



Colonial Williamsburg News

INFORMATION ABOUT COLONIAL WILLIAMSBURG PEOPLE AND PROGRAMS
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Message from the President

2017 Employee Incentive program begins with strong February results

Dear Colleagues:

We are all ambassadors for Colonial Williamsburg, as you know and demonstrate in your work each day. Your focus on guest satisfaction last year had a positive impact on their experiences—in the Historic Area, at our Art Museums, in our stores and in the hotels, restaurants, spa and golf courses. Your efforts to alert our guests to our admission ticket and dining options, evening and special programs, museum exhibitions and other offerings made a significant difference. Increases in net revenue triggered the employee incentive bonus in seven out of the 11 months it was offered in 2016. (The incentive program was not active in January due to the “pause” in Foundation programming.)

The incentive program reflects some small changes this year, beginning with our calculations for February. As before, each month that overall net revenue, including hospitality operations, is higher than the target, eligible employees—those who are compensated at or below \$20 per hour (or \$42,000 annually)—will receive a bonus of \$50 in the second paycheck after the end of the month. This year, however, we are amending the criteria for eligibility. In 2016, any employee who worked as little as one hour per month received the bonus. In 2017, eligible employees must work at least

40 hours in the month for which the bonus is earned. This seems fairer—rewarding those employees who have most contributed to a better guest experience and improved our financial performance.

There is one additional change: because the Williamsburg Inn is closed for renovations through mid-April, we will exclude it from the net revenue calculations for 2017 until it is fully operational in May. This, too, seems fairer.

As promised last year, I discussed this issue with the Compass Team, and they recommended this formula. I agreed with their recommendation, and we began implementing it immediately.

And so I am very pleased to let you know that for February, operating revenues were up and expenses were down, resulting in net revenue that was \$500,000 better than the prior year.

Thank you for your dedication and hard work. I'm looking forward to another successful year!

Yours,

Mitchell

Mitchell B. Reiss
President & CEO
Colonial Williamsburg

Employee Incentive program FAQs

Please review the updated Frequently Asked Questions below for additional information. Employees should contact their manager or Human Resources manager with any questions.

Program design

Q: What is the 2017 program?

A: Beginning with February 2017, each month that the Foundation's net revenue, including hospitality operations, exceeds 2016 net revenue, eligible employees will receive a payout of \$50.

Q: What do you mean by “net revenue”?

A: For purposes of the incentive program, net revenue is defined as all earned revenue, minus selected controllable expenses.

Q: What is adjusted operating revenue?

A: Adjusted operating revenue starts with total operating revenues and deducts all gift and endowment support. Additionally in 2017, because the Williamsburg Inn is closed for renovations through mid-April, Inn revenue will be excluded until it is fully operational in May.

Q: Okay, so what do you mean by “selected controllable expenses”?

A: These expenses include only direct payroll, supplies, cost of goods sold, travel and business meals, outside contracts, contract services, and building and landscape maintenance. Additionally, all development expenses are excluded from controllable expenses. Inn expenses will be excluded for the months of February through April.

Q: What about charitable gifts and grants?

A: They are excluded from our net revenue

calculations, because the month they show up may vary so wildly from one year to another.

Q: How much do we have to exceed last year's net revenue figures?

A: By as little as \$1 – but hopefully much more.

Q: How will we know what the revenue/expense goal is for each month?

A: The monthly revenue/expense figures from 2016 will be shared via CW News, bulletin board posters and e-mail.

Eligibility

Q: Who is eligible?

A: Employees who are compensated at or below \$20 per hour (\$42,000 annually) and who work for at least 40 hours during the month for which the bonus is earned.

Q: Why are office/support staff eligible? They don't impact revenue.

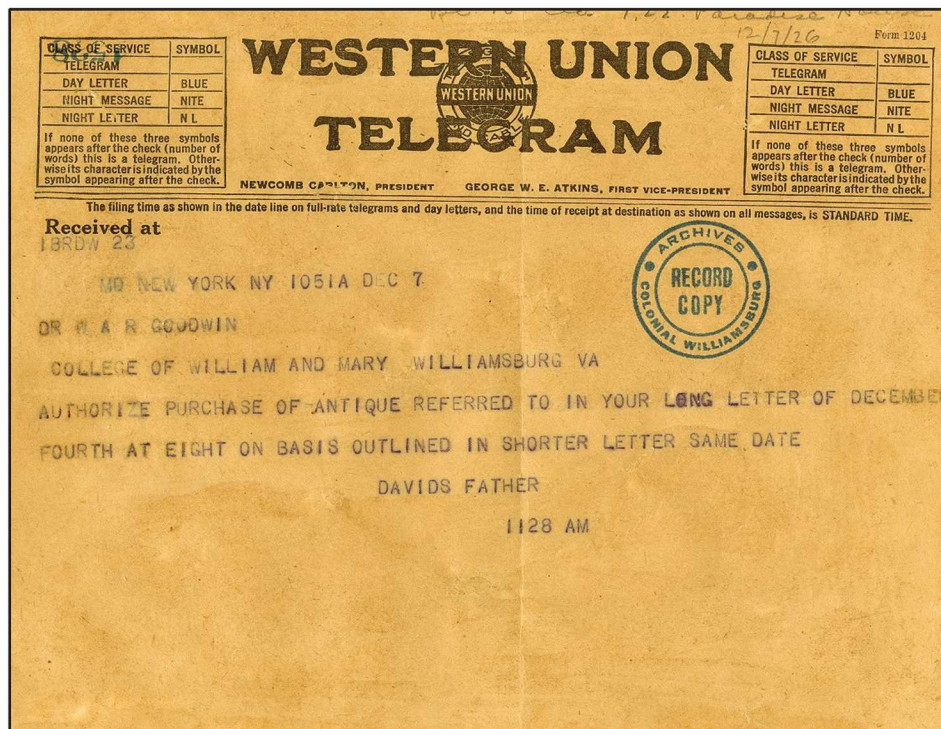
A: All employees can impact revenue either directly or indirectly; all employees also can impact cost savings. Front-line employees obviously impact revenue through the kind of guest experience they provide. Other employees can effect revenue through the support they provide other staff.

Plan Pay-out

Q: When would we see an incentive payment?

A: After month-end, Finance will determine if the incentive is triggered based on 2017 net revenue results compared

See EE Incentive program, page 2



As a boy, the youngest child of founding benefactor John D. Rockefeller Jr., David Rockefeller was central to Colonial Williamsburg's establishment. To commit his backing discreetly, the elder Rockefeller signed a 1926 telegram to Goodwin simply as “David's Father.”

David Rockefeller, the youngest child of CW benefactor, passes

By Bill Sullivan
Senior Writer

Colonial Williamsburg mourns the passing of philanthropist, businessman and lifelong Foundation supporter David Rockefeller.

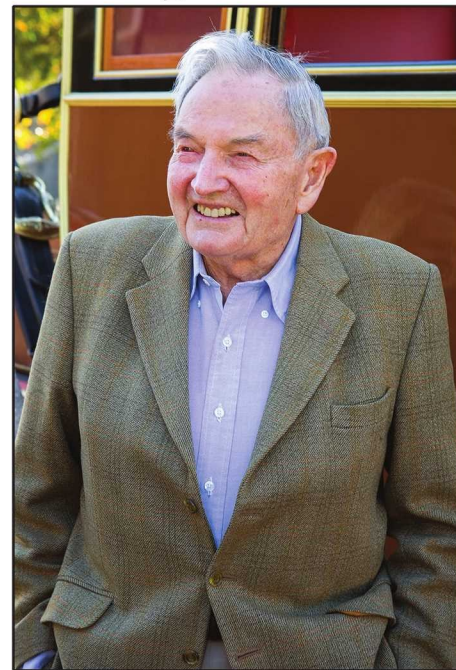
The youngest and last surviving child of founding benefactor John D. Rockefeller Jr., as a boy David Rockefeller was central to Colonial Williamsburg's establishment after he and his father met the man who conceived the city's restoration, Rev. W.A.R. Goodwin. To commit his backing discreetly, the elder Rockefeller signed a 1926 telegram to Goodwin simply as “David's Father.”

“Throughout his life, Mr. Rockefeller remained a devoted steward of Colonial Williamsburg and its critical mission,” said Henry C. Wolf, chairman of the Colonial Williamsburg Foundation board. “He was also a dear friend and a regular guest. The entire Colonial Williamsburg community remembers him with fondness and gratitude, and we extend our heartfelt sympathy to his family and friends.”

David Rockefeller's commitment is reflected in the major endowments he established at Colonial Williamsburg for innovation in Historic Area interpretation, including African-American programs. He created a significant presidential discretionary fund, supported the expansion of the Abby Aldrich Rockefeller Folk Art Museum – established from his mother's collection – made gifts of art to the museum and, with his late wife Peggy, donated to the stable complex.

“David was deeply interested in American history in all of its dimensions. He was also one of the outstanding philanthropists of the last century, making institution-changing commitments to leading organizations in science, art, higher education and international relations among other fields,” said **Colin G. Campbell**, chairman emeritus of Colonial Williamsburg. “Nancy and I treasured our friendship of more than three decades with this warm and wonderful man.”

David Rockefeller visited Williamsburg quite often in recent years including to speak at the dedication of the Bruton Heights complex, at the annual Antiques



Colonial Williamsburg photo

David Rockefeller's commitment is reflected in the major endowments he established at Colonial Williamsburg for innovation in Historic Area interpretation, including African-American programs. He supported the expansion of the Abby Aldrich Rockefeller Folk Art Museum – established from his mother's collection – made gifts of art to the museum and, with his late wife Peggy, donated to the stable complex.

Forum, where he gave a well-received talk on his lifelong passion for collecting, and at a book signing at the time of the publication of his autobiography. His last visit was in June of 2016, just a week after his 101st birthday. On that occasion he visited with friends, took two carriage rides, and visited the Historic Area and the Art Museums.

“Like his father and so many other members of their family, Mr. Rockefeller's devotion to Colonial Williamsburg established a legacy reflected in everything we do,” said Colonial Williamsburg President and CEO **Mitchell B. Reiss**. “We mourn him with heavy hearts, but his memory sustains our commitment to sharing our nation's enduring story.”



CW welcomes actor, scholar Chaz Mena who brings to life the Spanish soldier, royal governor who helped turn the tide of the Revolution

By Joe Straw
Senior Public Relations Manager

Colonial Williamsburg welcomes actor and scholar Chaz Mena as its newest Revolutionary in Residence in a partnership to include new program development and a REV Talk featuring his one-man show “Yo Solo: On the Stage of the American Revolution.”

Mena’s recent on-screen credits include recurring roles on the Netflix series “Bloodline,” USA Network’s “Graceland” and “Burn Notice,” the feature film “Pain & Gain” starring Mark Wahlberg, and appearances on dozens of TV series and independent films (*see www.chazmena.com for more film and stage credits*).

As a scholar and performer with the Florida Humanities Council, Mena developed a series of one-man performances depicting key figures in the state’s history: St. Augustine founder Pedro Menéndez de Avilés; Seminole leader Osceola; revolutionary writer José Martí; and military strategist Bernardo de Gálvez.

Launched this year, Colonial Williamsburg’s Revolutionaries in Residence program hosts provocative thinkers who engage audiences with fresh perspectives that embody the spirit and relevance of the Revolutionary era.

“Colonial Williamsburg Revolutionaries in Residence capture the creative and schol-

arly spirit that gave way to our nation—each is a storyteller who stokes our enthusiasm about our nation’s founding era and values,” said **Jim Thomas**, Colonial Williamsburg’s vice president of development. “Already a successful actor, Chaz Mena set out to tell stories of our nation’s founding that have often been overlooked, and we are thrilled to have him join us in the Revolutionary City to share them with our audiences.”

Though less well-known than the Prussian Baron von Steuben or the French Marquis de Lafayette, Gálvez factored heavily, especially in the war’s final months, in favor of the young United States. As Spanish governor of Louisiana, Gálvez facilitated delivery of arms and other supplies to the young states via the Gulf of Mexico and the Mississippi River. On learning of British plans to attack New Orleans, the veteran officer staged an offensive that culminated in the defeat of British forces at the Battle of Pensacola on May 9, 1781, wresting Florida and the Gulf coast from British control.

Gálvez later served as viceroy of New Spain and died in 1786 at age 40. U.S. towns including Galveston, Texas, were named in his honor, and he is one of only eight people to be granted honorary U.S. citizenship by Congress. Others include Lafayette, Sir Winston Churchill and Mother Teresa.



Photo by Jimmy Hayward

Chaz Mena is the newest Revolutionary in Residence at Colonial Williamsburg. Mena will star in his one-man show “Yo Solo: On the Stage of the American Revolution.” He portrays Bernardo de Gálvez, who as Spanish governor of Louisiana, facilitated delivery of arms and other supplies to the young states via the Gulf of Mexico and the Mississippi River.

“Colonial Williamsburg does me a great honor by recognizing my work, but more importantly it is honoring the efforts of all people at our independency — from what was even at its birth a multicultural America,” Mena said. “As a research hub for Revolutionary-era studies, Colonial Williamsburg is unmatched. It has assigned for itself the tallest order: to inspire people everywhere with America’s continuing story.”

Other elements of Mena’s residency, scheduled to run from mid-April through early May, include research and writing, staff training and development of Spanish-language tours, and guest interaction.

The Revolutionaries in Residence program is generously sponsored by The Grainger Foundation of Lake Forest, Illinois.

Mena’s REV Talk begins at 7:30 p.m. April 28 at the Kimball Theatre in Colonial Williamsburg’s Merchants Square, and Mena will field audience questions following his performance of “Yo Solo...” Tickets are \$5 and are available at Colonial Williamsburg ticketing locations including the Kimball Theatre box office, online at www.colonialwilliamsburg.com, or by calling 1-855-296-6627. Additional information is available by following Colonial Williamsburg on Facebook and @colonialwmsburg on Twitter and Instagram.

Thomas Jefferson invites guests to garden party at Governor's Palace

Thomas Jefferson, the last governor to reside at the Governor’s Palace, opens the gates and invites residents of the colonial community—both gentry and tradespeople alike—to a fun-filled celebration 7–9 p.m., May 5 on the Palace grounds. The rain date is May 6.

Guests will wear 18th-century clothing and be fully immersed in the colonial landscape of traditional music, dancing, theatrics and games. Activities include:

- An evening walkthrough of the ground floor of the Governor’s Palace
- Participation in 18th-century dances and songs
- Interaction and photo opportunities
- A “one-night only” staged program of rollicking 18th-century entertainment

- A toast to May frivolity, led by Mr. Jefferson. A cup of punch and a tasting of scrumptious desserts are included with admission. Additional libations will be available for purchase on-site.
- Scavenger hunt, a series of six questions that will take guests throughout the Palace gardens in search of answers.
- The evening will conclude with 18th-century-style pyrotechnics.

Costumes can be rented on a first come, first served basis. The rental period has been extended for a 48-hour period. Ladies’ costumes and accessories can be purchased at the Mary Dickinson Shop, while men’s costumes and accessories can be purchased at the Greenhow or Prentis Stores. There is a 20

percent discount on costume purchases and costume accessories for men and women. Guests are encouraged to call **Denise Chiera** at (757) 220-7581 for costume rental or sale questions.

Cost for tickets is \$125 per person.

Frequently Asked Questions

- Are costumes required? Yes, all guests must have some form of 18th-century attire to attend. This could range from wearing a cocked hat to a full 18th-century costume.
- What counts as 18th-century attire? Guests are invited to come in any form of 18th-century attire as this party is open to gentry and tradespeople alike.
- Are costume rentals available? Yes, cos-

tume rentals are available, but please be aware that rentals are limited, and we cannot guarantee that every size will be available. For more information, call (757) 220-7581.

- Are costumes available for purchase? Yes, custom-tailored costumes are available for purchase but please be aware that supplies are limited. For more information, call (757) 220-7581.
- What is included with the ticket? In addition to 18th-century entertainments, guests will receive a punch drink as well as dessert.

Want to know more? Visit www.colonialwilliamsburg.com for more FAQs.

CW volunteer gives time to the Chesapeake Bay Foundation

By Chuck Reusing
Public Affairs Volunteer

For the past 15 years, Colonial Williamsburg volunteer Walter Zadan has served as a receptionist at the front desk in the Goodwin Building.

In addition to volunteering at Colonial Williamsburg, Walter also donates his time to the Chesapeake Bay Foundation. “For the past eight years I have been involved in the Foundation’s Oyster Shell Recycling Program,” he said.

The Chesapeake Bay Foundation has adopted recycling oyster shells as a means

to increase Virginia’s oyster population that has fallen from a harvest of 10 million bushels annually to 65,000 bushels a decade ago. Last year’s rebound to 650,000 shows improvement but a great distance from desirable levels.

Several times each week, Walter collects discarded oyster shells from various restaurants in the Williamsburg area, most of which are familiar to both local residents and visitors. The restaurants include Berret’s Seafood Restaurant and Taphouse Grill in Merchants Square, Fat Tuna Grill on Richmond Road, and Waypoint Seafood and

Grill in the Quarterpath Shopping Center.

Once Walter and other volunteers collect these oyster shells from the local restaurants, they are then taken to the Bay Foundation’s Oyster Restoration Center in Gloucester Point, on the banks of the York River.

The center maintains three 800-gallon tanks of water from the Chesapeake Bay. The oyster shells are dropped in the tanks. “Oyster larvae are also released into the water,” Walter said. “After a few days, these larvae attach onto the shells and become homes for new baby oysters, called spat.”

A fully grown oyster can be raised in one-and-one-half years, but it normally takes three years to raise a fully grown oyster in a

natural environment. Once the baby oysters attach themselves to the discarded oyster shells, they are later transplanted onto restored sanctuary reefs throughout Virginia where they will continue to grow.

The recycling of oyster shells has become very important ecologically, as oysters filter water and remove nutrients and sediments from the bay. One oyster alone can filter up to 50 gallons of water a day.

Recycled oyster shells are being used to rebuild oyster habitats, called reefs, in the Chesapeake Bay region. Oyster reefs provide habitat to hundreds of different bay species and stabilize shorelines and control erosion.

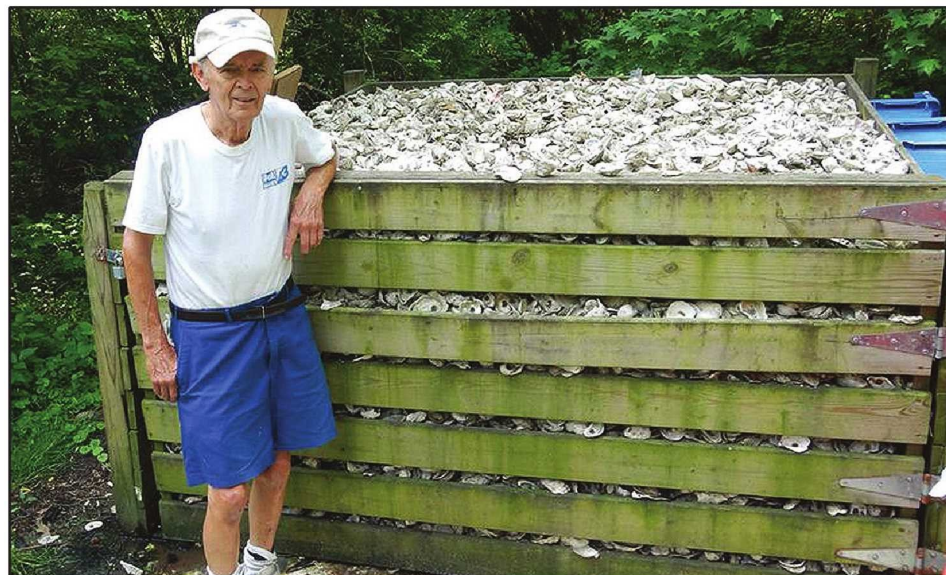


Photo submitted by Walter Zadan

Colonial Williamsburg volunteer Walter Zadan also donates his time to the Chesapeake Bay Foundation’s Oyster Shell Recycling Program.

EE Incentive program

Continued from page 1

to same month in 2016 (for example, March 2017 to March 2016, April 2017 to April 2016, etc.). If the incentive is triggered, it will be paid out. In 2017, we began to measure results in February, following the January “pause.”

Q: How will it be paid out?

A: The \$50 incentive payment will be paid out in the second paycheck after month-end. Example: March 2017 revenue exceeds March 2016 revenue. Eligible employees will receive the \$50 payout in their April 20, 2017 check (for CWF employees) or in their April 27, 2017 check (for CWC employees).

Q: Will it be taxed?

A: Yes, it will be taxed as required.

Q: How will we know if we have met the net revenue goal?

A: Monthly financial results will be shared as stated above. You will see “CW Incentive Bonus” on your pay stub for the deposit/check that contains the incentive. Results will be posted online and on bulletin boards.

Q: I’m a crossover employee. How will I receive the \$50?

A: You’ll receive the \$50 payout in your primary job’s deposit/check.

Want to know more? For more information on the 2017 Employee Incentive program, visit http://intranet/humanresources/EE_Incentive/incentive.htm.



Colonial Williamsburg photo
Part of the Renegade Tours includes guests taking selfies. Here tour guide *Chris Brown* takes a selfie from inside a cell at the Gaol.

New walking tours show Historic Area in a different light

For the first time, Colonial Williamsburg's group interpretation department will offer Renegade Tours, a one-hour walking tour that unmask the secrets of the Historic Area like guests have never seen it before.

Guests discover the bizarre, strange and wild things about the town's past. "The tour is focused on millennials, but we will get different types of guests," said **Susan Gilliam**, head supervisor of school and groups.

The Renegade Tour offers flexibility in the time period it spans. "This tour covers the 18th, 19th, 20th and 21st centuries," Gilliam said. "It's to help break down the idea that our museum is stuffy."

Eight tour leaders conduct the tours. They are **Sarah Andrews, Chris Brown, Spencer Chestnutt, Elizabeth Hay, Jamie Mesrobian, Benton Parker, Lara Schenke** and **Joe Wixted**. "Each interpreter is developing a tour that fits with their interests," Gilliam said.

Topic areas cover archaeology, food, crime and punishment, death and women's history. "Guests might be able to go into the cellar of the Governor's Palace," Gilliam said. "They may talk with a character interpreter. On occasion guests might be able to play a game or two. They might even be able to try on a costume."

Some tours talk about the more eccentric 18th-century residents of the town, such as Lucy Ludwell Paradise. She had a carriage

frame on the back porch of the Ludwell Paradise House. "Slaves rocked the frame back and forth," Wixted said. "Lucy would give her friends tours of London from her back porch in Williamsburg."

Wixted said the program encourages the use of technology. "Some tours ask guests to take selfies with their phones so they can picture themselves on a dollar bill," he said.

A total of 15 participants will be allowed on each tour. "It will help create guest interaction," Gilliam said.

Schenke said the small groups establish a congenial atmosphere. "Guests will be more likely to ask questions," she said.

Colonial Williamsburg's Renegade Tours were based on Hack Tours in New York City. Hack Tours work with the Metropolitan Museum of Art. "We took their model and tweaked it," Wixted said.

This tour may not be appropriate for young guests.

Guests can post their photos from the tours at hashtag #CWrenegades.

Want to know more? Renegade Tours will be held 10 a.m. and 3 p.m. Saturdays through June 10 at the Greenhow Lumber House. Admission tickets cost \$16. Guests with a Colonial Williamsburg admission pass receive a 10 percent discount on their tickets. Colonial Williamsburg hotel guests and Annual Pass members receive a 25 percent discount.

Milestone Memories

"Where's Shelia?" CW groups ask for sales representative by name

EMPLOYEE NAME: Shelia Phillips
POSITION: Sales representative for School, Youth and Adult Groups

WHAT I DO: I book school, youth and adult groups and meals when they plan trips to Colonial Williamsburg.

WHAT POSITIONS HAVE I HELD: I began working at Colonial Williamsburg in 1991 at the Call Center taking reservations over the phone. After a while, I wanted to try something different so I moved to my current position. I went from making reservations for one to two people to groups of 100 – 200.

BIGGEST ACCOMPLISHMENTS: Working for Colonial Williamsburg for more than 25 years. Especially since I thought this would be a stopgap for me when I started the job.

MEMORABLE EXPERIENCES: I like the people I work with. The teachers and travel agents come back and ask for me. That makes me feel good.

We have a regular customer, a teacher from New Orleans, who sends us a King Cake, which is sprinkled with purple, green and gold sugar and served during Mardi Gras. When the teachers come, they bring Mardi Gras beads and give them to staff.

There's a teacher who says, "Where's Shelia?" every time he enters the lobby of the Group Arrivals building when his school



Shelia Phillips

visits. That makes me feel "special" and encourages me to be even better at my interactions with group members and maybe be a part of that group deciding to book with us in the future.

INTERESTS/HOBBIES: I like to spend time with grandsons — Gamyr, 7, and Gamyl, six months.

ADVICE FOR NEW EMPLOYEES: Have patience and enjoy what you do.

FSO landscape gets an update

Colonial Williamsburg's landscape services will give a new look to the landscape in front of the Franklin Street Offices.

Jon Lak, manager of landscape, said the new plant design focuses on native plants. Serviceberry, a small native tree, Nuttall oaks, and hollies will be planted. "These trees are important for the sustainability of birds and other wildlife," he said.

Red knockout roses will be added for a pop of color.

The view from inside the Franklin Street Offices has changed over the years. Storm damage and disease resulted in the two large sycamores being removed, which had a negative impact on the remaining boxwood below. As the Japanese Pagoda trees in front of the building have matured, they have begun to drop more branches. "Dropping branches is usually one of the first signs of decline,"

said **Laura Viancour**, director of landscape services. With the installation of the new sidewalk, it became necessary for them to come down before they became more of a hazard to pedestrians below.

Viancour said there is a process in place to manage the urban forest on more than 300 acres of Colonial Williamsburg's property. "Each year we plant over a dozen shade trees in Colonial Williamsburg's Historic Area," she said. "We have a certified arborist, **Charles Gardner**, who assesses tree health. If a tree is removed, 90 percent of the time, it is because it is a safety hazard. Employee and guest safety is number one."

Want to know more? An Activity Report is issued once a week that includes landscape work across the Foundation. It can be found in the Daily Flash at <http://intranet.cwf.org/index.htm>.

Five CW employees win raffle prizes



Photos by Chris Beitzell

Colonial Williamsburg's Benefits team asked employees to complete a Benefits Opinion Survey in late January through mid-February. Benefits focus group meetings were conducted in early March. Employee survey responses and focus group feedback will help the Benefits team understand what benefits are working well and where improvements can be made. Although survey participation was anonymous, employees who chose to participate could opt in to win one of five laptop prizes. Five lucky survey participants were selected at random and won the prize raffle. Prize winners are pictured from left to right: *Kevin Danna, Kaitlyn Gardy, Evelyn Mingee* and *Bonnie Roane*. (Not pictured: *Heather Paulk*).



Your Story

Hollands presents characters accurately and with integrity

EMPLOYEE NAME:
Sharon Hollands
POSITION: Character interpreter, Education, Research and Historic Interpretation department. Presently, I am performing as Elizabeth Braxton, the wife of Carter Braxton, one of the Virginia signers of the Declaration of Independence.

YEARS OF SERVICE: I have been employed by The Colonial Williamsburg Foundation since March 1998 and have been a character interpreter throughout my career here. I have been portraying Elizabeth Braxton for the past four years. Other characters I portray include Hannah Corbin and Elizabeth Randolph.

WHAT I DO: As Elizabeth Braxton I will be interpreting at several sites in town, including the Wythe and Randolph Houses. Additionally, I will be performing in some scripted scenes at both the Charlton Coffeehouse stage and at the stage behind the Governor's Palace. Although Carter and Elizabeth were not permanent residents of Williamsburg, the couple did spend a lot of time in the city as Carter was a member of the House of Burgesses. He was also a graduate of the College of William and Mary and a relative of Peyton Randolph. Elizabeth Braxton's father, brother and uncle were members of the Governor's Council. Her uncle had a town home in Williamsburg. The Braxtons also had many friends in the Williamsburg area in the 18th century.

WHAT I LIKE ABOUT MY JOB: I love the opportunity of being able to put a human face on history. History is about people and how these people lived their lives each day. Elizabeth was a remarkable person in her own right. She gave birth to 16 children and outlived all but three of them. Her only marriage was to Carter Braxton, and they lived in King William County. Elizabeth had some loyalist leanings, and in my portrayal of her I try to get our visitors to think about the American Revolution from a different perspective.

WHAT I DO TO IMPROVE THE GUEST EXPERIENCE: As with all of the character interpreters in Colonial Williamsburg, I attempt to present my historical character accurately and with integrity. The history of our country is



Sharon Hollands

not always pretty but it needs to be presented to our visitors as it actually existed.

MEMORABLE EXPERIENCES: In fall 2015, I received a Professional Development Grant that allowed me to visit the Virginia Historical Society in Richmond and review the journals of Carter Braxton Jr from the late 1780s. He was Elizabeth Braxton's son, and the grant gave me the opportunity to get a glimpse into 18th-century England through the eyes of a Virginian.

BIGGEST ACCOMPLISHMENT: I earned a bachelor's degree in theater from DeSales University in Center Valley, Pa. Like many of our actor and character interpreters at Colonial Williamsburg, I did have a prior theatrical background before coming here.

INTERESTS/HOBBIES: My husband and I love to travel, and we have made several trips to European countries. I also perform in some theatrical productions in the local area when I have the time.

News Briefs

VITA offers free federal, state income tax assistance, electronic filing through April 15

The Volunteer Income Tax Assistance (VITA) program, sponsored by The Colonial Williamsburg Foundation, will provide free tax assistance to employees, retirees and volunteers at Bruton Heights Education Center on Tuesdays, Thursdays and Saturdays for this year's tax season.

Through April 15, VITA volunteers, certified by the Internal Revenue Service, will complete "while-you-wait" Federal and Virginia income tax returns on a first-come, first-served basis at **one location only – Bruton Heights School Education Center, Room 204.**

The schedule is as follows:

- Tuesdays, 2 – 5:30 p.m.
- Thursdays, 2 – 5:30 p.m.
- Saturdays, 9:30 a.m. – 1 p.m.

The site will close daily when maximum number of taxpayers who can be served is reached.

Filers should bring:

- Government picture ID (driver's license)
- Social Security card(s)
- Healthcare insurance form 1095-A,B,C (if received)
- 2016 Income W2s/1099s
- Receipts for deductions
- Bank account info (voided check), if e-filing
- 2015 Federal and State Returns
- Identity theft PIN/letter (if received)

A new IRS software program requires that taxpayers bring a copy of 2015 Federal and state returns. Preparers are unable to access prior year information.

For more information, call the automated message line at (757) 220-7029 (press option 3), e-mail at VITAwb@cox.net or contact **Jane Lloyd** at 220-7163.

40% off Spring Employee Sale! Spring into savings May 4-7 in all WILLIAMSBURG stores

Colonial Williamsburg's products division is offering a 40 percent discount in all WILLIAMSBURG stores during the Employee Sale from May 4-7.

All employees, dependents, volunteers and retirees are eligible to receive a 40 percent discount. Don't forget to bring your current ID card with the 2017 sticker to receive your discount.

The sale does *not* include furniture (in-

cluding occasional pieces), gift cards, Historic Trades products, Hartley Greens & Co. creamware, and spa products or services. The sale also does not include *shop.colonialwilliamsburg.com* and is not applicable to previous purchases and cannot be combined with any other offers.

Shipping will not be available during the sale. No holds, rain checks or gift wrap requests.

Applications sought for arts, crafts show

Applications are being accepted for the Spring Colonial Williamsburg Employee Arts & Crafts Show.

Deadline for applications is April 14. Applications are available by contacting Donna Munroe at dmunroe226@gmail.com or 221-0868.

The Spring Arts & Crafts Show is held 10 a.m. – 5 p.m., May 6 - 7 at the Historic Triangle Community Services Building, 312 Waller Mill Road.

Participants must be a current Colonial Williamsburg employee, volunteer or retiree, and be present for both days of the show.

Remembering Friends...

Ms. Shirley M. West died Feb. 22 in Hayes, Va. She began her 22 years of service in 1968 as a coffee shop captain at the Williamsburg Lodge. She served in several positions at the Lodge including dining room cashier, senior cashier, senior cashier

trainer and banquet waitress. She retired in 1991. She is survived by her husband, **Maurice West**, also a Foundation retiree; a son, a stepson, stepdaughter, two grandsons, seven step-grandchildren and two step-great grandchildren.

April is National Volunteer Month!

April 23 – 29 is
National Volunteer Week!

Colonial Williamsburg's
volunteers are the best!

- Colonial Williamsburg has more than 1,000 volunteers that contribute in over 400 positions across the Foundation
- In 2016, our volunteers contributed almost 100,000 hours of their time in helping our employees and guests
- Be sure to say "Thank you" if you see a volunteer

Marketplace

FOR SALE: 1) Bow Flex Tread climber and mat. 2) Bow Flex Blaze Weight system, and 3) Ab crunch machine. All are in excellent condition. Will accept reasonable offer. **CALL:** Carol at (757) 258-3347 or (757) 746-9149.

FOR SALE: Brand new flexsteel Hide-a-Bed. Reasonable offer accepted. **CALL:** Carol at (757) 258-3347 or (757) 746-9149.

FOR SALE: Four 5pc place settings Hartley Greens & Co. creamware. Each place setting includes: pierced dinner, pierced salad/dessert, pierced b/b, pierced saucer and chocolate cup. Never used. Some other pieces and pictures available. **CALL:** Pam at (757) 328-6251.

FOR RENT: Furnished, two bedroom, 865 sq. ft. apartment- \$950/month. Washer/dryer and utilities (power, water, sewer) included. In

Lightfoot area - a quick 10-15 minute drive to CW. **CALL:** (757) 291-1979 or leave message at (757) 565-2054.

FOR SALE: Pine desk, 44" wide X 30" deep with keyboard drawer. Medium color stain. Photo available upon request. \$50. **CALL, TEXT OR E-MAIL:** (757) 869-8519 or pscheil@cox.net

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