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Check out our new website:
<http://bela.bastiontechnologies.net>

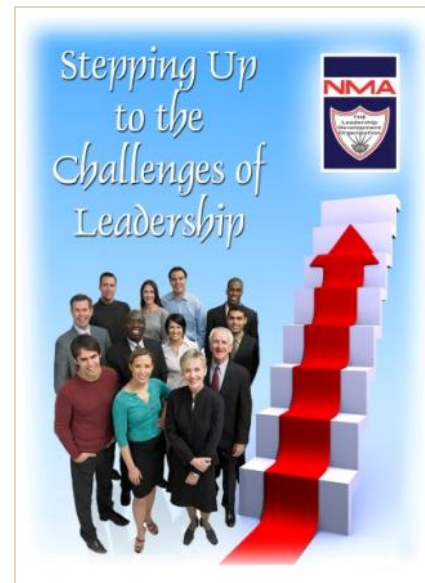
Spring 2009 Puzzle

Decipher the message from the jumbled up letters shown below.

G P I H S N A R S N P U S G R

----- !

2009 NMA Theme Logo



Vision Statement

NMA is the recognized worldwide partnership of people and businesses inspiring outstanding leadership, and cultivating highly productive workplaces.



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.

BELA Vista!

Leadership Speech Contest

By Lori Broussard, American Enterprise Director

This year the contest took on a new name and focus: "Leadership" Speech Contest. Its primary purpose is to promote a better understanding of Leadership.

Our six contestants were from four high schools in the Houston area. Up until the day of the contest, we had **seven** students competing (the most ever!).

Congratulations to our chapter's first place winner, **Rita Asuquo!** Rita is an 11th grader at Alief Elsik High School.

Our second place winner was **Anthony Ferrando**, an 11th grader from Deer Park High School. Third place was **Anita Asuquo**, an 11th grader at Alief Elsik High School and Rita's twin sister!

Other participants included **Austin Joyce**, an 11th grader at Pearland High School, **Esther Moore**, a 12th grader at Friendswood High School, and her brother, **Jonathon Moore**, a 9th grader at Friendswood High School.



Lori Broussard (left) congratulates Rita Asuquo, winner of BELA Speech contest

Rita is a yearbook editor, a member of the National Honor Society, council women on debate team, the Capitalist Society, and the Academic Decathlon Team. She is a three-time state qualifier in debate, 1st place in domestic speaking, 1st place in original oratory, and a UIL regional

qualifier. Her sister, Anita, took the winning prize for our chapter contest last year! Their teacher, John Lemaster, said the girls have become stronger and stronger in their competing skills.

We hope to see the girls next year for their final year of high school, and to see if one will go on to win again!

Leadership Development Conference, April 23-25

Amy Spenrath and Lori Broussard will be "Stepping Up to the Challenges of Leadership" at this year's West Leadership Development Conference (LDC) in downtown San Jose, California. Enjoy your trip!

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2009 Calendar of Events

| | |
|----------|--|
| January | 15 Motivation and Goal Setting 21 Bay Area Houston Economic Partnership |
| February | 18 The Last Lecture |
| March | 10, 24 SMS #3 Communication Skills 11 Leadership Speech Contest 18 Are You Ready for Your Next Career - Retirement? 31 Community Crime – Don't Be a Victim |
| April | 2 Email – Put Microsoft Outlook to Work for You 7, 21 SMS #3 Communication Skills 30 Making Microsoft Excel Spreadsheets Help You Do Your Job |
| May | 1-31 Membership Drive 5,19 SMS #3 Communication Skills 6 Happy Hour at Tierra Luna, 5pm 8 Mother's Day Basket Drawing 12 Management Program, Jorge Hernandez 19 Configuration Management (CM) 20 Member Social 28 Manage Your Files Instead of Your Piles |
| June | 2, 16 SMS #3 Communication Skills |

Motivation and Goal Setting

By Patricia Vergil, Vice President



For some BELA members, 2009 started on an extra positive note. Seven of us took the Motivation and Goal Setting class, facilitated by Linda Retherford.

One Tuesday in mid-January, we met after work, and for two hours we learned an eight-step process for achieving our goals. We learned that daily practice leads to a lifetime of success. The class consisted of a video, some self tests, and lively discussion.



Valentine's Day Romance Basket Drawing



Fawn Nolen (left) hands the Valentine's Day Basket to the winner, Sheila Morris

2008-2009 Officers and Directors

| | | |
|--|----------------------------------|--------------|
| President | Fawn Nolen | 281.280.6829 |
| Vice President, TGCC Secretary | Patricia Vergil | 281.282.4880 |
| Treasurer | Connie Ischy | 281.280.6776 |
| Secretary | Sandra Culpepper | 281.280.6791 |
| Member Relations Contact | Patricia Vergil | 281.282.4880 |
| Programs | Debra Dallas | 281.280.6745 |
| Professional Development | Amy Spenrath | 281.483.5725 |
| American Enterprise/Community Relations/Awards | Lori Broussard | 281.280.6739 |
| Public Relations, Associate National Director | Barb Wagner | 281.280.6786 |

From the Desk of the President (concluded)

8. When budget axes start to fall, they often land in the training department first. While most of us don't view that as necessarily prudent, it is what it is. Therefore, NMA needs to be there to pick up the slack. Our job is to say to the HR folks, "We're here... and we're not going anywhere; how can we help?"

9. As cutbacks continue and those who are left take on more and more, a "victim" is often the chapter administration. We must strive for more cross-training in our chapters and we must make sure that transitions occur. Where they don't, we must be quicker to see that and react to it... both on a local and national level.

10. Lean organizations tend to focus on project management skills and not people skills. But there has been no better time in recent history for Team NMA to step up and be "the communicators", the "soul soothers", and the "hand holders". NMA must stay in the solution, not in the problem. We must make the NMA environment a vehicle that showcases people as crucial assets and worthy of investment. Why? Because they are.

To all of our NMA leaders we say, "Take this list to your next officer and/or board meeting. Go down the ten points. Make it your mission to be able to respond to as many of these challenges as possible. There has never been a better time to change... to find new ways to innovate or new ways to collaborate." To quote a Cisco ad in The Wall Street Journal, "There has never been a better time to find new ways to thrive. New ways to share human knowledge, to work together, solve problems together, and bring the whole world a little closer. Together. That's the human network effect."

Spring is Here!

The NMA Leadership Model



Derived from a similar model in Results Based Leadership by Ulrich, Zenger, & Smallwood.

Leadership Evaluation and Development System (concluded)

ASSESS – use the multiple choice LEADS questionnaire to evaluate your understanding of industry best practices related to the NMA leadership competencies and attributes NMA Leadership Model. The Leadership Analysis will identify areas of strength and potential areas for improvement.

ASSIGN – complete the suggested key reading, training, and work assignments found in the Leadership Analysis. They allow you to learn more about related industry best practices and are tailored to your needs.

ACHIEVE – once completed, the lessons derived from these assignments must be successfully applied in your work environment to fully realize the LEADS effectiveness and YOUR potential.

Mission Statement

NMA creates leadership development products and opportunities that maximize the potential of our members, sponsoring organizations, and communities.



Many thanks to our judges, volunteers, and everyone who participated!



Get ready for May!

Look for fun activities during BELA's Membership Drive.

Taking Stock of Yourself

By Peggy Morrow

(MEMO FROM MORROW, February, 2009)

Are you hoping for a promotion or do you just want to hold onto the job you have? If so, you might want to take stock of yourself and your contribution to the company. Are you really doing the best job possible? Ask yourself these questions to find out.

How are my communication skills? Do people understand what I have to say? Does what I ask of people seem to be clear? I have worked with several clients in my consulting business who were not very good at communicating what they wanted out of their staffs. Employees would often walk away from a meeting with their manager or team lead saying, "What do you think he meant?"

Don't forget your telephone and written communications, especially in e-mail. They reflect on you and your ability and proclaim your professionalism, or lack of it, to the world.

You must be constantly learning new things if you are to be a promotable professional.

Avoid typographical errors and sound professional in your telephone greeting.

Have I shown initiative in my current job? A person who possesses initiative thinks, sees and then acts. They don't wait to be told what to do. When they see a need, and it is within the parameters of their authority, they get it done. They reach out for responsibility and don't worry about whether it is in their job description. Initiative is often listed as the characteristic most often wanted by employers today.

Do I look like a professional? Is my boss proud to introduce me to clients and does she take me to represent the company at different functions? Each organization has a definite "team uniform" and it can be anything from jeans to a suit. Learn what it is and make sure your image matches it.

Do you have a strong commitment to quality and accuracy in your work? Do you get it right almost all of the time? This is an important quality in today's hectic workplace. Even through (sic) you are working at warp speed, you must still get it right.

Have you constantly updated your skills? Do you consider training classes or other learning opportunities a waste of your time? You must be constantly learning new things if you are to be a promotable professional.

Do you adapt to change easily? Or, are you an employee who constantly moans about how it was better the "old way"? The employee who is able to deal with rapid, incessant change is the employee who will get ahead and be considered for special assignments.

Do you set improvement goals for yourself on a regular basis? Are you always looking at how to do your work better, faster or cheaper? An employee who is on the promotion list is constantly improving the way she does her job.

Are you a team player? It used to be that individualism and being out strictly for yourself was okay, but not in today's workplace. The ability to work well with others in a team environment is important in most of today's organizations. Do you do your fair share of the work and help others do theirs when necessary, even when it is not in your job description?

Can you keep confidences and operate in a trustworthy manner? If you have gained the reputation as the "office gossip," it will hold you back from getting ahead. Can people trust your word that you will keep information in confidence or do what you say you will? If not, you are keeping yourself from getting ahead.

So, what about you? How did you do on these questions? If you couldn't grade yourself high on each one, take a new look at yourself and your work habits.

Leadership Evaluation and Development System

For only \$35, NMA's new Leadership Evaluation and Development System (LEADS) provides you with a unique opportunity to experience Leadership Your Way!

LEADS can be accessed at any time... by anyone... from any computer with internet capability... to pursue the areas of greatest interest to you as you explore LEADERSHIP YOUR WAY!

LEADS begins with a personalized assessment of your understanding of the NMA leadership attributes and competencies as developed in the NMA Leadership Model.

Your responses to this assessment are used to identify competencies and attributes where industry best practices could help you improve your leadership and performance.

LEADS provides associated reading, training, and work assignments to let you learn more about these best practices and try them in your work environment.

(continued on page 7)



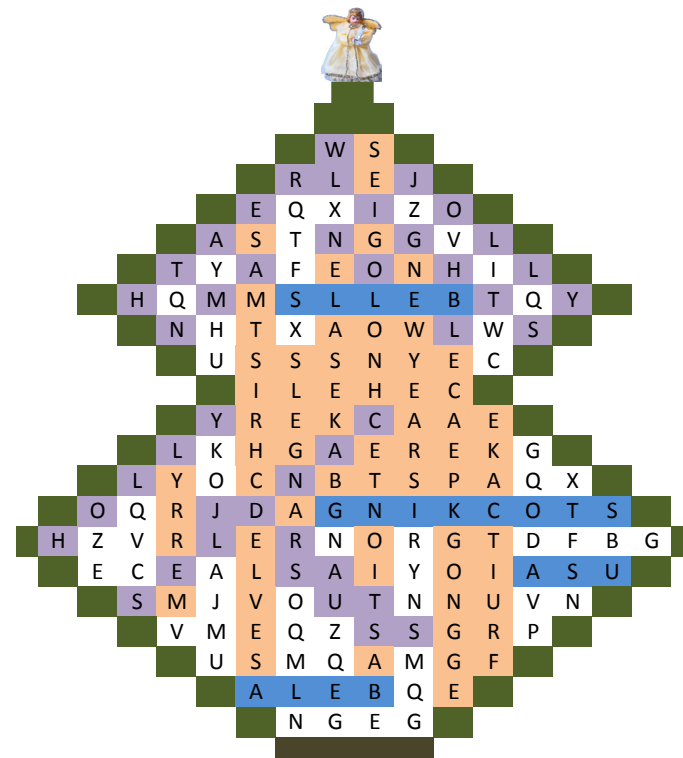
Professional Development Schedule

| Class | Date | Time | Place |
|--|--------------|------------------|--------------------------|
| Email—Put Microsoft Outlook to work for you * | 4/02/09 | 10:30-11:30 a.m. | 1150 Gemini, CR# 14 |
| Making Microsoft Excel Spreadsheets Help You Do Your Job * | 4/30/09 | 10:30-11:30 a.m. | 1150 Gemini, CR# 14 |
| Configuration Management (CM) | 5/19-6/30/09 | 4:30-6:00 p.m. | Bastion Corporate, CR# 1 |
| Manage Your Files Instead of Your Piles * | 5/28/09 | 1:30-2:30 p.m. | 1150 Gemini, CR# 14 |
| * NMA Online | | | |

Rockets Tickets Drawing

Congratulations to the winners of a pair of tickets to the February 11 game between the Rockets and Sacramento Kings: Donna Gillespie, Linda Retherford, Darlene Anene, and Karlene Donaldson. 🎉

Answer to 2008 Winter Puzzle



From the Desk of the President (NMA)

By Steve Bailey, CM, NMA President
(NMA Breaktime, February 2009)

At the January Board of Directors meeting, the national officers and staff met early to conduct an "environment analysis" – looking at the current business landscape and identifying issues and trends that will impact NMA in the coming months. We came up with ten, right out of the gate.

It's no secret that times are tough and major challenges lie ahead. But challenges can also be opportunities. What separates successful organizations from mediocre ones is the ability to rise to the occasion... to confront the present and plan accordingly for the future. We must "step up to the challenges of leadership" as our 2009 theme suggests. Team NMA requires that chapter leaders, national leaders, and NMA staff all work together to navigate choppy waters. It's a journey that requires unrelenting focus on our customers, both internal and external. The reality is that NMA must find a proactive response to the following:

- Ongoing job losses, with possible cascading impacts, will lead to membership declines. NMA chapters must become harbors in the storm by nurturing a sense of community and developing programs and activities that meet real member needs.
- Members will increasingly have three questions on their minds and NMA needs to be prepared to help answer them:
 - "How do I hold on to my job?"
 - "How do I showcase my value to my employer?"
 - "What is executive management looking for?"

3. People are swamped at work. No one works a 40-hour week anymore. That means our members have less time to participate and our chapter officers are struggling to hold on to their jobs and do their NMA work. We have to make it easier for everyone to keep their heads above water.

4. There's a new administration in Washington... change is everywhere. We all need to know what businesses and agencies will see fewer dollars and which ones will see NEW dollars. Where is the money going? Where are there opportunities for employment, for new NMA chapters, and for partnerships? Do we understand both the positive and negative impacts that are a by-product of any new administration?

5. New external influences are impacting people and businesses. 401-K's are down, pensions are being cut, healthcare is increasingly hard to come by, people are taking pay cuts and/or losing vacations and holidays. How do these affect our operation and peoples' psyches? Are NMA chapters prepared to help employees deal with this kind of stress?

6. Our NMA membership is "mature". That's code for saying that we're an older workforce, yet we must provide opportunities for knowledge workers AND new hires. NMA must become "the place to be". Attracting people to NMA means providing value at both ends... and the middle... of the age and educational spectrums. Are we up to that challenge? Do we deal with it head-on?

7. The rise of virtual organizations is here to stay. The challenge for NMA is simple – can we structure a chapter so that it plays a huge role in assisting companies which are no longer site-specific? How does NMA assist in tying people and sites and processes and goals, together?

(continued on page 7)

There has never been a better time to change... to find new ways to innovate or new ways to collaborate.