

## 1981 Meeting Places and Dates to Remember

November 4-5	GCSAA Insect I.D. and Control Seminar Baltimore, Maryland
November 10	Chesapeake Country Club Lusby, Maryland Michael Claffey - Host
December 8	Election Meeting Bonnie View Country Club Baltimore, Maryland Ken Braun - Host
December 7-10	Expo 81 Cherry Hill Hyatt House Cherry Hill, N.J.
January 4-6, 1982	Turfgrass 82 Baltimore Convention Center
January 31-	53rd International Turfgrass Conference and Show
February 5	Rivergate Exhibition Center New Orleans, LA.

## 1981 Election of Officers

The nominating committee nominates the following slate of candidates for election:

Office	Term	
President	1 year	Ben Stagg
Vice President	1 year	Ken Braun
Secretary	1 year	Mike Larsen
Treasurer	1 year	Gerald Gerard
Directors - Two to be elected to a 3 year term; 1 for a one year term.		
Mike Claffey		
Lee Dieter		
Bob Lambert		
Earl Mason		
William Shirk		

Voting members are reminded that Article VI, Section B, makes provisions for nominations from the floor.

Nominating Committee  
Ron Hall, Chairman  
Sam Kessel  
William J. Emerson

## RECORD-KEEPING IS FOR EVERYONE

Many clubs require their superintendent to keep records and all of us, in one way or another, keep them. I believe in an extensive record-keeping system and feel that the superintendent can benefit immensely by keeping them. Not only will they help you in your present position, but will also be very beneficial in your future endeavors. By having a portfolio and records of past work, interviews will go much smoother and the prospective employer obtains a better idea of the type of work you're capable of.

Listed below are the records that I keep and a brief description of each.

**1. Time Study and Cost Analysis** - shows how many hours are spent on each job and the cost to perform the operation;

**2. Daily Diary** - personal notes that can be useful in the future;

**3. Weather Reports** - very useful in predicting disease activity;

**4. Daily Water Usage** - monitors irrigation water used on the golf course. If you do not have a meter, this is difficult to do;

**5. Pesticide Usage** - shows pest to be controlled, chemicals used, areas sprayed, etc.

**6. Maintenance of Machinery** - oil changes, lubes, etc.

**7. Parts Inventory** - new parts installed in machines and the cost of that part;

**8. Maps** - updated maps of irrigation and drainage system, cart paths, tree programs, etc.

**9. Portfolio** - pictures showing projects, past and present conditions, etc., and

**10. Miscellaneous** - gas usage, important tournaments, minutes of meetings, etc.

After reviewing the above, you may feel that a system such as this is entirely too time-consuming. The actual day-to-day recording, however, is not entered exclusively by the superintendent. Once you have established a system to meet your needs, your men are delegated the responsibility of entering the necessary information as needed. I personally spend approximately half an hour per day on the records during the summer months and during the off-season, I evaluate them and project changes regarding my future operation.

Maintaining accurate records may often be overlooked by the superintendent, but may very well be one of the most important instruments in running a truly smooth, efficient operation.

-Joseph W. Laudens