

Patrick J. Milliman becomes Director of Communications

Patrick J. Milliman, until recently vice president of the Kreisberg Group, Ltd., a New York City cultural public relations firm, will begin work as director of communications Monday, August 5.

Norman Beatty, vice president of communications and government relations, said, "We are extremely pleased to be able to attract someone with Patrick's breadth and depth of experience in public relations and marketing. He will take a leadership role in the building of our new communications program."

Patrick was a founding member of the Kreisberg Group in 1985, and has worked directly or indirectly on more than 50 public-sector projects involving museums, performing arts centers, exhibitions, associations and foundations, sports and environmental events, and Fortune 500 corporations.

A few of these include the openings of the Museum of Contemporary Art in Los Angeles and the American Museum of the Moving Image in New York City, the launch of the IBM-sponsored "Sport in Art" traveling exhibition, and the 25th Anniversary celebration of the United Nations Association, also in New York.

He has consulted on a number of projects in Virginia as well, including the DeWitt Wallace Decorative Arts Gallery, the Virginia Museum of Fine Arts in Richmond, the visitor center at Monticello and, most recently, the opening of the Lenfest Center for the Performing Arts at Washington and Lee University in Lexington.

A native of Minneapolis, Patrick received his undergraduate degree in history at the University of Minnesota, where he also attended the Graduate School of Journalism. He was assistant director of news and publicity for Harvard University's Graduate School of Design

and later served as senior publicist and head writer for the Museum of Modern Art in New York.

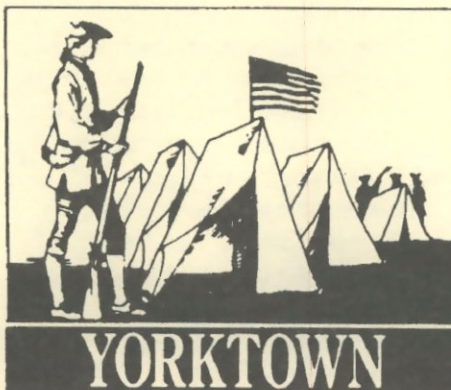
He is married to the former Carol Yi-Sing Hsu of Port Jefferson, N.Y., a licensed architect and graduate of the Massachusetts Institute of Technology and the Harvard Graduate School of Design. They are the parents of a daughter, Hayley Rose.

Yorktown celebrates its 300th birthday

Yorktown, Virginia, will be 300 years old this year. On August 16-18 visitors and locals alike will be able to experience 300 years of Yorktown history.

Throughout Yorktown's historic district—along the waterfront, down Main Street, from the Colonial National Historical Park Visitor Center to the Yorktown Victory Center, activities will be held between 10 a.m. and 9 p.m. Admission is free.

Highlights include period costumes and music, military re-enactments, a parade down Water Street, sporting events, arts and crafts exhibits, water activities and historical presentations. There will even be a naturalization ceremony during the festival. What a memorable way to become a citizen of the United States!



What's happening

- ✓ Fencing, Tuesdays, 5:45 p.m. in the PTB.
- ✓ Town Criers Toastmasters, 2nd and 4th Tuesdays, noon, PTB.

The Nimbles Thimbles needlecrafts group will not be meeting until September. Call Brenda Pruitt at ext. 7658 for more information.

The Tercentenary Committee, Inc., was established in March 1989. Its membership includes social, civic, veteran, historical, church, governmental, military, fraternal, business and professional organizations as well as individuals.

The York County schools undertook a variety of projects throughout the school year focusing on the 300th birthday of Yorktown. Students participated in one or more of the following activities: studying the history of Yorktown and its place in our nation's heritage; an essay contest; displays; a literary arts project including writing music and lyrics for a theme song; developing scripts for two historically accurate characters from 1691; and, an art contest for students in grades 3 through 12.

Living history demonstrations throughout the town will enhance visitors' understanding and appreciation of Yorktown's past:

○ 17th century—circa 1633-1691: A military encampment with a maximum of 30 persons will be located at the rear of the National Park Service Visitor Center.

○ 18th century: British, Continental, Naval and militia units totaling 125 persons will be encamped at the Yorktown Victory Center.

Continued on Page 2

New tax-free options for retirement savings

Beginning in September, all regular employees of the Foundation who enroll in the 403(b) tax deferred annuity (TDA) plan can choose from additional investment options provided by Putnam Retirement Plans Services. The new offerings are in addition to those already offered by Prudential Asset Management Company. Prudential is offering two new options as well.

Most regular employees of Colonial Williamsburg Hotel Properties, Inc. are eligible for similar tax savings under the 401(k) tax deferred annuity plan.

Tax deferred annuity plans help you save now for retirement while you enjoy tax advantages. These programs allow you to put pre-tax money into one or more investment accounts, depending on your personal financial situation and tolerance for risk.

The money you save reduces your taxable income. You don't have to pay taxes on your investment earnings until you retire or leave the company. Your

contributions to a tax deferred annuity will automatically be made from your paycheck if you choose to participate.

Your personal savings will be important to your retirement lifestyle. Most, if not all, of the income that financial experts say you will need in retirement is provided by your retirement plan and social security. However, your personal savings will make the difference between enjoying your retirement and just getting by.

Once you sign up for a tax-deferred annuity account, you can withdraw money from your savings plan when you retire, terminate employment, change employment, become disabled, encounter certain financial hardship, or reach age 59 and 1/2.

Under certain circumstances, other withdrawals from your plan before you reach age 59 and 1/2 or become disabled are subject to a 10% tax penalty.

Because tax deferred annuity programs are designed to encourage you to save for

your retirement by offering tax advantages discussed, there are IRS restrictions on premature withdrawals. These restrictions discourage the use of money in your annuity program for everyday needs.

Enrollment kits containing forms and details of each program are available from the Compensation and Benefits Department. If you:

- are a Foundation employee and would like information on the 403(b) plan, or
 - work in the hotel properties and want information on the 401(k) plan,
- call Joann England at ext. 7042.

If you think an informational meeting with a presentation by both Prudential and Putnam representatives would be beneficial to you, call ext. 7042 and let Compensation and Benefits know.

Detailed information about the 403(b) tax deferred annuity plans and the options offered by Prudential and Putnam will arrive in your department's *Colonial Williamsburg News Extra* box in the next two weeks.

Detailed information about the 401(k) tax deferred annuity plans was sent out earlier this year. For more information, call ext. 7042.

Yorktown

Continued from Page 1

○ **19th century:** A Civil War surgeon and support troops, totaling approximately 60 persons will be encamped in and around the Nelson House.

○ **20th century:** Modern and historical military units will be on display.

A Volksmarch ("walk for the people") will take place Saturday and Sunday, August 17 and 18, along the historic battlefields with a trail distance of 10km (6.2 miles). It will begin both days between 8 a.m. and 2 p.m. with all participants completing the course by 5 p.m. The walk is a family-oriented activity and all ages are encouraged to participate, including the family pet.

For additional information on the Yorktown celebration, contact the Tercentenary Committee at 898-0204.

The Extra is published weekly by the Communications Department. Deadlines are 5 p.m. every Tuesday. Call Sally Riley, ext. 7968, for assistance. Correspondence should be sent to "EXTRA, GBO 130" or FAX your information to 220-7702.

Family Leave Policy announced

Colonial Williamsburg believes it is important to provide you the opportunity for unpaid leave to enable you to fulfill your family obligations at times of extraordinary need.

The family leave policy recognizes and supports the role of both women and men in meeting family responsibilities. It contributes to a "family friendly" work environment and our objective of being the best place to work.

Regular non-unit employees who have at least one year of credited service may take up to twelve weeks unpaid family leave every two years for the following: birth of one's own child, adoption of one's child up to age six, serious illness of one's spouse, parent, or child.

The amount of leave must be consistent with the severity of the family event. If appropriate, available emergency leave may be used before family leave begins.

An employee who returns to work as scheduled and within the twelve week period will be restored to his or her previous position if possible. If not possible, then the employee will be restored to a job with pay and responsibility as equal as possible to the

previous position.

Except in situations where this is not possible, an employee must submit to his or her manager a written notice for leave 60 days before the expected leave date, indicating the nature of the qualifying family event and duration of leave requested.

When 60 days notice cannot be given, the employee must notify the manager as soon as possible. In every case, notice must be given before taking leave. If notice is given verbally, the employee must provide written notice within three working days of the verbal notice.

Family leave for a birth is in addition to any short term disability to which the employee is entitled.

In the case of birth or adoption, leave must begin within twelve weeks after the event or, if the employee is eligible for short term disability, within twelve weeks following its use.

Family leave must be taken in increments no smaller than two weeks.

When taking family leave, your other benefits are affected as well. For more information, ask your manager. Or contact Employee Relations at ext. 7045.