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President, Wayne Otto has informed me that he will not allow, under any circumstance, this to be entered on the agenda of our October meeting. Discussion and voting shall be held at our November meeting. It is your responsibility, as members, to attend and vote in this election. Any comment and questions must be directed to the nominating committee. Your cooperation is appreciated.

* * * * *

ANNOUNCEMENT FROM DU PONT--

Duane Hobbs has been involved in a change of assignments and will not be working in Wisconsin in 1978. He has informed me he will be at our joint meeting and whenever possible slip away and come to a few of our monthly meetings.

It has most certainly been great having Duane in Wisconsin and I'm sure we all appreciate the job he has done here. As an organization, we wish him the best.

Our new representatives will be two gentlemen, one for sure is no stranger to our association;

2-FISTED ATTACK ON ALGAE

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phone; another is to gain control over shop conversations; a third is to plan for uninterrupted think time.

Good management dictates that incoming telephone calls be prevented from destroying a manager's concentration. Many callers ask for the superintendent before they identify his name with that of the course. The manager introduces his staff to clients, speaks highly of their competencies and suggests, "Jim is our expert on pesticide application. I depend on him to keep our members informed."

Consider the telephone a message machine and get off the line promptly. Avoid openings that invite long, drawn-out conversations. Instead of saying, "Hi, Fred. How was the golf game last Saturday?", say "Hi, Fred. I need a couple of quick answers if you have a minute."

Visitors can cause problems for managers, too. It is difficult to determine in advance the importance of a visit, so managing visits involves many alternatives. Consider some of these options:

a. have fixed reception hours--this allows callers to know when you are available. It also gives your staff a fixed period of time when they can see you if they have problems.

b. face your desk away from the door so that you are not interrupted by passersby.



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Larry Manzenmaier
927 Camp Fire Dr.
Sun Prairie, Wisc. 53950
608-837-7968

and

Royce Brechler
3401 McCulloch, Apt. 207
Stevens Point, Wisc. 54481
715-341-2043

Larry will be handling the duties in the Southern part of the state while Royce the North. We most certainly welcome both.

* * * * *

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