

An update from the President on Bruton Heights

Dear Fellow Employees:

Last summer in a special edition of the *CW News EXTRA* I explained why it was important that Colonial Williamsburg acquire the Bruton Heights School site when it was no longer needed as a public school. Although there has been no action taken by local officials regarding this issue in the community in recent weeks, I want to assure you I am more convinced than ever the site and the school building can play a central role in Colonial Williamsburg's future.

The next step is for the Williamsburg-James City County School Board to determine the future of the school and the site. The school is no longer in use. Presuming the school board will declare the property as excess, the next step will be for the City and the County to dispose of the property. We will be prepared to make an offer for the site at that time.

We continue to believe it is in the best interest of the City and the County to sell the Bruton Heights property for cash rather than redevelop it for public use as some have suggested. However, we are sympathetic to the needs of human service agencies for office space and other facilities.

Colonial Williamsburg and its employees have been and will continue to be strong supporters of the various United Way agencies. Also, our employees have served as volunteers for and have used the services of private and public agencies. Accordingly, we welcome an opportunity to work with others to assess the needs of all agencies and to help find solutions.

We have been reluctant to undertake detailed planning for the new Bruton Heights School Educational Center until we can be sure the site will be available. We are still committed to a process which will involve members of the community.

I regret that we are not in a position to report more progress. The next move is up to others. We are delighted with the warm reception the community has given our plans for the Bruton Heights site and we are eager to proceed as soon as the School Board, the City Council and the Board of Supervisors act. In the meantime, please be assured of our resolve to obtain the property.

Sincerely,
Charles R. Longworth

All employees are required to attend Open Enrollment meetings

Because of important changes in you group health and life insurance programs for 1990, all Colonial Williamsburg employees are required to attend one of the following meetings. Each meeting will last one and one-half hours. Questions? Ask your supervisor. Mark your calendar now!

Employee Benefit Meetings

Date	Place	Time
Nov. 8	Lodge Auditorium	2:30, 4:30 and 7 p.m.
Nov. 13	Cascades	8:30 and 10:30 a.m.; 1:30 and 3:30 p.m.
	PTB-Room B	7 p.m.
Nov. 14	Cascades	8:30 and 10:30 a.m.; 1:30 and 3:30 p.m.
Nov. 15	Lodge Auditorium	1:30, 3:30 and 7 p.m.
Nov. 16	Lodge Auditorium	1:30, 3:30 and 7 p.m.
Nov. 20	Lodge Auditorium	8:30 a.m.
Nov. 29	PTB-Room B	8:30 and 10:30 a.m.; 1:30, 3:30 and 7 p.m.

Join the movement... at the Tazewell Club Fitness Center!

A lot of movement takes place at the Tazewell Club Fitness Center! Why not join us? There are a limited number of employee memberships available. Inquire today. Amenities include an indoor pool, steam, sauna, whirlpools, Kaiser/Nautilus and cardio-vascular equipment. Call ext. 7479 or 7468 today for membership information.

Please, help keep the lines open during emergencies!

Danny McDaniel, director of Security and Safety, reminds all employees that ext. 2600--the number for Security--is intended to be used **only in cases of emergency** during severe weather conditions or other emergency situations.

"Our phone lines were swamped during the flooding in August and preparations for Hurricane

Hugo," Danny says. "Many of the calls were from people wanting to know about road conditions, looking for rides for our visitors, or other non-emergency business.

"While this is important information, during an emergency situation, it ties up our phone lines and could lengthen the amount of time it takes for us to respond to a life-threatening situation or some other emergency. Please, if you have questions about the weather, road conditions or other non-emergency information, check with your supervisor."

Shields Tavern reservations are available

Contrary to popular belief, seats in our colonial taverns are not available by reservation only. At Shields Tavern, for example, a number of seats are reserved by the tavern for walk-ins, those persons without reservations. You may make reservations, if you wish, for the following times: 5:30, 6, 7:15, 7:45, 9 and 9:30 p.m. Just call 229-2141. Or, simply go to the tavern anytime between 5:30 and 9:30 p.m.

New treatment facility opened

Williamsburg Urgent Care, 5251 John Tyler Highway, provides care for accidents, medical emergencies and routine illnesses, with no appointment necessary. The facility is open Monday through Saturday from 9 a.m. to 8 p.m., and on Sunday from 1 p.m. to 8 p.m. Phone 220-8300.

Take the GED this Saturday, October 14

The GED (high school equivalency examination) will be given in Williamsburg/James City County on October 14 at Lafayette High School. You don't have to be a resident of Williamsburg or the county to take the test at this site.

If you live outside Williamsburg/James City County, register as soon as possible at your local school board office. They will take care of the rest of the arrangements. If you live in Williamsburg/James City County, all you have to do is go to the school board office.

Because the school board has a limited number of GED examinations available, register TODAY to reserve your slot! If this is your first time taking the exam, you must take all five tests. If not, you may take only those tests on which you need to improve. The cost is \$4 per test and is payable by money order only. You must also produce some proof of identification such as a driver's license. You'll receive your test results in four to six weeks.

Questions? Concerns? Call the Adult Skills Program at 253-4644 or Kelli Mansel Arbuckle, ext. 7116.

It's time to return those costumes used for Recreation!

If you borrowed costumes from the Costume Design Center (formerly the Costume department) to take part in the Colonial Games (Lawn Bowling and Colonial Cricket) this year (and during any previous seasons) please return them by Friday, October 27. The Costume Center needs to finish their inventory and we need to make sure we have costumes for next year! Thank you.

You have just a few more days to clean out your closet...

...and to get your application in for the Fall Employee Yard Sale on Saturday, October 21! We do all the advertising and provide a port-a-potty. You bring your treasures to sell and friends to sell them to! Call Donna Whalen, ext. 7118, for more information and an application if you need one. Applications are due Monday, October 16.

Christmas is only 74 days away!

But it's only October! Do you have a great hobby or craft that you would like to share with others? Need money for Christmas? Participate in the annual Employee Hobby and Craft Show and Sale, sponsored by the Hospitality and Courtesy Committee, on Saturday and Sunday, November 18 and 19 in Commonwealth Hall.

Employees and their families and retirees are eligible to take part in the show. Each year we award prizes in several categories including baked goods, sewing and woodcraft, just to name a few. The "Best in Show" winner will receive \$100!

This year, the committee will handle the judging a bit differently. The exhibition floor will be cleared for judging between 9 and 10 the morning of November 18. Those participants requesting it will have their work judged during that time, free from the hustle and bustle of the opening hour of the show and sale.

Applications for the show and sale are on your departmental bulletin board. Or, call Donna Whalen, ext. 7118, or Brenda Barrett, ext. 7349, and they'll send you one. Need more information? Call Joe Poole, ext. 7634, or Heidi Moore, ext. 7121.

Learn the art of dried flower arranging with Libbey Oliver

A special one-day workshop, presented by Libbey Oliver and the staff of the flower section, will be held

October 24 at Commonwealth Hall. The workshop will demonstrate how to make flower arrangements using dried materials. Cost of the workshop is \$32 and includes lunch, lecture, instruction and materials.

Other workshops are planned for these dates:
November 7, Christmas table decorations;
November 14 and 15, 18th-century style Christmas wreaths.

If you'd like more information, call Eugenia Corrigan, registrar, at ext. 7209.

Special events highlight Fall at the Craft Houses

Craft House special events offer something for everyone this fall. Experience 18th-century amusements and get some 20th-century ideas! In October, enjoy:

The Pleasures of Tea, October 14: The pleasures of afternoon tea were enjoyed by many 18th-century Virginians. Learn more about the tea ceremony as Kathryn Marshall Arnold demonstrates proper etiquette for this customary ritual.

Craft House Inn
1 p.m. to 2 p.m.

Needlework: Plain and Fancy, also October 14: Making clothing and accessories were common daily activities for women in the 18th century. The Making, Irish and Queen stitches will be demonstrated by Phyllis Putnam and two needle work students.

Craft House Merchants Square
2 p.m. to 4 p.m.

Three Centuries of Tea, October 20: A survey of tea customs through the ages, including a Colonial tea; a tea party of the Regency period; Victorians at high tea; and, tea as it is served at the Williamsburg Inn today.

Williamsburg Inn, East Lounge
3 p.m. to 4 p.m.

Dressing Your Home for Fall, October 21: Floral expert Martha Marquardt will show how she transforms fresh and dried flowers into a variety of seasonal arrangements for every room in the house.

Craft House Merchants Square
11 a.m. to 1 p.m.

Teaching the "Genteel Manner," also October 21: An historical interpreter portrays Mrs. Randolph of the 18th century, as she instructs young ladies in the importance of the social graces to "enhance their chances of contracting a good marriage."

Craft House Inn
2 p.m. to 3 p.m.

Join the Colonial Walkers at York River State Park this Saturday

For a "first hand educational experience in a natural setting" come with us on a walk at the York River State Park this Saturday, October 14, at 11 a.m. There are

picnic facilities, water activities (canoeing, freshwater and saltwater fishing and crabbing), trails for hiking and biking, and a fitness trail with 20 stations.

As a group you will choose which of the 12 trails to walk. Each is an experience. A map with a copy of the trails should be on your bulletin board. Bring some food and enjoy a peaceful picnic. Water will be provided. Pets and friends are welcome.

If you care to car pool, we will leave from in front of the Franklin Street Office Building at 10:30 a.m. Join us, and walk for the fun of it! If you have any questions, please call Sue Houser at ext. 7029.

Join us on the Potomac Mills Shopping Express!

Did you know Christmas is less than 11 weeks away? Have you finished your shopping? Or, like me, have you even started? A day trip to the Potomac Mills shopping mall, in northern Virginia near Washington, is planned for Saturday, October 28. We'll leave at 7:30 a.m. and return home around 8 p.m.

There are plenty of outlet stores, specialty stores, restaurants and, for non-shoppers, a theatre. What more could you ask for? The price? Round trip fare costs just \$15 per person! Bring a friend and wear comfortable shoes!

A deposit of \$7 per person is required to reserve your seat(s) by Thursday, October 19. Please send your name, department, work phone number, and a check (made payable to Colonial Williamsburg) to Sue Houser (Employee Services, Room 102 in the Franklin Street Office Building).

If you have any questions, feel free to call Virginia Cooke at ext. 7068 or Sue at ext. 7029. Jingle Bells!

How healthy are you? Find out at the traveling "Mini Health Fair!"

What is your cholesterol level? Do you have diabetes? What is your blood pressure level--low, high, or just right? Are you at your proper weight for your height? Do you have strong lungs? Take part in the traveling "Mini-Health Fair" and you will find out the answers to these questions and more--FREE!

The traveling "Mini-Health Fair" is scheduled for the following 12 sites:

Date	Site	Times
Oct. 23	Visitor Center - Emp. Lounge	1 - 5 p.m.
Oct. 24	Inn - Employee Lounge	8:30 a.m. to 6:30 p.m.
Oct. 26	Goodwin Bldg. - Room 215	Noon - 4 p.m.
Oct. 31	Charlton Kitchen (next to King's Arms behind Charlton House)	8:30 a.m. - 4 p.m.
Nov. 1	Commonwealth Hall	10 a.m. - 4 p.m.
Nov. 2	Lodge- Rooms E-F	11 a.m. - 7 p.m.
Nov. 3	Main Warehouse/F&PM	1 p.m. - 4 p.m.

Nov. 6	Roscoe Cole Stable (behind Roscoe Cole House on Market Square Green)	8:30 a.m.- 3 p.m.
Nov. 7	Franklin St. Office Bldg. Room 147	8:30 a.m. to 4:30 p.m.
Nov. 9	Franklin St. Office Bldg. Room 147	8:30 a.m. to 4:30 p.m.
Nov. 13	Boundary St. Office Bldg. Room 214	Noon - 4:30 p.m.
Nov. 14	Laundry Complex - Mr. Clark's Office	8 a.m. - 3 p.m.
Nov. 15	Distribution Center- Conference Room	1 p.m. - 4 p.m.

Check out the traveling "Mini-Health Fair" when it comes to your work area! It's FREE! There are no rides or cotton candy, but plenty for you to do and see. Talk with your supervisor or, if you're off, come in! How healthy are you? If you have any questions or concerns, call Sue Houser at ext. 7029.

Come laugh with us and reduce your stress!

Hasn't this been a long summer? Are you ready for a busy Thanksgiving, Grand Illumination, Christmas, and New Year's Day? Are you feeling a little pressure, a little stress? Don't feel alone!

Join your co-workers in the FREE Stress Reduction Seminars scheduled for Thursday, November 16 in the Lodge Auditorium. The times for these seminars are: 8 a.m. to 9:30 a.m.; 11 a.m. to 12:30 p.m.; and 5:15 p.m. to 6:45 p.m.

Mr. Douglas W. Jones, Jr., CEAP, believes most stress reduction workshops are hazardous to your health. His approach is a practical, logical, natural one. Laughter is a natural stress reducer!

Bring your stress with you and leave it! The more people who attend (spouses are welcome), the better the sessions will be for everyone. If you have any questions, please call Sue Houser at ext. 7029.

Volunteer Income Tax Assistance (VITA) Program Volunteers Needed

Do you enjoy challenges? Are you good at reading and following instructions? Are you logical and good with numbers? Do you enjoy helping others? Colonial Williamsburg sponsors a tax preparation program for employees but it depends on fellow employees to run it. The Volunteer Income Tax Assistance (VITA) Program needs you!

The skills you learn working in this program will help you on the job and in your personal life. You will form friendships and make contacts all around CW. Also, the knowledge you gain from the Federal and State tax training will help you with your own taxes.

Volunteers who can work during the day and/or the evening (beginning in February, 1990) are needed. Tax season isn't that far away! If you're interested in

volunteering in the VITA program, call Sue Houser at ext. 7029. You are needed!

Exercise Incentive Rebate Cards are available now!

If you exercise in a structured, paid, formal program (i.e., aerobics, jazzercise, ballet, etc.) you may be eligible for the Exercise Incentive Rebate. For each month in which eight hours of qualified exercise are documented, you can receive a \$5 rebate. That's \$60 a year!

Cards can be picked up in Room 102 of the Franklin Street Office Building between 9 a.m. and 5 p.m. Or, call Sue Houser at ext. 7029 and the card will be mailed to you.

Exercise Incentive Rebate cards are processed quarterly. Third quarter cards were due Wednesday, October 11. If you haven't picked up your fourth quarter cards, call Sue and she'll mail one to you.

Foundation Library fall film series continues!

Films will be shown in the Library at 2:30 p.m. in Meeting Room A on Wednesdays through October. Use the south door, next to the parking lot facing North Boundary Street. Here is their fall line-up:

The Long Chain, October 18, in the "Connections" series, illustrates the development of color chemistry, fertilizers and military ships as a result of a search for coal tar to waterproof the hulls of sailing ships.

Scotland and the North, October 25, in the "Great Houses of Britain" series, features Traquair Castle, the oldest inhabited castle in Scotland; Alnwick Castle, home of the Duke of Northumberland; and Beningbrough Hall in York. For more information, call Susan Berg, ext. 7419.

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 October 19. Call Heidi Moore, ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.