



# Louisiana's Nurserymen

The official publication of The Louisiana Association of Nurserymen, Inc.

Volume 3

Number 2

July 1980





# Louisiana Association of Nurserymen, Inc.

Organized September 17, 1954

## Top Drawer

By President Imahara

Dear Members:

The new LAN '80 will be exciting for our membership and will help strengthen the nursery industry, our Association and your business.

Our new officers and board members with representatives from the American Association of Nurserymen and the Southern Nurserymen's Association is the strongest group of Louisiana nurserymen ever to run this Association.

What's in store for the '80's:

New research - LSU Extension Service: Dr. Warren A. Meadows and the LAN appointed Extension Nursery Advisors Committee will direct action toward the development of consistent and more completely organized approaches to the needs of the nursery industry - a giant step forward for the nurserymen.

Louisiana's Nurserymen quarterly magazine now in its third year with Editor Hilda H. Welch, the magazine



*President*

*Louisiana Association of Nurserymen  
Walter Imahara - 1980-81*

will be expanded from its 16 pages to include more special information geared to Louisiana's retailers, landscapers and growers.

LAN Certified Nurserymen: In an effort to increase the number of Certified nurserymen, more exams will be given. In store, shortly, will be

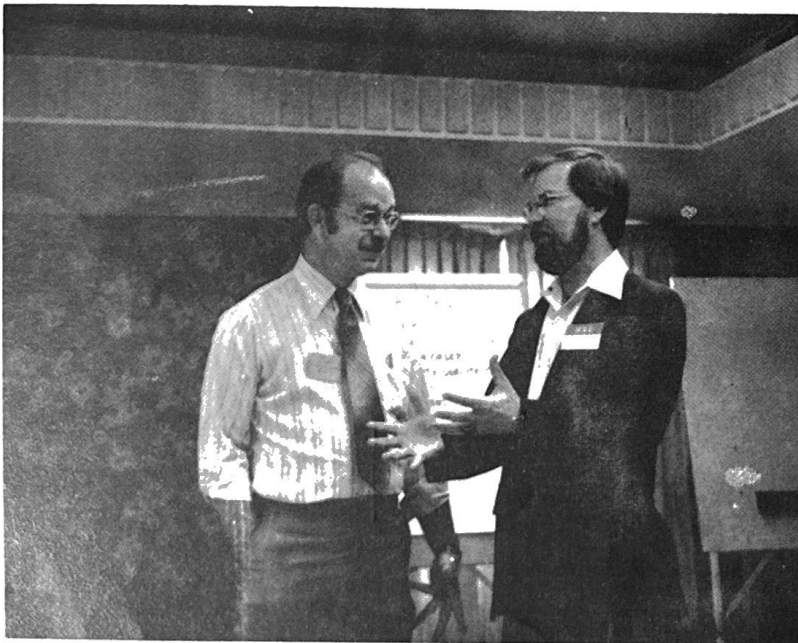
a new LAN Certified Nurserymen lapel pin.

LAN Short Course and Convention: A Short Course, hosted on the Gulf Coast will continue to be planned; a tri-state Misslark Short Course could be packed with useful information directly designed for you. As of now the regular time will be observed with the place planned next issue.

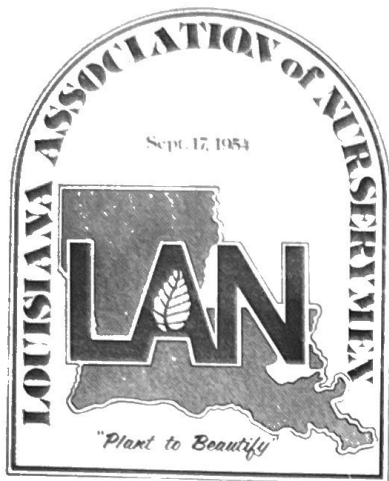
Louisiana's Nurserymen Economic Survey: A new nurserymen survey will be conducted by the Department of Agricultural Economics and Agribusiness at LSU to accumulate information on the wholesale and retail segments of the Louisiana nursery industry. Results will be tabulated and released to all members.

This is a few of the issues (but important) that will be the challenge of the new LAN '80. If you need other information or help from LAN '80 just contact Dr. James A. Foret at USL (318) 264-6967, or me, or Christine Dykes (secretary) at (504) 272-2332.

Cordially,  
Walter M. Imahara  
President



Student to Teacher - Frank Akin just plain doesn't agree with the teacher, it seems. Ed Engelbrecht who presented the Professional Education Program material for Louisiana nurserymen at the end of January doesn't appear to mind.



# EDITORIAL

by Robert W. Bates

## Louisiana's Nurserymen

**OFFICERS:** President, Walter Imahara, Imahara's Nursery, Baton Rouge, La. 70815; First Vice President, Frank Akin, Akin's Nursery, Shreveport, 71105; Second Vice President, Mike Richard, Live Oak Gardens, Ltd., New Iberia, 70560; Treasurer, Earl E. Vallot, Grandview Nursery, Youngsville, 70592; Secretary, James A. Foret, USL Box 44492, Lafayette, 70504; Past President, Fred Hoogland, Hoogland's Nursery, Ruston, La. 71270.

**EDITOR:** Hilda H. Welch, 111 Wedgewood Drive, Lafayette, La. 70503 Phone, 1-318-233-2189

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Call Hilda Welch at 1-318-233-2189 or write 111 Wedgewood Drive, Lafayette, LA 70503.

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superceded state and local laws.

The AAN is the only organization that represents all facets of the nursery industry at congressional hearings and meetings held by regulatory agencies.

In addition, the AAN was one of the founders of the Small Business Legislative Council. This Council is made up of national trade associations representing small businesses.

In past years, the AAN has prevented many bills from becoming law that were detrimental to our industry. It has also aided in the passing of many laws beneficial to us.

We have two choices. First, we can sit back engulfed in apathy and complacency, criticize the government, and make no constructive effort to improve our situation. Or, we can react as professionals. We must become involved and exercise our First Amendment Rights through the American Association of Nurserymen.

In this way, we can influence elected officials and agency heads with our views. Ultimately aiding in the passage of legislation beneficial to our industry.

At this writing, the nursery business is comparatively unregulated. By each of us accepting our responsibility to the industry, we can keep it that way.

**For information concerning membership in the AAN write or call:**

American Association of Nurserymen  
230 Southern Building  
Washington, D.C. 20005  
Telephone: (202) 737-4060

*Cover: Nurserymen were confronted with much, too much, water in the late spring. Scenes along Louisiana byways, such as this north of Washington were beautiful if not helpful.*

# Annual Trade Show in Houston

It will be a larger than ever TAN-MISSLARK Trade Show this year, George (Johnny) Johnson, of Forest Hill said. He is Louisiana's representative on the Trade Show policy committee. The August 16-19 show will include 1200 exhibitors; the committee agreed to extend the limit to 1200 because Astrohalla in Houston will accommodate that many booths. And very few if any spaces were left when the Louisiana Association held its early June board meeting in Baton Rouge.

"Anyone wanting last minute space information should call the Texas Association of Nurserymen at Austin, Texas (telephone 512-444-7489 9 a.m. - 5 p.m.)," he offered.

The Show opens Saturday morning at 9 o'clock for viewers. The first two days, exhibitors will be setting up. They have been asked to unload at the entrance end of the Concourse (Blue, Gold, Green) on which they will have chosen to exhibit. Johnson reminds that it's rather important for exhibitors to furnish their own tables and chairs or expect to rent them from Freeman, the decorator. Those who don't bring their own will be expected to rent from the decorator. This decision was made rather than raise the cost of the booths. The exhibitor may elect to bring his own card table or tables and chairs, or other tables and chairs. There will be none provided with the booth space.

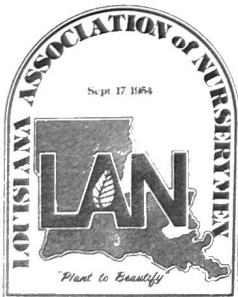
Pre-registration cards were to be mailed the weekend of the 15th of June, Johnson said. Pre-registration saves time; just pick up a packet instead of standing in line to register.

Show rules emphasize there is to be no solicitation of any kind unless you have a booth. No price lists, brochures or other literature may be distributed by any one who does not have a booth.

And exhibitors may not split booths. The booth owner will do the selling of exhibited material.

In response to requests for directions to Astrohalla in Houston and for hotel accommodations Johnson gave this response:

Louisianians will be taking I-10 to Houston. Just inside Houston, take the 610 (Loop) South and go around Houston until you can see the Astrodome, then exit on S. Main. Turn right off S. Main toward the Dome and approach Astrohalla and accommodations nearby. If you stay on S. Main to go to the main hotel, the Shamrock, be sure to get into the left lane and stay there so you can exit left on light before Holcombe Blvd. ; this will take you right into the hotel parking area. Accommodations are clustered at the Astrodome and along S. Main.





# In Memory Of Dr. Bunnie William Wascom

by Dr. Warren A. Meadows

Friends and acquaintances of Dr. Bunnie Wascom were saddened by his untimely death May 6, 1980, just two months short of his 47th birthday, ending a productive career in the horticultural sciences. He is survived by his wife, Loretta, and their three sons. The family made its home at the Louisiana State University Fruit and Truck Experiment Station in Hammond, Louisiana, where he served as superintendent since 1975.

Dr. Wascom had been a professional horticulturist more than 20 years and had published more than 70 scientific articles and publications on

horticultural and related subjects. He was educated in the public schools of Hammond, where he was born July 5, 1933. He earned the B.S. degree in horticulture at Southeastern Louisiana University, Hammond, in 1959, the M.S. degree at LSU in Baton Rouge in 1964, and the Ph.D. degree at LSU in 1970.

Bunnie Wascom began his career as an instructor at the Sweet Potato Research Center at Chase, Louisiana, a unit of the LSU Agricultural Experiment Station, in May 1959, working with the Foundation Sweet Potato Program and helping with chemical weed control, irrigation, crop rotation, plant population,



Dr. Bunnie W. Wascom

fertilization, and plant adaptability studies and sweet potato plant breeding. He moved to the LSU-Baton Rouge campus in 1962 as instructor in the Department of Horticulture, where he did vegetable crop adaptability studies, horticultural crop weed control and sweet potato insect research. He also worked with the sweet and Irish potato breeding programs and taught undergraduate classes.

In January 1967, he was named an extension assistant with the LSU Cooperative Extension Service, reaching the rank of specialist prior to his appointment as superintendent of the Fruit and Truck Station in 1975. With the Extension Service, Dr. Wascom was responsible for studies in fruit production and weed control in horticultural crops such as turfgrass, fruits, vegetables, and pecans. He also helped in studies with industrial and aquatic weed control.

As superintendent of the Fruit and Truck Experiment Station, Dr. Wascom worked primarily with research involving small fruits, vegetables, and ornamentals. Most early work there was in support of the strawberry industry, although the station now maintains an extensive collection of ornamentals such as camillias. Much emphasis has lately been placed on research in support of nursery operations and the production of ornamental crops in Louisiana.

During the past five years, under Dr. Wascom's leadership a very extensive ornamental and turf research program has been implemented. He personally made a giant contribution to the state's nursery and turf industries in the field of weed control research.

He was a member of Alpha Zeta and Gamma Sigma Delta honorary fraternities and of the American and Louisiana Societies for Horticultural Science, the Association of Southern Agricultural Workers, the Southern Weed Science Society, the National and Louisiana Pecan Growers Associations, the Louisiana Turfgrass Association, the Louisiana Pesticide Applicators Association, and the Louisiana Louisiana Farm Bureau Federation.



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President

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## Nurserymen — Personalities

# Mugnier Sees Landscape Growth

Marshall Mugnier, LAN landscape architect and retailer who is a past president of the Association, believes the established person will share knowledge and information. "Our Association is communicating," he says.

Commenting on the PEP (Professional Effectiveness Program) held in Lafayette in January, he said "I could see stages of growing experience among those of us participating. There was a cross-section of Louisiana nurserymen present." He remembered that it was easier for him to take part in programs of the associations to which he belonged when he was in his 30's; business demands on his time are much heavier now. Communication is not just a matter of attending meetings, but being willing to stop and share.

Mugnier is enthusiastic about

keeping communication open between himself, his association and nurserymen of other areas, particularly wanting to see what "very aggressive" people are doing. Early in May he went to see how big retail is done in Westchester County and Long Island, New York. "Those people are promotion and profit minded!" he laughed.

He visited Hicks Nursery on Long Island. "There must have been 300 cars on the lot; he took time with us at his peak session. If you just introduce yourself, they are very free with

information." Mugnier believes some areas set examples. Nurserymen start with the Houston and Dallas areas and then visit other areas where they have a special interest in the hows and wherefores of success.

One of Louisiana's established retail-

landscapers, Mugnier revealed that he plans to enter the cut-flower retail business; it blends with our type operation," he pointed out. "We try to handle the best of everything. Retail has been hit by discounters and we can't compete without showing professionalism - knowledgeable sales people, quality products, services and conveniences."

Mugnier expects his area to boom along with the area from Mobile to Corpus Christi. "We need landscape material. The growers are all sold out too fast for plants to develop size. Developers have decent budgets now and landscaping is a norm," he said, pointing with some pride to large new business complexes in his vicinity in Lafayette. "Quality is going to develop dramatically;" he predicted, "better developers consider landscaping a part of their package."

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## THE TRAGEDY OF FAILURE

The death of a business is a tragedy. Such a tragedy should be viewed in perspective. Less than one percent of existing firms die in a normal year. Being forewarned about the causes of failure is to be forearmed.

The most common cause of business failure is not "Uncontrollable factors" but bad management. A recent survey indicated that management was the cause in over 85% of the failures in 1977. The more frequent fatal deficiencies include:

*A dominating Executive*—Failure to delegate results in the dominating executive becoming overworked and overtired, leading to poor decision making.

*Lack of Management Depth*—Many firms fail because one or two key executives leave or die at what always seems to be the wrong time.

*Inadequate accounting control system*—Well-managed firms do not  
*Failure to respond to change*—One of the only certainties in business is that tomorrow will be different from today. But companies too often

project their future solely on the basis of what has happened in the past.  
*Overambitious expansion*—There is a prudent limit beyond which expansion becomes dangerous. Firms that fail do not make careful plans for their expansion.

*Lack of planning*—Many small business managers say they do not have the time for planning.

As we said before, be forewarned and forearmed. Finding solutions to what seem to be fatal flaws is not nearly as difficult as determining what those flaws are. The correct identification of problems usually suggest appropriate responses. (Oct. Penn. Nurserymen's Assoc. Newsletter.)

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# DOC SAYS

By Dr. James A. Foret

I was shocked as many of you were to learn of the passing of Dr. Bunnie Wascom. To all of you who knew him he was a friend and a most highly skilled and well trained horticulturist.

Bunnie's professional accomplishments were many but most of all, he took time to assist anyone who asked - the large or small operator. He was a well known and respected herbicide specialist, he knew the fine details of plant propagation and was always ready to assist with cultural problems in container production.

Our industry will miss him.

For our membership outside the greater New Orleans area, particularly the retail and landscape contractor members, the name Severn C. Doughty may not ring a bell.

Within the New Orleans area - they all know Severn. He is a one man organizer, pusher, puller and promoter for Horticulture. His title is Area Agent Horticulture.

Severn has re-organized the New Orleans Horticulture Society and they



are a thriving, moving group. Nurserymen in the New Orleans area are its members, they hold monthly meetings, have guest speakers and cooperated in the Spring Garden Fair at Delgado College, May 3 and 4.

Severn published a monthly newsletter call The Bush. It is published for nurserymen and garden center operators. It is a most complete, up to date newsletter with information on time to plant, cultivars, how and when and what to spray fertilize, plus information on the most common insects and diseases likely to be around a calenday of horticultural events. It is a great contribution to our industry and we thank you Servern.

My compliments for a great job and I look forward to greater things from our New Orleans area nurserymen with Severn leading the way.

## BPI Trade Show Set for Atlanta

Bedding Plants Incorporated (BPI) will hold its first Trade Show ever at its Atlanta, Ga. convention in October 1980. A total of 114 booths will feature exhibitors from seed companies, greenhouse manufacturers, chemical companies, peat moss and artificial soil media distributors, and other horticulture specialty firms. In addition, regular greenhouse growers will have their finished products on display, and certain propagators of plants by cuttings and by seeds will feature young plants available to growers, such as seedling geraniums and rooted chrysanthemum cuttings. Firms participating in the Trade Show consist of ones that are local, regional, national, and in some cases, international in scope of operations.

New varieties of flowers and vegetables will

be of interest, as will be the technology and techniques of greenhouse operation. The DuPage Horticulture School of Illinois will also staff a booth to explain its program to aspiring students who would like to explain its program to aspiring students who would like a year of practical study combined with actual work with plants in the greenhouse.

The BPI Trade Show will occur at the downtown Atlanta Marriott Hotel where where convention activities will run from Oct. 4-7. A side trip and program at Callaway Gardens will follow on Oct. 8-10.

General Chairman of the BPI Atlanta Convention is Douglas Crater. Serving on the Trade Show Committee are Chairman Steve Barrow and Ralph Westbrook.

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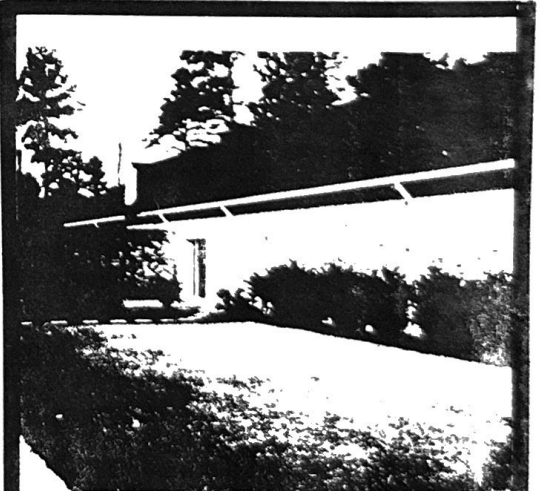
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## SEE YOU!

By Hilda H. Welch

A brother is a blessing. Description of a brother who passed this way and left with us an image known as "Bunnie Wascom" is beyond the words of a mere acquaintance. Still, it is a tribute to him, his family and all who influenced his life to say that to have met him is to know that he was truly a brother to everyone he met. He radiated kindness; he is missed. I join LAN members who remember him.

We have several letters about not receiving the magazine. For which, thank you.

We decided something more than mail service might be the reason for missed issues and called Cindy Conerly. Something else was involved; there are so many nursery publications that Louisiana's Nurserymen stood out only as enjoyable and missed enough to make a fuss about it! For which thank you, Cindy, even though that wasn't what you originally intended. You see, between us, we realized that Louisiana's magazine is published quarterly only. If and when we do go monthly, it will be with the certainty that the magazine is being enjoyed. Again, thank you Cindy of Baton Rouge.

This gives me the opportunity to remind that a note to me is most welcome; brickbats are as necessary as bouquets.

It's Summer again and too, too dry. That was predictable, though, wasn't it? Given the flooding we had, someone was sure to run out of water for later on.

We returned that fine picture to Mrs.

Robert Young at Forest Hill and learned that she, like many women, found that the departure of the last child from home meant that she could now return to her own interests, with her husband's blessing. She has returned to school; she is a teacher. She is also dedicated to becoming the dress size she wants to be in the process. Bravo, Edith!

**Mistakery loves company.** Errors often cluster. When you find one, look hard for others nearby.

In this issue we begin handling material suggested for publication by a much larger number of you. Again, thank you. This is one way to be sure that you are seeing what you want to read in your magazine.

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## BR NURSERYMEN ARE ORGANIZED

Of special note is the organization of the Baton Rouge Nurserymen Association early this year. On February 29, the area independent nurserymen formed the Association. It consists of retailers, landscapers, and growers in the Baton Rouge area, who by working together and sharing ideas can help the nursery's future.

Officers and board members are: president, Dan Thompson; first vice president, Andy Hart; second vice president, Ed Lawrence; secretary and treasurer, Chris Dykes; board members, Al Lusk, John Morgan, Butch Miller, Cynthia Steele and Walter Imarahara, president of the Louisiana Association of Nurserymen.

Membership dues were set at \$25 annually with an April 30 deadline for

enrollment.

On April 8 the first board meeting was held. Topics discussed included Professionalism - stress to the public to seek professional services and ensure that all members be professional people, Promotion - of the Nursery INDUSTRY: Cooperative

Advertising - through the yellow pages; Education - knowledge of the nursery industry; and Public Relations - how to relate to the public.

At the May 30th meeting the agenda planned included discussion of by-laws and logo for the new group as well as membership applications

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Ophiopogon	Gallons
Pittosporum (Green)	Gallons
Variegated Privet	Gallons & 5's
Gardenia radicans	Gallons & 5's
Gardenia radicans	Gallons & 2's
Gardenia August Beaty	2's

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# Louisiana Bonsai Society Gives Pointers

## Editors Note:

There is one Bonsai Society in Louisiana which held its annual exhibit in Baton Rouge recently, following is an excerpt from the booklet they use.

Bonsai are miniature trees grown in pots. The aim of bonsai culture is to develop a tiny tree that has all the elements of a large tree growing in a natural setting. This look is achieved, principally, by branch and root pruning and shaping, but other factors are also important. The texture of the trunk, its look of age, the moss and underplantings in the container - all contribute to the illusion of a miniature tree as it is seen in nature.

A presentable bonsai can be created in a few seasons. Cultivating these miniature potted trees in both an intriguing hobby, and a means of adapting a wide range of plants to specialized and decorative uses.

Not all plants are equally effective as bonsai. To produce a realistic illusion of a mature tree, look for plants with the following characteristics -

- Small leaves or needles.
- Short internodes, or distances between leaves.
- Attractive bark or roots.
- Branching characteristics for good twig forms.

All parts of the ideal bonsai - trunk, branches, twigs, leaves, flowers, fruits, buds, roots - should be in perfect scale with the size of the tree. Plants used for bonsai should have small leaves, or leaves that become small under bonsai culture.

Among the plants with small leaves and needles are: spruce, pine, zelkova, pomegranate, and certain oaks and maples.

The booklet is available from the USDA, Washington, D.C. - for \$1.00 per copy (Catalog No. A1.77:206).

## LOUISIANA ASSOCIATION OF NURSERYMEN, INC. APPLICATION FOR MEMBERSHIP

Officers and Members  
Louisiana Association of Nurserymen, Inc.

Gentlemen:

I hereby make application for Membership in your Association, subject to the approval of my application by your Membership Committee. I also agree that the decision of the Membership Committee shall be considered final by myself without any appeal.

Enclosed herewith is the sum of \$\_\_\_\_\_ covering my membership for the year ending January 1, 19\_\_\_\_

### DUES SCHEDULE: (REGULAR MEMBERS)

\$000,000 - \$100,000	\$35.00
\$100,000 - \$250,000	50.00
\$250,000 - up	100.00

ASSOCIATE MEMBERS: \$35.00

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APPLICANTS'S SIGNATURE

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AFFILIATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_

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# ★★ L. A. N. Certified Nurserymen's Exam ★★

Dr. W. Ellis Fletcher, University of Southwestern Louisiana Horticulture, will administer the fall Certified Nurseryman exam. The date he has set is Saturday, October 18, at 8:00 a.m. at the USL greenhouses.

Dr. Fletcher noted that the exam is written and will begin at 1:00 p.m. but is preceded by the question and discussion period which is set for 8:00 a.m. The early period is not required but is helpful in preparation

for the written exam. If a manual is not available, call or write Dr. James A. Foret, LAN Box 4-4492, USL, Lafayette, La. 70504 or call (318) 264-6967.

## L.A.N. APPLICATION TO TAKE THE EXAMINATION TO BECOME A CERTIFIED NURSERYMEN\*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NURSERY: \_\_\_\_\_

NURSERY AFFILIATION - OWNER \_\_\_\_\_ EMPLOYEE \_\_\_\_\_

**\*THIS APPLICATION MUST BE ACCOMPANIED BY A \$25.00 CHECK OR MONEY ORDER MADE PAYABLE TO L.A.N. AN ADDITIONAL CHARGE OF \$10.00 WILL BE MADE FOR RE-EXAMINATION OF THOSE SECTIONS FAILED.**

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# LAN Board Meets

The Board of Directors of the Louisiana Association of Nurserymen agreed to postpone the proposed tri-state short course planned to be held on the Gulf Coast in 1981. This decision was made at the June 5 meeting held in Baton Rouge. At that time, the Board set in motion plans for the regular short course to be held in New Orleans instead, at the regular time.

A memorial for late Dr. Bunnie Wascom of LSU, possibly a research grant named for him, was discussed.

The next Certified Nurserymen's examination will be given October 18 at USL's Horticulture Center. It was announced that Louis Parr will take over sale of the lapel pin for Certified

Nurserymen, soon to be available for \$15. His address is Garden Spot Nursery, Inc., P.O. Box 99, Lacombe, La. 70445.

Dursban has been approved for fire ant control.

At the Spring Garden Fair there were 61 exhibits which were viewed by 1671 attending.

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Contributions this issue are from Walter Imahara, Dr. W.A. Meadows, Robert Bates, Andy Hart, Chris Dykes and Ginnie Corcoran. Doc Foret and I thank you.  
Editor

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*Imahara takes time out to display the topiary tries among his collection of landscape materials.*



12655 HARRELL'S FERRY ROAD  
BATON ROUGE, LOUISIANA 70816

*Dear B. A. N. Member:*

*Some years ago the Louisiana Association of Nurserymen initiated a scholarship program to assist young people interested in Ornamental Horticulture and Nursery practices in financing their college education. To date we have given assistance to students; several of whom have graduated and have gone on to practice their education in the field in teaching a number of research but primarily as professional nurserymen.*

*Through the scholarships, of which we now have four in effect, we are assisting and encouraging young people to become educated and trained so that they may become an effective part of our industry - believe me they are needed!*

*These scholarships are funded entirely by voluntary contributions from B. A. N. members so, while you have this letter in hand, please send your check as your share in the future of our industry; I have!*

*Sincerely,  
Andrew J. Hart  
Chairman - Scholarship Committee*

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## Proverbs

Here are a dozen proverbs for proofreaders, especially you writers who have to check your own type. Remember these points when you are admiring your work as your latest issue goes to press:

**If it's as plain as the nose on your face, everybody can see it but you.** Where is the reader most likely to notice errors? In a headline; in a title; in the first line, first paragraph, or first page of copy; and in the top lines of a new page. These are precisely the places where editors and proofreaders are most likely to miss errors. Take extra care at every beginning.

**Familiarity breeds content.** When you see the same copy again and again through the different stages of production and revision, you may well miss new errors. Fresh eyes are needed.

**When you change horses in mid-stream, you can get wet.** It's easy to overlook an error in type that is different from the text face you are reading. Watch out when type changes to all caps, italics, bold-face, small sizes, and large sizes. Watch out when underlines appear in typewritten copy.

**Glass houses invite stones.** Beware copy that discusses errors. When the subject is typographical quality, the copy must be typographically perfect. When the topic is errors in grammar or spelling, the copy must be error-free. Keep alert for words like typographical or proofreading. Double check and triple check.

**The footbone connect to the kneebone?** Numerical and alphabetical sequences often go awry. Check for omissions and duplications in page numbers, footnote numbers, or notations in outlines and lists. Check any numeration, anything in alphabetical order, and everything in sequential (such as the path of arrows in a flow chart).

**It takes two to boogie.** An opening parenthesis needs closing parenthesis. Brackets, quotation marks, and sometimes dashes, belong in pairs. Catch the bachelors.

**Every yoo-hoo deserves a yoo-hoo back.** A footnote or an illustration is termed a *callout*. Be sure a footnote begins on the same page as its callout. Be sure a table or illustration follows its callout as soon as possible.

**Numbers can speak louder than words.** Misprints in numerals (figures) can be catastrophic. Take extraordinary care with dollar figures and numbers in dates, statistics, tables, or technical text. Read all numerals character by character; for example, read "1979" as "one nine seven nine." Be sure any figures in your handwriting are unmistakable.

**Two plus two is twenty-two.** The simplest math can go wrong. Do not trust figures giving percentages and fractions for the "total" lines in tables. Watch for misplaced decimal points. Use your calculator.

**Above all, never assume that all is well.** As the saying goes, ass-u-me makes an ass out of u and me.

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