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Official Publication
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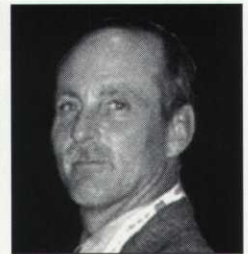
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PRESIDENT'S MESSAGE

Minnesota Green Expo Kicks Off The New Year In a Great Way

By Robert Panuska



The Minnesota Green Expo was a great way to kick off the new year by meeting old friends and making new contacts. Thank you and congratulations to James Bade, Barry Provo and the Conference and Education Committee for presenting an excellent educational program. Larry Vetter, MTGF executive director, and Bob Fitch, MNLA executive director, also deserve a pat on the back for a job well done with this year's Expo.

* * * *

I would like to thank the members of the MGCSA who attended our Annual Meeting held at the Green Expo. As I begin my term as your president, I thank you for the confidence you have placed in me. I will do my best to fill the shoes of this office. I am very fortunate to have a great group of professionals on our Board of Directors. These volunteers "make things happen" and are dedicated to serving you, the members of the MGCSA. I would also like to recognize Scott and Jeff Turtinen for the fine efforts they put forth on our behalf.

* * * *

In this issue of Hole Notes we have included a list of the committees and chairmen that we have in the MGCSA. We need your help and input on several of these committees. This is where the "rubber hits the road" as the old saying goes. I would strongly encourage you to become involved by volunteering to serve on a committee of interest to you. If you would like more information about what a particular committee does or would like to volunteer, please contact the chairman or me.

* * * *

Finally, I would like to recognize Rick Fredericksen, CGCS and thank him for his service to the MGCSA as president the past two years. Also thanks to Greg Hubbard, CGCS retiring Board member and immediate past president of the MTGF. Rick will continue to serve on the Board as ex-officio and Greg has volunteered to continue to serve as one of our MTGF Board representatives. Mike Brual and Joe Churchill also are retiring as Board members. Both were very productive Board members as Mike held the office of Treasurer and Joe was our affiliate representative. Both did a tremendous job. Thank you gentlemen!

* * * *

I look forward to seeing many of you in San Diego at the GCSAA conference and show.

Until next month,

Rob

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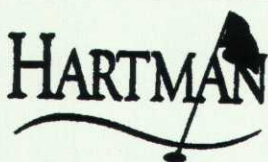
Wednesday, March 10
MARCH MINI-SEMINAR
Golden Valley Country Club
Golden Valley, Minn.
Host Superintendent: Jeff Ische

Monday, May 17
SPRING MIXER
Glencoe Country Club
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Host Superintendent: Jeff Vinkemeier

Monday, June 7
SCHOLARSHIP SCRAMBLE
White Bear Yacht Club
White Bear Lake, Minn.
Host Superintendent: John Steiner, CGCS

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Robert Panuska Elected President

Eckholm, Gardner, Oberle and Zimmerman Join 2004 Board

Robert Panuska, golf course superintendent at Waseca Lakeside Club in Waseca, is the new president of the Minnesota Golf Course Superintendents' Association.

Panuska, who was vice-president the last two years and has served on the board for 8 years, was elected at the associations' 76th Annual Business Meeting held on January 8 during the Minnesota Green Expo at the Minneapolis Convention Center.

Other Officers Elected

James Bade, Somerset Country Club, Mendota Heights, vice-president; Jeff Johnson, The Minikahda Club, Minneapolis, treasurer; Richard Traver, CGCS, Monticello Country Club, Monticello, remains as secretary and Richard Fredericksen, CGCS, Woodhill Country Club, Wayzata, the outgoing president, remains on the Board as an ex-officio member.

New directors elected were: James Gardner, CGCS, The Wilds Golf Club and Indian Hills Golf Club, Prior Lake; Paul Eckholm, CGCS, Heritage Links Golf Club, Lakeville; Brad Zimmerman, Boulder Point Golf Course, Elko; David Oberle, BASF Corporation is the new vendor representative.

Directors completing terms were: Greg Hubbard, CGCS Manitou Ridge Golf Course; Mike Brual, Faribault Golf & Country Club.



Newly-elected President Robert Panuska, left accepts the traditional president's gavel from out-going president Rick Fredericksen, CGCS, at the January 8th MGCSA Annual Meeting.

Awards

This year we had 18 members of our association receive service plaques for the dedication they have shown to the profession. Receiving the 30 year award were: Dale Caldwell, CGCS, Minneapolis Golf Club; Mike Redmond, The Andersons; Galen Sabelko, Princeton Valley Golf Club.

Honored for 25 years of service were: Rick Fredericksen, CGCS, Woodhill Country Club; John Harris, Woodhill Country Club; Brad Klein, Northern Turf Services; Andy Lindquist, John Deere Golf; James Nicol, CGCS, Hazeltine National Golf Club; Richard Odden, Pebble Lake Golf Club; Michael Olson; Dennis Owen, Terrace View Golf Course; Dan Peluso, Pokegama Golf Course; Scott Pruszinske, Hyland Greens; James Reiter, Montgomery Golf Club; Steve Schumacher; Charles Vedvick, Bismarck Parks; Robert Weston, Mille Lacs Golf Resort; Richard Williams, Pine Meadows at Brainerd.

Paul Diegnau, CGCS, Keller Golf Course, received the Watson Award for his article on Linear Aerification which appeared in the July issue of *Hole Notes*.

Paul Diegnau, CGCS, left, Keller Golf Course, accepts the 2003 MGCSA Watson Award for his article on Linear Aerification. The Watson Award is presented to the best member-generated article of the year for Hole Notes. Presenting the award is Hole Notes editor Jack MacKenzie, CGCS, North Oaks Golf Club.



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Dr. Brian Horgan, left, receives a donation from Stephen Kimball on behalf of Bayer Environmental Science.



Above: Dale Caldwell, CGCS, left, was recognized for his 30 years of service with the MGCSA by Membership Chairman Mike Nelson, Dacotah Ridge. Below: Those recognized for 25 years of service are, from the left, Rick Fredericksen, CGCS; Richard Odden; Brad Klein; Jim Nicol, CGCS; Mike Olson, and James Reiter.



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President	Rob Panuska	Waseca Lakeside	507/837-5996	rpanuska@prieirie.lakes.com
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Treasurer	Jeff Johnson	The Minikahda Club	612/926-4167	johnson@theminikahdaclub.com
Secretary	Rick Traver, CGCS	Monticello	763/295-3323	mccgolf@soncom.com
Ex-Officio	Rick Fredericksen, CGCS	Woodhill CC	952/473-5811	r_fredericksen@msn.com

2004 MGCSA Committee Assignments

<u>Committee</u>	<u>Chair</u>	<u>Club</u>	<u>Phone</u>	<u>E-mail</u>
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Conf. & Education	James Bade	Somerset CC	651/457-1161	jsbade@aol.com
Editorial	Jack Mackenzie, CGCS	North Oaks GC	651/484-1024	jmackenzie426@msn.com
Environmental	Mike Kelly	Edina CC	952/922-9012	supt@edinacountryclub.org
Ex-Officio	Rick Fredericksen, CGCS	Woodhill CC	952/473-5811	r_fredericksen@msn.com
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Scholarship	Mike Nelson	Dacotah Ridge GC	507/644-7844	grounds@dacotahridge.com
Web Page	Jack Mackenzie, CGCS	North OaksGC	651/484-1024	jmackenzie426@msn.com
Chapter Delegate	Kevin Clunis, CGCS	Tanner's Brook GC	651/982-6840	kctbrook@earthlink.net

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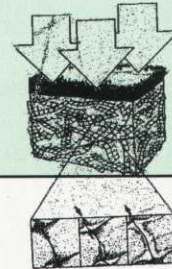


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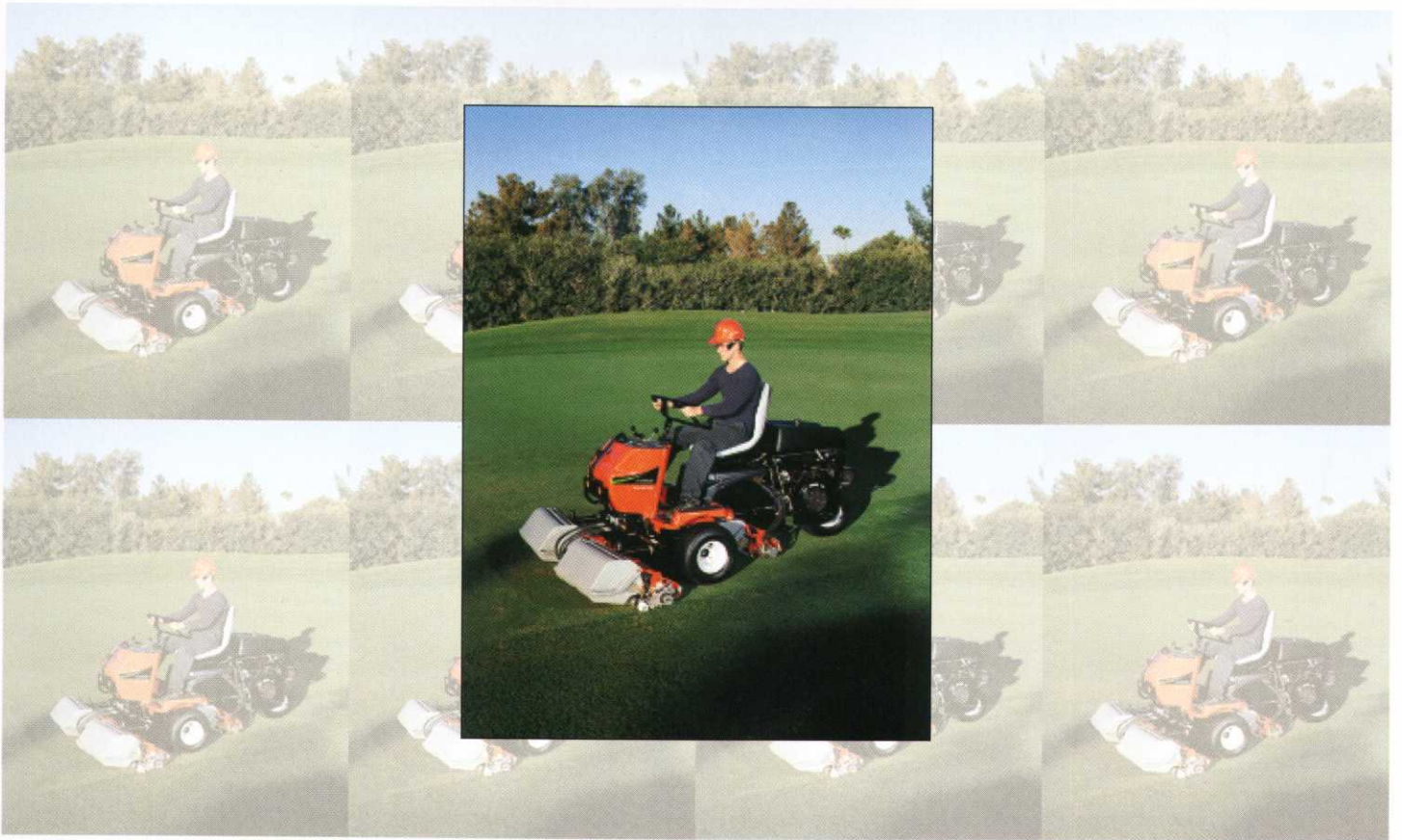
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Evaluating My Evaluation Forms

By MIKE NELSON

Superintendent, Dacotah Ridge Golf Club

Sitting down at my computer this morning there is snow coming down, probably 6 inches overnight with a couple more expected today. It is the season for northern climate golf course managers to go through equipment with a fine tooth comb, strip and paint accessories, prune trees and work in the office.

Recently my time has been spent on reorganizing. My file cabinets needed attention and my file folders became much thinner after going on a throw away binge. I also needed to take a look at my employee evaluation system and make some adjustments.

Yearly performance reviews are important and organizations should be able to dedicate a meeting once a year to ensure the mutual needs of the employee and organization are being met. Performance reviews assure a clear understanding of what is expected of the employee and their personal strengths can be identified along with areas for development. Avoiding performance issues ultimately decreases morale, decreases credibility of management and wastes more of management's time to do what isn't being done properly.

Performance appraisals should be positive experiences but because there is preparation involved and no one likes to hear they are doing a less than perfect job, the performance review is often something that is not looked forward to by the Superintendent or the staff members. Try to avoid having the review be a time of discipline or admonishment that should be held at separately arranged meetings. And don't wait until a formal review to recognize excellent work or on the other end, recognize less than desirable performance. Make time for your staff.

Being a part of a hotel/ casino operation the evaluation forms that were given to me to were generic and restaurant specific. There were areas on the form that didn't apply to my department. Guest Relations, for example, is not a major job responsibility for someone who spends a couple hours walk mowing greens and then hangs on to a flymo the rest of the day. I discussed this with the Human Resources Department and was given the thumbs up to make revisions

The golf course maintenance operation at Dacotah Ridge Golf Club dictated that I create four separate forms. One for my Assistant, Technician, Mechanic and my seasonal Groundskeepers. I consulted the job descriptions for a starting point for each position and I came up with seven different, major job responsibilities for each. Some of the responsibilities are more general and are a part of all the appraisals, but all the forms have areas that are job specific. There are points assigned to all the major job responsibilities that are broken down to: marginal, needs some improvement, and fully satisfied. The total of the points determines the percentage of wage increase.

The forms that I put together are definitely a much better tool for evaluating my staff than what was in place before. I will continue to evaluate my evaluation forms and tweak if I see the need.

Golf Course Mechanic Major Job Responsibilities

Preventative Maintenance On Equipment

- A. Instructs/trains workers regarding preventative maintenance.
- B. Spot-checks equipment in the field.
- C. Keeps records on costs to repair.

- D. Maintains balanced inventory of parts and supplies.

Diagnose Mechanical Troubles And Carry Out Appropriate Maintenance Work

- A Working knowledge of internal combustion engines and their care.
- B Makes repairs in a timely manner.
- C.Keeps a balanced inventory of parts and supplies.
- D. Researches all purchases, makes cost effective decisions.

Safety Awareness

- A. Aware of possible hazards to self.
- B. Wears and encourages the use of appropriate safety equipment.
- C. Handles and stores hazardous products appropriately.
- D. Aware of compliance standards as it applies to the maintenance facility.
- E. Maintains up to date Material Safety Data Sheet File.

Attitude

- A. Communicates well with fellow employees.
- B. Willingness to work additional hours when needed.
- C. Follows and supports organization policies and procedures.
- D. Shows interest in professional development.

Quality of Work

- A. Monitors cutting quality on regular basis, makes adjustments when needed.
- B. Knowledge of the game of golf and how job performance affects the playing conditions of the golf course.
- C. Prepares equipment thoroughly during off-season.
- D. Maintains a clean and organized shop.

Performs Other Duties As Assigned

- A. Helps with routine maintenance on course when needed.
- B. Performs maintenance on buildings when needed.
- C. Assists in training of staff on equipment.
- D. Help with special projects on grounds when needed.

Attendance, Punctuality and Appearance

- A. Does not excessively call off work.
- B. Is Not Late.
- C. Appearance appropriate for Mechanic, wears uniform.
- D. Uses PTO appropriately, mainly away from golf season.
- E. Observes lunch and break times.

Assistant Superintendent Major Job Responsibilities

Job Knowledge

- A. Understands the characteristics and proper use of fertilizers and soil conditioners.
- B. Knows irrigation system and how to adjust and repair.
- C.Application of agronomic practices and how it affects turf.
- D. Familiarity of herbicides and pest control methods and materials.

Quality Of Work

- A.Uses resources wisely.
- B.Puts together clear and concise reports when needed.

(Continued on Page 12)

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