

## Flood damages held down by employees' response

Damage from last Friday's flooding was much less severe than it could have been, due to employees' quick thinking and action. That's the view shared by many throughout Colonial Williamsburg, according to three managers involved in assessing the damage and clean-up.

While the total extent may not be known for several weeks, damage from the August 18 flood was spread throughout Colonial Williamsburg. The most serious damage seems to have occurred at the Wallace Gallery, Laundry and Motor House.

According to vice president Bob Birney, the Wallace Gallery sustained heavy damage in the lower level during the downpour. A mechanical room in the Public Hospital had 37" of water before a wall burst, flooding the entire lower level. In addition to repairs or replacement of the mechanical equipment, all carpeting and the flooring in the gallery will have to be replaced.

Due to the quick action of the gallery staff, there was no reported damage to any objects displayed, according to Bob. "We were very fortunate that this happened during working hours," he said. "People really turned to, and knew what to do. This helped prevent major damage to our collection. The biggest battle we face now is mold. It's going to take time to clean up."

Until things can be cleaned up and repairs are made, the Wallace Gallery will remain closed, possibly for several weeks.

Our hotels properties also sustained significant damage, especially at the Motor House and Laundry. According to Hank Burger, manager, Hotel Services, there was up to 68" of water in the Laundry's boiler room as a result of the storm. Because of damage to the boilers and electrical system, operations at the Laundry were shut down while repairs were made. During this time, laundry was sent to plants in Virginia Beach and at Eastern State Hospital.

The Motor House also suffered major damage, when overflow from the pool and surrounding area entered ventilation ducts and flowed into the basement. Damage was most severe in the Multilith department, Dining Reservations and an adjacent meeting room.

In spite of the damage, most areas in the hotel properties were back up and running quickly, according to Hank. "The clean-up went fairly well," he reflected. "We were back in nearly all our facilities by Tuesday, except for the west pool at the Inn. It was a wonderful response by everyone. The maintenance crews really worked--some in water up to their shoulders. Many worked late, mostly pumping out boilers. Everybody pitched right in to help out."

Other areas receiving damage as a result of the rain included the Inn tennis courts and Inn west pool, which filled with mud from the AARFAC construction next door. In addition, basement flooding was reported throughout the Historic Area and hotel properties as well as minor damage to streets and walkways. No injuries were reported, according to Bob.

"We believe most of the damage will be covered by insurance," explained Jean Van Tol, assistant treasurer. This includes most property damage and lost business. "Fortunately, our first estimates of the extent of damage were wrong. Some things have turned out to be better than we thought. It may be some time until we have a complete estimate, because flood damage isn't always evident at first. Floors, wallcoverings and the like may not show any damage for weeks.

"We've been very fortunate. It was quite remarkable to see everyone working and cooperating on the clean-up. It occurred everywhere. Being able to rely on our own resources and staff helped cut our losses significantly. I think it proves one more time what a wonderful organization this is."

## Meals On Wheels...helping to make it happen

For many us, having a good, nutritious meal is as simple as opening the cupboard or fridge, heating something up and enjoying. But what if you're unable to leave your home, obtain or prepare meals, and have no one to help? That's when Meals on Wheels can help.

Meals on Wheels provides nutritious, low cost, hot, noon meals for homebound adults who are unable to obtain or prepare noon meals alone and who have no one to assist them. Food is prepared by Williamsburg



Community Hospital. It is delivered to each home Monday through Friday, by Meals on Wheels volunteers.

All applicants are visited and asked to complete an application to be checked to determine need. There is no time limit on the service, but the program is basically *intended for short-term needs* such as illness or recovery from hospitalization.

Meals on Wheels is one of 21 local agencies supported by the United Way of Greater Williamsburg. It is a non-profit, volunteer group. The program does not receive government funds and depends only on the *United Way and contributions*. While meals are not free, the cost is as low as possible.

Like all United Way agencies, Meals on Wheels needs you to help it continue its service to the community. How can you help? By remembering to support the United Way, during our sixth annual *Pacesetter Campaign*. You can:

- Make a single donation;
- Make a pledge, through payroll deduction; or,
- Give of yourself, by becoming a volunteer for a

United Way agency.

The community-wide goal for this year's United Way fund drive is \$800,000. Our *Pacesetter* goal is \$86,000. We're off to a great start already, with \$67,836--about 79% of our goal!

We've held two drawings already, for some great incentive awards! Everyone who makes a contribution to United Way is eligible, so be sure to turn in your pledge card. The next drawing will be held on Monday, August 28 at the Roscoe Cole House. Check your department bulletin board for details on this year's prizes, winners and drawing dates.

Please, remember to help Meals on Wheels and other United Way agencies. Together, we CAN make it happen, and keep on happening! If you'd like to find out more about Meals on Wheels and how you can help, call 229-9250 Monday through Friday between 9 a.m. and 1 p.m.

## 1989 Employee survey offers many improvements

This year's Employee Opinion Survey has a whole new look. A little over half of the items on this year's survey are carried over from last year, while the rest are new. The new items reflect suggestions and criticisms from last year. They include topics you requested, better targeted subjects, and clearer distinctions for broad topics, like "Communications" and "Supervision." Gone are the Say/Do and Rank Items sections.

Definitions bothered many people during last year's survey. This year, we will supply each person taking the survey with a Glossary of Terms, so we all use the same definitions. "Top management" is listed by name, for example. Instructions for taking the survey will be given uniformly via videotape.

Once again, Rita Welsh Adult Skills will provide survey leaders who will give the survey by reading each item aloud and helping with word meanings. If you know of a fellow employee who may need this assistance, please encourage them to take advantage of this service. If you are a supervisor, please make sure your co-workers are aware of this service.

### More space for written comments...

Your written comments provided important material for the action planning sessions last year. This year's survey greatly expands your opportunity to write. Survey items this year are grouped by topic--for example, "Your Present Supervision," or "Communication and CW Management." At the end of each topic is a comment sheet which invites you to offer suggestions.

The results of your comments will be coded and tabulated by an outside consultant. They will show the number of times a specific comment was made about each item by those in your group. This should help your group to determine the amount of concern about each subject, making priority ranking of problems much easier during your feedback session.

You can help in this process by keeping your comments short, using declarative sentences that are straight to the point--for instance, "We need to do a better job of \_\_\_\_\_." Repeating items, giving long introductions, and drawn out stories all take time to read and add nothing to your basic suggestion.

Remember, your written comments will be used to focus and start good discussions during the action planning process. It's more important to list all your concerns rather than to dwell on just one.

### Better organization of groups

Several divisions have revised the codes for their workgroups, to give a more accurate reflection of the actual organization. In general, we still wish to follow the rule that feedback requires that the survey be completed by at least eight people from an individual group. However, for groups in which there are less than eight people take part, feedback will be given and the group's supervisor will be asked not to attend.

At this writing about half of the supervisors have said they prefer not to attend the feedback session with their co-workers. Feedback sessions for supervisors will be held, as usual.

Is this survey perfect? No. It is improving, though, as we learn more about those things you find most useful. It is a tool for making sure that you can get your concerns on the agenda. It will get better with use, so let's make every effort to use it.

## Get a fresh start from smoking

Williamsburg Community Hospital (WCH) is offering CW employees a 25% discount on the next Fresh Beginnings, Smoking Cessation Program. The



seven-week program is held on Wednesdays, from 7 to 8:30 p.m. in Conference Rooms 1 and 2 at WCH.

The next session begins Wednesday, September 6. The program enrollment fee is \$75 but employees registering by Tuesday, September 5, only pay \$55. Employees who remain non-smoking for three months after participating in the program may receive a \$25 rebate off the enrollment fee. You end up only paying \$30 for a life improving program!

Call 253-6190 to register now! The life you save is your own!

## Publick Times will offer a weekend loaded with activity

This Labor Day weekend (September 2 and 3), the colonial capitol will come alive with the sights and sounds of Publick Times. This major event, combining the talents of virtually every CW division and hundreds of re-enactors, is designed to offer our visitors a glimpse of the Colonial Publick Times experience.

The term "Publick Times" existed in the colonial era and referred to the meeting of the General Court. An extension of Publick Times could also include the sitting of the House of Burgesses, the gathering of the Virginia Merchant's Association, and militia activities. Naturally, a large gathering of people would draw any and all who had something to sell, trade, or turn a shilling. Taverns swelled to the bursting point as our quiet town was transformed into a teeming city of saints, sinners, and everything in between.

Though our primary interpretation of Publick Time centers on the topic of government, every site in the Historic Area can make a valuable contribution to the Publick Times theme. Your cooperation by telling visitors about the many activities will be appreciated by everyone involved in the program, and will offer our visitors an unparalleled interpretive experience.

Here's a small taste of the many activities taking place during Publick Times:

**OMilitary Activities:** Our own Virginia State Garrison Regiment and militia unit will be joined by hundreds of re-enactors from several states during Publick Times. Various militia units (forming the Williamsburg Military District) will be encamped on the north side of Market Square. British regulars will be encamped on Palace Green. Both of these encampments will be open for touring and all units will participate in the militia demonstrations. Joint efforts will include the Freedom of the City Ceremony, Grand Parade and Review, Salute to France, Drumhead Church Service, Reveille, and Retreat.

**OEntertainment:** Players, music, dance, magic, and other diversions will provide suitable entertainment during Publick Times. Most performances will take place on the Market Square Stage (next to Market Square Tavern) and at the Play Booth Theatre.

**OProducts:** A wide variety of the finest wares will be sold from booths or by strolling peddlers, on the south side of Market Square. Additionally, various foods and beverages will be offered. Auctions will take place each day, by order of the Sheriff of York County.

**OGovernment:** The Royal Governor will be in residence and will receive visitors to the Palace. His Excellency will also take time to sit as presiding Judge of the General Court. On both days, the General Court will be in session as convicted felons receive their sentencing.

**ODiversions:** New this year is a horse race, to be held in the York Street pasture (east of the entrance to Bassett Hall parking lot) on Sunday afternoon. This set of match races should provide much excitement and an opportunity for wagering.

**OSpecial Honor:** On Sunday afternoon there will be a special ceremony at the Capitol, in commemoration of the 206th anniversary of the Treaty of Paris (September 3, 1783). We will also take the opportunity to honor the bicentennial of the French Republic.

Over the next few weeks all departments will receive complete schedules for all of these events. Please keep these schedules handy to answer any visitor questions. By helping our visitors, we can make Publick Times one of the most exciting and memorable events of the year.

Publick Times is being funded in part by a \$2,500 grant from Country Home magazine. We were awarded the grant through the "1989 Country Home Cultural Events Support Program." For the past 10 years, cultural institutions around the country have been chosen to receive the grants, aimed at making "culture more accessible to the public." This year, 12 grants, totalling \$250,000, were awarded by the magazine.

## Can you read this headline?

Some people can't and if they can read it, it's a challenge for them. The Rita Welsh Adult Skills Program can help those who need assistance with their reading skills.

Register this week! But even if you miss the deadline, the Adult Skills Program will take new registrations at anytime. Give them a call at 253-4644. Returning students just need to call. And the best part about the program is that there is no charge to Colonial Williamsburg employees.!

The location for the Adult Skills Program is the basement of Bryan Hall on the campus of the College of William and Mary. One-on-one tutoring begins the week of September 11 during the following times:

Mondays and Wednesday	9 a.m. to 6 p.m.
Tuesdays and Thursdays	9 a.m. to 5 p.m.
Tuesdays	7 p.m. to 9 p.m.
Fridays	9 a.m. to noon

Tutoring is available in beginning, functional and advanced reading; beginning, functional and advanced



math; GED preparations; English as a second language; and work-place literacy.

If you're one of the lucky people who can read, pass this information on to someone who cannot or who finds reading challenging. Need more information? Call Kelli Mansel Arbuckle, ext. 7116.

## Want to see less of yourself? Join Weight Watchers!

The next 8-week session of CW's Weight Watchers at Work program begins Wednesday, September 13. The meetings are held on CW property from noon to 1 p.m. Weight Watchers is not just a scale. It is a program that includes exercise, proper nutrition awareness, life-style changes, and positive self-esteem reinforcement.

The enrollment fee is \$67. You can either pay the full amount before the session begins or pay \$20 before and payments during the session. Employees who attend all eight meetings may receive a 25% enrollment rebate (a savings of \$16.75).

Call Sue Houser at ext. 7029 to register or for more information. The registration deadline is Friday, September 1. Join your fellow employees and win the battle of the bulge!

## Earn an award from the President just for exercising

The United States Presidential Sports Award program was developed by the President's Council on Physical Fitness & Sports in 1972 as a means to motivate adults to become physically active and/or to reward those already active. It is a non-profit program.

The program runs on the honor system. You select the category in which you want to earn an award, complete the requirements, and send \$6 per award earned to the Amateur Athletic Union of the United States, Inc. for fulfillment.

You can earn an award in any one of 49 sports and fitness activities. Some activities included are: aerobic dance, baseball, basketball, bicycling, bowling, climbing, fitness walking, golf, jogging, racquetball, roller skating, rowing, sailing, scuba-skin diving, skeet-trap, soccer, softball, sports/fitness, swimming, tennis, volleyball, water skiing, and weight training.

The award includes:

▼A personalized certificate of achievement from President Bush

▼A letter of congratulations from Richard Kazmaier, the Chairman of the President's Council

▼An embroidered emblem blazer patch signifying the sport or fitness activity in which you earned your award

▼A sports bag identification tag, imprinted with the Presidential Sports Award logo.

Since this national program began, females account for 52% of all participants. The most active age group of participants is 35-44 with 24% of all awards earned. The second group of participants is 26-34 year-olds with 21% and the third group is 45-54 year olds with 19%. The most popular award category is fitness walking.

For more information call Sue Houser at ext. 7029. The forms can be mailed to you or you can pick them up from the bins outside Room 102 in the Franklin Street Office Building.

## Cheer for CW at the 10th Annual Softball Tournament!

Each year Colonial Williamsburg sponsors an invitational softball tournament at Quarterpath Park. Local businesses field teams who compete against CW men's teams. This year the tournament will be held at Quarterpath Park on September 8, 9, and 10. Come out and cheer on your fellow employees and friends.

## Bowling Mini-League begins Tuesday, September 12

You and your spouse are invited to join the next bowling mini-league sponsored by Colonial Williamsburg at the Williamsburg Bowl. The 10-week mini-league begins Tuesday, September 12, at 6:15 p.m. The cost each night per person is \$7.05 (without shoe rental) or \$8.30 (with shoe rental).

Employees interested form 4-person teams (minimum of one person of the opposite sex, spouse bowls on same team as employee). Team registration forms are available in Room 102 in the Franklin Street Office Building, Monday through Friday, between 9 a.m. and 5 p.m. Or call Sue Houser at ext. 7029 and the registration form will be mailed to you. Team registration deadline in Friday, September 1.

Come bowl and "strike up" some new friendships!

## Head for Skyline Drive this fall!

Autumn is a special time on Skyline Drive. Colors flood the landscape and the mountain mood brings peace after a hectic summer. An exciting bus trip is planned for Saturday, October 28. We will leave Williamsburg around 7 a.m. and return approximately 8 p.m.

Employees, retirees, spouses, (and friends - depending on space availability) are invited to come and enjoy the breathtaking views of mountains and valleys and a delicious lunch at Big Meadows. You can shop at Sperryville's Country Manor, visit Byrd Visitor's Center, and buy big, juicy apples from the area.

The cost per person for this all-day trip is \$41.25. The tour includes: transportation on a "super motorcoach", insurance, continental breakfast, Byrd Visitor's Center, lunch at Big Meadows, shopping at



Country Manor, and all taxes/gratuities. Encourage your family, friends, and/or co-workers to join you on this special tour! What a way to celebrate the end of a busy and successful summer! Call Sue Houser at ext. 7029 to register or for more information.

## Please make these changes to July 1989 Interoffice Telephone Directory

### Alphabetical listing:

#### Deletions:

BELL, Lloyd E	FSO 217	7097*
CARPENTER, Jacqueline	CAS	7611*
HEMPHILL, John, II	BSO 7441*	7435*
KOCH, David	LOD	7471
LAFARQUE, Nancy	RAM 7078*	7279*
TIDD, Wendy	FSO 218	7094*

#### Additions

CLARK, Patricia	LOD	7474
CRAMER, Robert L	FSO 142	7032*
GUMMO, Mary	FSO	7067*
HICKEY, Patricia	GBO	7245*
HINES, Mark	CAS	7611*
NICHOLLS, Mick	BSO	7447*
NOEL HUME, Audrey (Rtd)	WFH	7200*
RUSSELL, Scott	LOD	7471
SHEFFLER, Valerie	FSO	7072*
WOTHERSPOON, Nan	M/H	7732*

#### Changes/corrections(as shown by underline)

<u>BEITZELL</u> , Chris	FSO 137	7022*
BRAGDON-BROWN, Kathleen	BSO	<u>7441</u> *
CLAYTON, Jane	<u>LOD</u>	<u>2772</u> *
COLEMAN, Ellen	FSO 122	<u>7319</u> *
DIGGS, Iris	FSO <u>140</u>	<u>7031</u> *
EXTON, Ruth	<u>CAS</u>	<u>7617</u> *
FLYTHE, Naomi	<u>LOD</u>	<u>2330</u>
KOTAKIS, Angela	RAM <u>7078</u> *	<u>7279</u> *
MARQUARDT, Martha	FLO	<u>2064</u> *
MAXEY, Gene	WHS	<u>7663</u> *
PEAKE, Mary	RAM <u>7078</u> *	<u>7279</u> *
STEPHENS, Claire	<u>CAS</u>	<u>7611</u> *
TAYLOR, Susan	RAM <u>7078</u> *	<u>7279</u> *
WANNER, Joyce	FSO <u>137</u>	7023*

#### Yellow pages

Employee & Labor Relations Dept	FSO <u>133</u>	<u>7046</u> *
Leave of Absence	FSO 137	7023*
Multi-job Changes	FSO 137	<u>7018</u> *

## Be a good friend...learn CPR and first aid!

It's been said that "a faithful friend is the medicine of life". Good friends watch out for each other's safety and know what to do in case of an emergency. Learning first aid techniques and CPR is one of the most unselfish acts of friendship. Applying this knowledge is another.

Being a good friend is a part of your overall health and safety with its own special awards.

Reward yourself today by calling Linda Harper, manager, Safety Programs, to sign up for first aid or CPR class. Her extension is 7373.

## Attention all Christopher Newport College students!!

Getting tired of the Newport News commute? Colonial Williamsburg and CNC are sponsoring a history class to be taught at the Personnel Training Building on Thursday nights during the fall semester. This three-credit hour class, entitled "Colonial North America", will be taught by Dr. Timothy Morgan.

This course works just like any other college course. If it relates to your job here at CW, you may be eligible for educational assistance (remember, educational assistance covers tuition only). If not, the course is \$76 per credit hour, totalling \$226 not including books.

The class will start on Thursday, August 31 and will be held on subsequent Thursday evenings for 15 weeks, 7 p.m to 9 p.m. You can take the course for college credit or audit the course. Auditors are still responsible for the \$226 cost of the course.

The course will survey from the 16th century to 1760 the history of relations among native Americans from French Canada through the Spanish southeast and southwest. Although the focus will be on Anglo-American intrusion into eastern North America, non-English intrusions and cultural interactions among native Americans and the French, Spanish, and Dutch intruders will also be included. The forced migration through the slave track of Africans to English mainland America will be treated in detail.

## Enjoy dining and dancing at the Cascades!

Every Friday and Saturday evening enjoy dining and dancing to the Larry Mann trio at the Cascades Restaurant. They play between 6 and 10 p.m.

Reservations are recommended. Call Dining Reservations, ext. 5000.

## Be a United Way Burgess!

If you or you and your spouse contribute \$250 to the United Way, you will be eligible to become a United Way Burgess and qualify for the Burgess club.

We need your help in identifying those of you who are eligible but the computer isn't telling us about. Unfortunately, the computer doesn't know who is married to whom. In cases where both husband and wife work for Colonial Williamsburg and both contribute to individually to United Way, your contributions when added together may total over \$250. If this is the case, call Dianne Hardie immediately, ext. 7192. You are



eligible to be a member of the Burgess Club and the United Way would like to thank you for your combined gift and welcome you to the Club.

## New Employee Orientation is on the move...

...to the Personnel Training Building. We've "lost our lease" with the Governor's Inn and will be moving on September 1. Help us spread the word, particularly to our new employees.

The Personnel Training Building is easy to find and is located behind the Group Arrivals Building. Follow the green signs to the Visitor Center and then follow the signs to Group Arrivals.

## Exercise caution when leaving work at night

When Jane Vobe ran the King's Arms Tavern in the 18th century, she didn't have to worry about walking to her car alone when the tavern closed late at night.

Today's employees need to take precautions when leaving work at night. Before you make the long trek to the employee parking lots, please think about the follow safety suggestions:

- ✓When possible, walk in groups of at least two people. This will discourage intruders.
- ✓Always lock your car before you leave the parking lot--even if you will be returning before dark.
- ✓Have your keys ready before you reach the parking lot. Make sure your hands are not full so you can get in your car quickly.
- ✓Always check the back seat of your car before opening the door. If you think someone is in your car, turn around immediately and return to your work-place or call for help
- ✓Be alert, especially when walking past fences or shrubbery.
- ✓If you notice any overgrown shrubbery, please notify the Landscaping Department, ext. 7094 so it can be trimmed to ensure employees' safety.
- ✓If you know you will be walking at night, bring a small flashlight to work with you.
- ✓If you notice anything or anyone suspicious, please inform CW security immediately.
- ✓Security can be reached 24 hours-a-day by calling ext. 2600.

CW security installed two television cameras: one in the employee parking lot in Block 44, and the other on Newport Avenue. The cameras operate around the clock and will be monitored by security.

Please follow the above suggestions when walking alone at night, whether or not you are working. You never know when an added precaution will be the one that makes a difference.

## Where to go if you're injured while on the job

When a work-related injury requires immediate medical care, the first concern is to assure prompt and appropriate treatment and then notify your supervisor. For serious injuries, the rescue squad should be called to transport the employee to the hospital.

To be covered for payment, care must be sought from a doctor on the Panel of Physicians (except in the case of an emergency). Any exceptions require prior approval from the worker's compensation insurance carrier. If you elect any other physician for treatment, including your own doctor, you must pay for this expense. Please note that medical expenses for work-related injury or illness are not covered by our group medical insurance plans.

The following are authorized to provide emergency medical care for work-related injuries:

Dr. B.I. Bell, Jr.	229-1721
Williamsburg Family Practice	220-2795
Dr. John A. Lanzalotti	253-2729
Williamsburg Community Hospital Emergency Room	253-6005
Williamsburg Urgent Care	220-8300

If specialized care is needed, a physician in the appropriate field from the following lists should be called:

### Orthopedist (bones/skeletal system)

Dr. John Grasinger	253-1047
Hampton Roads Orthopaedic Association	873-1554
Dr. Andrea Crawford	693-4645
Dr. Nelson Hall, Jr.	229-1415
Peninsula Orthopaedic Association	599-3821
Dr. Charles Wilhelm	253-0603
Tidewater Orthopaedic Association	826-3866

### Plastic and Hand surgery

Dr. David Teasley	253-8875
Dr. Glen Shepard	595-7674
Hampton Roads Plastic Surgery Association	930-3100

### Ophthalmology (eyes)

Dr. Richard Bunting	229-2611
Dr. Arthur Ebert	229-2212
Dr. Ellis Maxey	595-5553

### Oral and Maxillofacial surgery (mouth and jaws)

Dr. Gerald Branham	229-6692
Dr. Jay Lipman	838-8200

### Dentistry (teeth)

Dr. Thomas Morris	253-0598
Dr. Leon Reed	220-0330

### Neurosurgeons (nervous system)

Dr. Richard McAdam	877-8200
Dr. Robert Rashti	625-4455



Dr. William Peach, Jr/

Dr. Italo Rinaldi

595-7608

For more information, call Jeri Yeatts, ext. 7025

## Applications are available for the 1989 Employees' Hobby and Craft Show

Do you have a hobby or craft? How about a collection? Take part in the Hobby and Craft Show sponsored by the Hospitality and Courtesy Committee. This year's show will be held in Commonwealth Hall on Saturday, November 18 and Sunday, November 19.

If you sell your craft, now is the time to begin to stock up for this show! There are no registration fees to participate in the show--it's free to employees and their dependents.

Check your department's bulletin board for applications. Do you need more information? Call Donna Whalen, ext. 7118 or ask your hospitality and courtesy committee representative.

## It's hurricane season again!

Hurricane season is upon us once again. Make sure your family is ready by taking a few minutes to prepare.

Check the batteries in radios and flashlights and replace weak ones.

Stock up on groceries, especially canned food. Keep a hand-operated can opener handy.

At home, check exterior shutters to make sure the closers operate properly or the shutter is firmly attached. If you live in CW housing, call Property Management (ext. 7352 or ext. 7353) if they need repair.

Although it is hard to believe that any dead limbs could be left on trees after all the storms we have had already this year, remove them before they become hazardous. If you live in CW housing, report them to Property Management.

Move garbage cans, lawn furniture, toys--anything loose--indoors until the storm is over.

Tune in to the following radio stations for the latest updates:

WQSF	AM 740
WSFG	FM 96.5
WHRO	FM 89.5

## Moving up, moving in...

In Products, Ann Smith has been promoted to assistant sales manager, Visitor Center Bookstore and Wallace Gallery Shop.

In Finance, Proof Section, Marylou Maimone has been promoted to assistant supervisor.

## Walk the Carter's Grove Country Road 8-Miler for United Way

This year walkers are included in the Annual Carter's Grove Country Road 8-Miler Run scheduled for Saturday, September 16. If you can walk 8 miles in three (3) hours or less join us for an interesting morning. The Country Road is closed to the public all morning until noon so for safety reasons walkers and runners are encouraged to be finished before then.

The Carter's Grove Country Road race is held to raise money for United Way. It is sponsored by Colonial Williamsburg, the Williamsburg Community Hospital, and the Merchants Square Association.

Registration is limited to the first 500 runners/walkers. There is an early registration fee of \$8 up to September 14 or a late registration fee of \$10 after September 14 up to 8 a.m. on September 16. A signed waiver form is required. Participants will receive a T-Shirt and several prizes/incentive awards will be presented.

If you have any questions or would like to register, please call Sue Houser at ext. 7029 or Jeff MacGuinness at home, 565-0313 or work, 253-6082.

The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. on the first and third Thursdays of each month. Our next deadline is September 7. Call Heidi Moore, ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO