

D E L A S C A N

December 8, 1961

Special Message

A MERRY CHRISTMAS and a HAPPY NEW YEAR is extended to all staff members!!

New Policies

1. Audio Visual-Equipment

In order to facilitate the use of Department audio-visual equipment, this equipment is to be checked out through either Frank Halvorsen or Ed Pugh, in the Gatehouse, Monday through Saturday. The equipment should be signed out within 24 hours before use and returned within 24 hours after use. If assistance is required in setting up or putting away any equipment either Frank or Ed will be happy to assist; their work schedule allowing.

2. Grievance Procedure

You will find enclosed in your pay envelope a copy of the new Grievance Procedure. On February 28, 1961 the Board of Supervisors adopted a Basic Principals of Personnel Relations Policy and as part of that policy required all Departments to formulate and post a Grievance Procedure. In instituting this request, it was recognized that during the course of County employment an employee may have questions, problems or even complaints which he feels his supervisors or department head should do something about. If no systematic or formal method is provided to examine or resolve his complaints, employee morale would undoubtedly suffer.

It is hoped, therefore, that this Grievance Procedure for our Department will provide an orderly and systematic process for correcting employee complaints or disagreements. The Grievance Procedure is not intended to prevent an employee from solving his problems the way he has in the past, but merely to provide an additional formalized avenue of solution for the employee.

Should you have questions about this new procedure, your personnel officer (Mr. Wakeman) will be glad to answer them for you.

Sheriff's Plea

The Sheriff's Department is sponsoring a program requesting all citizens to "strategically burn a light in their home at night" as a step toward "the repression and prevention of criminal activity during night time hours". Cooperation and participation with this program has been enthusiastically offered by community groups. Sheriff Pitchess would like to urge all County employees to join in this program, and to publicize it to their friends and neighbors.

PLEASE NOTE: The enclosed Blood Bank Survey Card has been prepared to help us organize our Blood Bank Program. Please fill it out completely and return to the Business Office by December 15 so that an accurate record may be kept.

Many are not able to give blood so those who can should. We have had occasion to use blood for several employees and their families in the past. Let us build up a surplus so we will be prepared should need arise.

"The life you save may be your own."

Employee Eavesdroppings

Be certain to come in and see the festive decorations the office girls have put up in the Administration Building. They all deserve a big "Thanks" for a job well done!

Congratulations to Frank Simerly on his promotion to Assistant Superintendent, Descanso Gardens.

Arboretum Articles

In preparation for two outstanding Christmas programs, Maida Boyle, Lorene Johnson, Bernice McKeen, Elsie Murray, Margery Naramore, and Gertrude Woods are going to indulge in a bit of nostalgia on December 14, in the evening, when they make garlands of popcorn and cranberries. While Maida didn't say so; hot spiced apple cider and cookies would be proper for that job. Then, on December 15, the tree in the Queen Anne Cottage will be trimmed with the help of four honor students in Gertrude's Holiday Plant Craft class. The programs that Maida has planned, represent two eras - Las Posadas, with excellent cooperation of Arcadia schools and churches, starts at 6:45 PM, December 16, in the Hugo Reid Adobe courtyard with authentic decor, etc. On Sunday, December 17, at 3:00 PM. Maida has secured a choir to sing carols for the Victorian type of program at the Queen Anne Cottage.



Also be certain to see the staff artist Art Exhibit located in the Coach Barn through December 15, 1961.

December 19, the Children's Education Buildings will buzz with activity in the making of "mucho decoro" for the BIG Christmas Party. With all this excitement going on, we lean back in our chair, and drawl, "We-all told you-all this would sneak up on you-all with the speed of an express train".

The Australian Firewheel tree (Stenocarpus sinuatis) located at the Arboretum in the Home Demonstration Gardens and in the Historical Section will bloom during December and January.

The bloom period for this ornamental tree varies from year to year. Last year, the same specimens bloomed in August and September.

The Firewheel Tree, whose leaves are reminiscent of an eastern oak, and whose spoked flowers resemble the symbol of the Rotary Club, is planted on special occasions in Centennial Park at Sydney, Australia, by Rotarians. Whenever a prominent Rotarian makes a visit, the Firewheel Tree is planted with his name and date of his visit tagged to the tree.

The tree grows to about 30 feet in height in Southern California. The wood is close-grained, hard and durable, nicely figured, and excellent for indoor decoration and furniture. Be sure to see it!!

#### Descanso Discourse

Arboretum personnel are urged to visit the Hospitality House at Descanso to see the Third Annual Christmas Decoration Show this weekend. It is one of the most beautiful displays this writer has seen in a long time.

More than 100 professional and amateur decorators have entered exhibits in the Christmas Decoration Show. Be certain to see Bobby Vargas's Christmas tree. The hours of the show will be from 10:00 AM to 4:30 PM, Saturday and Sunday. The show closes on the 10<sup>th</sup> of December.

All exhibits are designed with a "do it yourself" theme in mind. Of particular interest are two rooms of beautiful Christmas table settings, both formal and informal.

Also on display are many kinds of decorations that could be used in locations such as mantels and fire places, stairways, and doors as well as on walls. The show covers the entire first floor of the Hospitality House. Tram service is provided from the entrance gate.

The recent rain storm felled an old oak tree in the lawn area and took out a portion of the bridge in Hall-Beckly Canyon. Mark and crew are still "digging out" from the mud deposits left in the streams and pools. Better luck next time!

#### Foundation Findings

The Foundation wishes everyone a happy Holiday season!

The tops for the rebuilt trams will soon be installed, and we hope to have a top on the new jeep in the near future. We hope the tram operators will be pleased.

We have, after viewing many different transparencies, and deciding on suitable ones for postcards, received delivery of twelve new postcards depicting views of the Arboretum. We've included one of a peacock and one of "Poncho", in addition to new general and horticultural subjects. They are now on sale at the Gatehouse, and we hope they prove popular with the public.

#### Education Editings

The Youth Education Section wishes everyone of you a Merry Christmas complete with gold and silver paint and glitter "N" EVERYTHING!

Our four Holiday Plant Craft classes have loaned their work to be exhibited at the Descanso Christmas Show. The Arboretum students work was first viewed by judges Elsie Murray, Dolores Hubbell and Lou Martin.

The "winners" received a very special invitation for the evening of December 14 when there will be an old fashioned Christmas party at the Education building complete with popcorn and carols. Decorations will be made for the Queen Anne Christmas tree and the next afternoon the children will have the rare opportunity to "really trim the tree in the Cottage." Thank, you to Maida Boyle for this taste of a real old time Christmas.

Descanso Garden class has their vegetables in and are waging the "Battle of the Birds". Soon the plants will be large enough to withstand the hungry migrants, we HOPE!

The Greenhouse class closes this week. These boys and girls take with them ten species of plants for house and garden, a terrarium, a planter and we hope, new horticultural interests.

The Winter program will be open for registration by mail on January 2. There will be classes for boys and girls, grades 1 - 9. Descanso and LASCA children are especially welcome!



1961. "Arboretum articles [December 8, 1961]." *Delascan* 1961, 1–2.

**View This Item Online:** <https://www.biodiversitylibrary.org/item/164507>

**Permalink:** <https://www.biodiversitylibrary.org/partpdf/147557>

**Holding Institution**

Missouri Botanical Garden, Peter H. Raven Library

**Sponsored by**

Missouri Botanical Garden

**Copyright & Reuse**

Copyright Status: Permission to digitize granted by rights holder

License: <http://creativecommons.org/licenses/by-nc-sa/3.0/>

Rights: <https://www.biodiversitylibrary.org/permissions>

This document was created from content at the **Biodiversity Heritage Library**, the world's largest open access digital library for biodiversity literature and archives. Visit BHL at <https://www.biodiversitylibrary.org>.