

Three secretaries earn certification



Marie Caulford, Jo Brooks and Diane Hudgins, new Certified Professional Secretaries.

Three Colonial Williamsburg secretaries achieved the rating of Certified Professional Secretary (CPS), given by the Institute for Certifying Secretaries. They are Marie Caulford, CPS, Business Operations; Jo Brooks, CPS, Facilities and Property Management; and Diane Hudgins, CPS, Historic Area Programs and Operations. All are members of the Colonial Chapter, Professional Secretaries International (PSI).

The CPS rating is the pinnacle of achievement for secretarial professionals. To achieve the rating, the applicant must successfully complete a comprehensive, two-day examination covering behavioral science in business, economics and management, business law, accounting, office administration and communication, and office technology.

The exams are given in May and November by PSI, the world's leading organization for secretaries. Encouraging professional performance in the field, the association's purpose is to raise secretarial standards through continuing education and to forecast changing directions, trends and requirements affecting office practices.

The Colonial Chapter, PSI, was founded in 1990. Meetings are held on the fourth Tuesday of each month at the Ramada Inn on York Street, with dinner at 5:30 p.m. followed by a business meeting at 6:30 p.m. Speakers and presentations have included telecommunications, real estate and the Persian Gulf War.

Officers for the chapter were recently elected for 1991-92. They are: Dianne Hardie, Finance - President; Marie Pomeroy, Wheat First Securities - Vice President; Sandy Belan, External Affairs - Recording secretary; Gail Arthur, Williamsburg Community Hospital - Corresponding secretary; and Audrey Clements, Busch Corporate Center - Treasurer.

"Our main theme is networking and education, to stay informed of developments in the field and new technology," Dianne said. "We've got secretaries, office managers, computer professionals. It's a diverse group." Currently, there are about 20 members from Colonial Williamsburg. If you'd like to know more or become involved, call Sandy Belan at ext. 7286 or Dianne Hardie at ext. 7192.

More about the EIS

By now, most of you have received your Employee Information Statement or EIS. Here are some commonly asked questions and answers:

What if I have changes in the Employee Personal Information section?

If you have changes in this section, make the changes on the form, sign and date it, and tear off the top copy. Send that copy to the Records Center in Franklin Street Office Building. Keep the bottom copy for your records.

What if I have changes in the Job Information section?

If you have questions about the information in this section, talk with your supervisor. Only he or she can make changes in that section by filling out the proper paper work.

What if I have changes in the Benefit Information section?

If you have changes in this section, you must call Mildred Wiley, ext. 7026, to set up an appointment. While some changes can be made over the phone, other documentation may be needed.

What if I have no changes?

If you have no changes, simply keep both copies of the statement for your records. When you do have a change in the Employee Personal Information section use the form to make the change and send it to the Records Center.

What's happening?

- ✓ Nimble Thimbles, Mondays, 5:30-7 p.m., Woodlands Caucus Room. For information call Brenda Pruitt at ext. 7658
- ✓ Town Criers Toastmasters, 2nd and 4th Tuesdays, noon, PTB.
- ✓ Fencing, Tuesdays, 5:45 p.m., PTB.

Satisfied visitors plan to come back

Two families from New York have written to say they enjoyed Colonial Williamsburg hospitality so much they plan to come back.

Jean Heppner and Scott Payne of Altamont, NY, wrote a letter from Walt Disney World. "On our way to Florida we stopped in Colonial Williamsburg and had a lovely day there, made even more enjoyable by the friendliness and helpfulness of your employees: specifically **Nancy Leach**, our waitress at Chownings, **Thomas Jefferson (Rob Warren)** who was interesting, delightful, and quite convincing in his role, and **Mary-Alison Windsor**, our bus driver, who was both pleasant and informative. It was nice to be in the company of someone from home (New York).

"We are planning a return visit to CW on our way home from Florida. The Patriots Passes are certainly worthwhile, and we will be getting a lot

of use out of ours this year!

"Thank you for preserving Colonial Williamsburg for this generation and those to come. It's certainly one of the most enjoyable places to visit that we've seen. Keep up the good work!"

Karen O'Brien of New York City wrote to say, "Our stay in Williamsburg was the highlight of our trip. This did create a problem inasmuch as the other two weeks were strictly an anticlimax.

"We particularly want to express our appreciation for the valuable experience the visit provided. The level of service, courtesy and attention to detail exhibited by your staff is unequalled. There is a constant but unobtrusive demand for excellence.

"Please find enclosed a check for the Foundation. We hope you don't mind, but we plan to return several times to savor all of the benefits of Williamsburg."



History Forum celebrates Bill of Rights

The emergence and development in the Revolutionary period of an American tradition of rights and liberties under law is the focus of the fifth annual History Forum, October 31-November 3.

"Conceived in Liberty: Rights, Liberty and Law in Early America" celebrates the 200th anniversary of the ratification of the Bill of Rights by examining the origins, development and relevance of the tradition of rights and liberties under law that began in revolutionary America and continues today.

Participants explore the English origins and American adaptations of concepts of liberty, traditions of common law and administration of justice in Colonial Virginia.

Discussions document the inequalities afforded women, African-Americans and Native Americans in a society whose leaders asserted it was a shining example of "British freedom."

The presentations also examine the dynamic impact of the struggle for independence on ideas about constitutional government, rights, personal freedom and equality.

The program also demonstrates the

effects Revolutionary-era ideas and events exerted on the development of legal traditions Americans know and treasure today.

The forum offers opportunities to participate in simulations and re-enactments of milestone events in early formation of American liberty and equality at the Capitol and recently restored Courthouse.

Registration for the History Forum is limited. Employees may attend on a first come, first served basis for half price (\$100). The fee covers forum sessions in the Hennage Auditorium, special tours and evenings programs, two receptions, and a luncheon.

Call Deborah Chapman on ext. 7255 for a brochure and application form.

Feel good again

The Tazewell Club Fitness Center offers Colonial Williamsburg employees a 40% discount on one hour massages during August. Employees may purchase gift certificates at the discount rate.

The regular rate is \$50; the employee rate is just \$30. The rates for other massage services remain the same.

Cars from all over North America

While making his rounds as duty officer, Gordon Chappell discovered a "staggering array of license plates" in the Visitor Center parking lot. His curiosity piqued, he began counting. A quick drive through the lot revealed tags from 43 states, Washington, DC, and three Canadian provinces. Those states missing were Hawaii, Nebraska, North and South Dakota, Vermont, Washington and Nevada.

Gordon said, "I wonder if our employees realize that on any given day they are serving, entertaining and teaching visitors from all over North America. We are important to this nation, and people want to come see what we're about."

Environmentally helpful products for the office

With our increasing concern for the environment we are now aware that disposable pens contribute to our cluttered-up world. Why add to the mess when you can use refillable pens instead?

Joyce Office Supplies, the official office supplier for Colonial Williamsburg, now carries a variety of products for environmentally-conscious customers including refillable pens and paper products made from recycled paper. Among these are Post-it notes, phone message pads, several types of file folders, fax paper and large envelopes.

For more information on Joyce products that are waste efficient and help the environment, contact Kathy Lewis in the purchasing department at ext. 7782.

The *Extra* is published weekly by Corporate Communications. Deadlines are noon every Tuesday. Call Sally Riley, ext.7968, for assistance. Send announcements to *CW News Extra*, GBO, or fax them to Sally Riley at ext. 7702.