and 20 years later it was determined that those 3% turned out to be more successful, healthier, and had an overall wealth greater than the rest of the 97% combined. These were just a few of the things Dave wanted us to think about, but they're all things that if we take a step back and try to incorporate into our lives, have a distinct possibility of giving us a more positive outlook, and achieve our goals.



Shef's Diet 10 Day Challenge Follow the Recipe



1 No News

Turn off media "autopilot"-Most people tune into television news, news websites, or talk radio to find out what is going on. When is the last time you remember something positive being reported? Eliminate non-work related news for 10 days and replace it with positive audios, books, and videos.

2 Celebrate the morning

Celebrate the morning- Journal, read, or write down things you are grateful for. Follow that with exercise if you can. DO NOT CHECK YOUR EMAIL! This puts you in a reactionary state. Set the foundation for success by starting the day right.

3 Make a gratitude list

The "Gratitude List"- Write down everything you are grateful for. Whether it is "The sun is shining, I live in a free country, and my family is healthy," are all things that make my list each day. What you think about and thank about, you bring about.

4 Write your top 3 goals Every Day

Write your top 3 goals each day. They must be 50% believable. Keep them in front of you. You must *write*, not type them. There are specific neurological reasons why writing anchors in your brain.

5 Drink 8 glasses of water each day

Move at least 20 minutes, 5 times per week and drink at least 8 glasses of water per day. Dehydration does nasty things to our bodies and minds. Stay hydrated. Also, find a way to sweat at least 20 minutes, 5 times per week. Use it or lose it.

6 Removal of negative people

Clean out your "People Closet." Negative people bring you down. Surround yourself with people who inspire, push, and encourage you. If you can't fully remove someone from your life, love them from a distance. Life is too short to have other people drag you down.

Taken from Dave "The Chef" Sheffield's website www.theshef.com. Dave was our October program speaker and can be reached at dave@theshef.com.

Submitted by Kim Barnes

Coming in this month

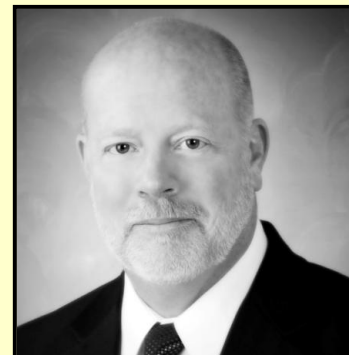
Please note date change of Monday, November 15

With 30 years in education, Dr. Chris Duree has served in a variety of leadership positions.

After 17 years as a teacher, coach, and K-12 administrator, he held the roll of Vice President and Chief Academic Officer at Southwestern Community College for nearly a decade.

After completing his Ph.D at Iowa State, he served as the Provost of MCC for one year before the Board of Directors appointed him the Chancellor of the Iowa Valley Community College District.

Dr. Duree has served as a consultant on institutional effectiveness issues, spoken about leadership and managing change with numerous audiences, and continues to research and write on the topic of community college leadership.



Dr. Chris Duree
Iowa Valley Community College

Entrances To Use for Meetings

Due to fire/safety regulations, any LLDO members who are no longer actively employed at Lennox and are attending an LLDO event must enter the building through Human Resources door #D25, on the north end of the office building. You will need to enter and sign the guest register in HR, then proceed to the auditorium for the meeting. When you leave, you must exit through Human Resources and be sure to write the time you leave in the guest register. This makes it possible for us to know if you're in the building in the event of a fire or other emergency requiring building evacuation so we can insure everyone is accounted for.

Thank you for your cooperation.



Director's Corner – Strategically Speaking

By David Hanson

“He who fails to plan, plans to fail” - is an often repeated quote. Zig Ziglar states it this way, “If you aim at nothing, you will hit it every time.” Every organization that wishes to continue needs a Strategic Plan. This applies not only to companies like Lennox Industries which are for profit organizations but also non-profit organizations like the NMA. Within the NMA's Strategic Plan is a Vision Statement, a Mission Statement and Strategic Responses. As a director, I can provide input into this plan and the opportunity to support it.

The NMA Vision Statement is “NMA is the recognized worldwide partnership of people and businesses inspiring outstanding leadership and cultivating highly productive workplaces.” Its Mission Statement is “NMA creates leadership development products and opportunities that maximize the potential of our members, sponsoring organizations, and communities.” Both these statements show that NMA wants to be involved in the person and in their surroundings. They want to develop leaders who will in turn add value to the company they work for or community they live in. These are lofty statements for a “volunteer” organization.

For the next Director's Corner I would like to review the specific Strategic Responses NMA has which will help it realize their Vision and Mission. As always, I am proud to represent Iowa and Lennox LDO.

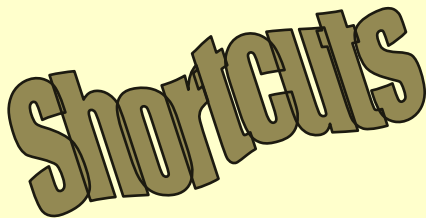
What makes leadership is the ability to get people to do what they don't want to do and like it. - Harry Truman

Calendar of Events

Event	Date	Time	Location	Contact
LLDO Monthly Meeting	November 15	11:30 am	Auditorium	John Schuler x4060
Salvation Army Bell Ringing	November 20	10 am – 4pm	JC Penney	Mike Bair x4472
<i>Happy Thanksgiving November 25</i>				
Holiday Food Drive	November 29 thru December 15		Outside Cafeteria	Mike Bair x4472
Mitten Tree	November 29 thru December 17		By Company Store	Mike Bair x4472
LLDO Monthly Meeting	December 2	11:30 am	Auditorium	John Schuler x4060

Professional Development

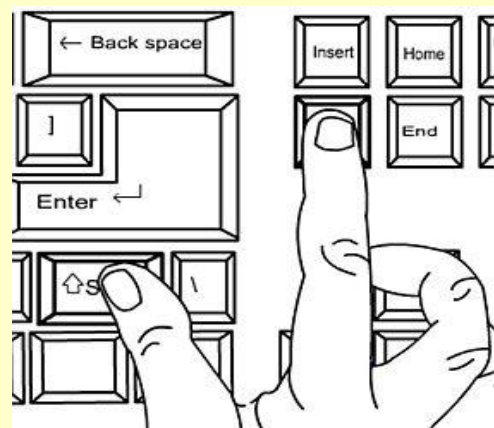
As a monthly feature, the Professional Development Committee will contribute several keyboard shortcuts for compiling information faster in Excel. Be sure to try them out!



Keystroke	Function
[Ctrl] B	Bold the selection
[Ctrl] I	<i>Italicize the selection</i>
[Ctrl] U	<u>Underline the selection</u>
[Ctrl][Shift] \$	Apply currency format

When you need the following symbols as text, hold down the ALT key, type the code on the numeric key pad (doesn't work from the number row), and release the ALT key.

ALT – 227	π
ALT – 229	σ
ALT – 236	∞
ALT – 241	±
ALT – 242	≥
ALT – 243	≤
ALT – 246	÷



Blast from the Past

Minutes from the November 20, 1986 meeting

Test Your Trivia Talent
and win a prize!

**What Indian tribe
was invited to spend
Thanksgiving with
the pilgrims?**

Submit answers to
Trisha Miller.

Did you know...

A spooked turkey can
run 20 mph.

The pilgrims did not
serve potatoes for the
first Thanksgiving
because they thought
they were poisonous.

Today, Plymouth Rock
is the size of a car
engine. It has cracked
three times over the
years, each time
getting smaller and
smaller.

Winner!

Craig Broyles correctly
answered last month's
trivia question,

**"The first Jack-o-
Lanterns were made
out of what?"**

The correct answer
was turnips.

The November meeting of the Lennox Management Club was called to order by President Don Merritt. Word had reached the LMC that the club has received the Excellent and Superior Awards for the 1985-86 year. President Merritt presented the certificate to Past-President Wayne Cordes.

The membership voted on two proposed changes to the Lennox Management Club Constitution. Both proposals were approved on a vote by the attending members. The first change will allow people in non-exempt job classifications to join the Lennox Management Club if they have demonstrated a desire to further their own development through completion of management and/or business-related course work.

The second change affects those employees who have left this division through career changes with Lennox. Those employees are now eligible to become an honorary member if they retire from Lennox in the Marshalltown area.

President Merritt then introduced the spotlight speaker, David Price, the administrator for Friendship Center West. Price started by telling us that the idea for a retirement complex in Marshalltown started in 1984. A study was done which showed that there were 5,000 people in Marshall County who are 60 years old and older. Of those people, 75% have a housing need for their retirement years. And currently, there is a three to seven-year waiting period for an opening in the existing retirement facilities in Marshall County.

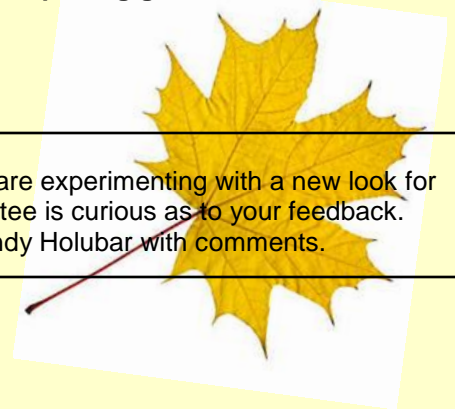
The retirement complex has an estimated cost of \$6.25 million. One benefit dinner has been held, which raised \$860,000 in gifts and pledges. And since the project is not government-subsidized, a bond issue will be presented to the voters next spring for further assistance.

The retirement complex will utilize the 1962 addition to the Marshalltown Hospital West. There will be 75 apartments, ranging in size from 289 square feet to 1,000 square feet. Residents will pay an entry fee ranging from \$23,800 to \$64,600, depending on the size and style of the apartment. There will also be a monthly fee to cover medical needs, 1 meal a day, transportation, housekeeping, and other services provided to the Friendship West residents.

To qualify for residence at Friendship Center West, you must be 62 or older, be healthy enough to allow an independent life, and be able to meet your financial needs. The Center is scheduled to open in May of 1988.

Today (24 years later) this building is what we now know as *The Embers*. It consists of 108 Independent Living Apartments including studio apartments and one or two-bedroom apartments, each with a complete kitchen. Continental breakfast, as well as a noon meal is provided. The Embers also has an indoor pool, fitness center with a personal trainer, underground garages, beauty/barber shop, computer room, chapel, community room, library, home theater and putting greens available for use by its residents.

Let us know what you think of the Bootstrap! We are experimenting with a new look for the Bootstrap and the Public Relations Committee is curious as to your feedback. Contact Trisha Miller, Teri Wilson or Sandy Holubar with comments.



Membership

Our current membership count is at 96. Any new salaried employee will be invited as a guest to a meeting. If you haven't already, please take a moment to introduce yourself and welcome them to LLDO.

Submitted by the Membership Committee

"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."

~ John Fitzgerald Kennedy



Meet Your Members Alan Anselman

1) How long have you been with Lennox?

11 years

2) What jobs have you held since working here?

Engineering Manager, Advanced Manufacturing Engineering Team Leader, Cooling Plant Manager, Materials Team Leader, General Plant Manager

3) What country were your ancestors from?

Various European countries – I know of German, Swedish, Scottish, and Irish ancestors

4) What is your least favorite food?

I don't care for bland foods such as plain noodles or rice.

5) If money was no object, what is the first thing you would buy?

I would buy the Chicago Bears, and I would make some coaching changes.



We're on the Web!

Visit us at:

<http://mtnsrv07/lldo>

or

<http://nma1.us/chapters/lennox/newsletter>



L.D.O. Community Services Events

Penny War Donation Thank-You

Dear Friends,

The staff and board of Iowa River Hospice would like to express our deep appreciation for your generous gift donation of \$172.12 to support our program of care for persons with a life limiting illness and their families.

Since Hospice began in 1983, we have served over 1,900 families in our area. Our program of care includes 5 registered nurses, a social worker, chaplain, medical director, home health aides, and pharmacist who all strive to enhance the quality of life. We support the patient and his/her family during this difficult time and follow the family for at least a year in bereavement care. Through support like yours, our care continues to expand and improve.

Again, I want you to know how appreciative we are of you, your group and gifts to Iowa River Hospice.

Thank you for sharing in our care.

Sincerely,

Marilee J. Lawler
Executive Director
Iowa River Hospice.



Pink on Purpose Prizes

By Teri Wilson

Thank you to everyone who participated in the Pink on Purpose Campaign! We raised \$260.00 and the company matched those funds for a total of \$520.00! Winners of the PINK prizes raffle drawing were:

Pink Blanket.....Bob Husak
Pink T-Shirt.....Joyce Wilson
Pink & Black Tote Bag.....Warren Chizek
Tan Tote BagPaul VanderKley
Black Tote Bag.....Matt Miller
Travel Coffee Cup.....Patty Pugh
Pink Water Bottle.....Teresa Sites
Blue Water Bottle.....John Ernat
Picture Frame.....Kate Walker
Chocolates.....Teri Wilson
Chocolates.....Cliff Sorbo
Chocolates.....Jillian Havran
Chocolates.....Jon Weber

Salvation Army Mitten Tree

By Mike Bair

Help your community and the Salvation Army by donating
new scarves, hats and mittens.

All sizes are welcome – from newborn to adult.

The mitten tree is located by the former Company Store,
just outside the double doors to the factory.

Warm someone’s heart this Christmas season.

Donations will be accepted until Friday, December 17.

Holiday Food Drive

By Mike Bair

Lennox L.D.O. is sponsoring a Holiday Food Drive for the Salvation Army.

Please place your non-perishable food items in the box outside the cafeteria by:

**4:00 p.m.
Wednesday, December 15**

Items appreciated:

Boxed Stuffing Mix
Oatmeal
Rice
Canned Fruits
Canned Vegetables
Coffee/Instant Drink Mixes

Looking ahead...

December LLDO Meeting – December 2

The Stetson Experience
The Power and the Connection Between
Mind, Mirth and Mystery

You will not want to miss this meeting!



I Am Thankful

“Of course it’s easy to feel thankful when things go smoothly and life just handed you a blessing” says founder Damaris Pierce. “But faced with our daily challenges, we don’t know how on Earth we can feel grateful in the midst of debt, depression and complete overwhelm. It literally comes down to practice. Very few people go to the gym simply to be able to bench press 100 lbs, but rather to have energy and muscle strength to pick up the kids and the groceries, do the yard work and maybe not suck wind after climbing two flights of stairs.

Practicing Gratitude is the workout for our soul: repeated awareness shifts towards the blessings of our lives enable us to not dwell on how someone has done us wrong or how life has supposedly handed us the shorter end of the stick. If you can condition yourself to look at the brighter side of life, it will only get brighter - especially while things don’t go your way!

So, make Gratitude your daily practice so that you will have the thankfulness muscle that lets you see the light no matter what life hands you. Today is the best time to start flexing that muscle!”

Taken from iamthankful.com

Earn Points For LLDO!

Are you a Scout Leader or maybe a Sunday School Teacher? A Volunteer Fireman or do you donate time serving at The House of Compassion?

Any type of community service LLDO members perform can be turned into valuable points that will help our chapter win an award from national at the end of the year.

Please contact Awards Chair Dawn Montgomery (4211) to report your volunteer efforts and she will make sure your community involvement is counted!

Enjoy a less stressful Thanksgiving by following a few words of wisdom from Amy Brantley.

Make desserts the day before Thanksgiving.

.....

Peel potatoes the day before Thanksgiving.

.....

Make cornbread for homemade dressing the day before Thanksgiving.

.....

Cut up vegetables the day before Thanksgiving.

.....

Thaw turkey well ahead of time.

.....

Purchase rolls rather than making them from scratch.

.....

Buy desserts from a local bakery.

.....

Have someone else do the little things. Whether it’s buying pre-cut vegetables from the produce section or buying pre-made mashed potatoes, this is an easy preparation tip that just makes sense.

.....

Share the responsibility, ask your friends and family to bring different dishes.

.....

Order a Thanksgiving dinner from the store.

Top Ten Tactics For Chapter Professional Development (PD) Success

Taken from the October 2010 issue of the NMA Breaktime

1. **ASK PD ADVISORS:** Invite an HR and/or site executive to be Executive Advisors, and review your PD plans and program with them in advance. Invite them to participate when they can.
2. **PLAN PD PROGRAMS:** Lay out a range and schedule of specific PD offerings by month and sign up corresponding trainers/facilitators. Reserve meeting rooms and arrange for telecom/online support as required.
3. **BUILD PD BASES:** Recruit motivated volunteers to help market and manage your PD offerings and assign them specific related roles and responsibilities.
4. **PICK PD PARTNERS:** Look for local universities and affinity groups with whom you can co-sponsor PD opportunities. Add chapter/NMA logos to resultant PD flyers and co-market events.
5. **MARKET PD MESSAGES:** Use email blasts such as Did You Know? (DYK) announcements for upcoming events. Post monthly PD calendar on your chapter website. Project PD flyers during chapter GMMs.
6. **SHARE PD SESSIONS:** Provide local toll-free telecom numbers and go-to-meeting links to enable individual participation in PD sessions from their desktops, whenever practical.
7. **RECORD PD RESPONSES:** Implement an online course signup capability to automatically record PD session participation. Alternatively, track all session participants manually.
8. **PUBLISH PD PROGRESS:** List upcoming PD offerings in chapter newsletter. Write articles on outstanding PD sessions and successes for chapter newsletter and NMA Breaktime to encourage increased PD participation.
9. **COLLECT PD COMMENTS:** Use feedback forms to solicit participant feedback and suggestions for future PD topics. Summarize results on chapter website. Consider periodic surveys on PD options, schedules and content.
10. **MEASURE PD METRICS:** Track PD participation by session and month to assess PD program success and to provide R1 inputs for NMA Professional Development Award.



NMA Breaktime
An Electronic Newsletter for NMA Members



Dear Chapter Leaders,

While change is in the air in much of the country (with autumn winds and an array of splendid colors), changes in the workplace continue everywhere, unabated. They continue at a breakneck speed, affecting the careers and career development of nearly everyone. As one of its major goals and objectives for 2010, the NMA Professional Development Committee has been surveying members and chapters, trying to compile the best of the best – attempting to identify and collect products that can provide career path advice and training to our members and their parent organizations.

The result is what we're calling our "Career Counseling Catalog"...a compilation of recommended readings, websites, webinars, blogs, etc., that MEET YOUR NEEDS.

We like to call it career self-management. It's recognizing that you can take your own lead in making sure that you are fully prepared to continue learning and growing in your current career while remaining ready to adapt to changing conditions that could open new opportunities for you down the road.

The Career Counseling Catalog will be uploaded to the website in the next few days. In the interim, we wanted to give you a sneak peak by allowing you to go to:

<http://www.nma1.org/Education/CCC.pdf>

Feel free to share it with your members. We hope you enjoy looking through this unique arrangement of resources as much as we enjoyed preparing it for you. I look forward to your inputs, as this will be a "living and breathing" document that we can continue to make more and more valuable as outstanding recommendations come our way.

Sincerely,

Karen S. Tobias
Vice President of Professional Development
NMA...THE Leadership Development Organization
Phone: 937-294-0421
Web: <http://www.nma1.org>

Officers & Committee Chairs

	President: Kim Barnes x4007
	Vice President: Bruce Martin x4576
	Secretary: Sandy Holubar x4270
	Treasurer: Joyce Wilson x4337
	Programs: John Schuler x4060
	Community Services: Mike Bair x4472
	Professional Development: Paul VanderKley x4401
	Member Relations: Deb Kerr x4528
	Awards: Dawn Montgomery x4211
	Public Relations: Trisha Miller x4455
	Director: Linda Andrews x4275
	Director: Dane Wills x4367
	Director: John Fink x4301
	Director: Bob Oetker 4097



NMA The Leadership Development Organization

Statement of Principles

- We believe in the highest standards of personal and organizational integrity and respect for the individual.
- We believe in lifelong learning, continuous improvement, and the development of a workforce capable of sustaining a competitive posture in the global economy.
- We believe management is a creative, dynamic, and essential process enabling people to achieve personal and organizational objectives.
- We believe that managerial responsibility is shared among all individuals at all levels of the organization and that leadership is critical to management success.
- We believe that individuals and organizations have a community and civic responsibility.

Code of Ethics

- I will recognize that all individuals inherently desire to practice their occupations to the best of their ability.
- I will assume that all individuals want to do their best.
- I will maintain a broad and balanced outlook and will recognize value in the ideas and opinions of others.
- I will be guided in all my activities by truth, accuracy, fair dealing and good taste.
- I will keep informed on the latest developments in techniques, equipment, and processes. I will recommend or initiate methods to increase productivity and efficiency.
- I will support efforts to strengthen the management profession through training and education.
- I will help my associates reach personal and professional fulfillment.
- I will earn and carefully guard my reputation for good moral character and good citizenship.
- I will promote the principles of our Free Enterprise System to others, by highlighting its accomplishments and displaying confidence in its future.
- I will recognize that leadership is a call to service.