

Shields Tavern Open House for Employees

A special open house for employees, retirees and their guests will be held on Friday, January 13, from 2 p.m. to 7 p.m. at Shields Tavern, CW's newest restaurant.

Shields Tavern represents the culmination of many hours of planning, architectural, historical and archaeological research, and craftsmanship by employees representing a wide cross-section of CW.

This is your chance to see the results of their talents and get a "sneak preview" of our newest operating tavern.

Parking is available in the Shields/King's Arms lot on the south side of Francis Street. Just go through the Shields yard and enter through the front door on Duke of Gloucester Street. Open house will also be held for the general public on Saturday, January 14 and Sunday, January 15, from 1 p.m. to 5 p.m. on both days.

Bidders' Brown Bag Luncheon

Thinking of changing jobs at CW? Come learn about our job bidding process, how it works and how to make it work for you, at the next "Bidders Brown Bag Luncheon." It will be held Thursday, January 19 at the Lodge in Room H.

Lynn Bloch, director, Employment, and George Collins, director, Human Resources Development, will be there to talk with you about applying for the job you want, getting the most out of your bid sheet, effective interviewing skills and other topics related to the bidding process.

The lunch begins at 11:30 a.m. and lasts until 1 p.m. This is an open session; you are not required to stay for the whole time and may come and go as you please.

Williamsburg Inn wins 12th consecutive Mobil Five-Star Award

Mobile Travel Guide has awarded the Inn its 12th consecutive Five-Star Award. Only six other hotels, two motels, eleven resorts and nine restaurants in the nation were winners of this prestigious award that sets the standard of achievement in the North American travel industry.

"An establishment that wins our Five-Star award is without question one of the very finest in the country," said Mobil Travel Guide manager Richard Marcoux. Each year the guide rates more than 21,000 lodgings and restaurants in the U.S. and Canada on a one-to-five star system.

To evaluate potential winners, Mobil representatives visit each establishment and meet with the property managers, while other Mobil inspectors make unannounced visits. Both teams use a check list of 100 items.

"We value the Mobil Travel Guide Five-Star Award, and we are pleased to receive this special honor once again," said Jim Miles,

executive vice-president, CWHPI. "The Five-Star award symbolizes our continuous effort to provide Colonial Williamsburg guests the highest quality experience with traditional hospitality and courtesy."

Free Income Tax Forms preparation assistance

Do you need help completing your income tax forms? CW sponsors a free VITA (Volunteer Income Tax Assistance) site on Monday and Wednesday evenings, 5:30 p.m. to 7 p.m., beginning Wednesday, February 2, 1989. Volunteers have been trained by the Internal Revenue Service and State Department of Taxation to complete appropriate federal and state income tax forms.

Call ext. 7326 and make an appointment to come in and have your return completed, or you can drop off your forms and information in Room 132, Franklin Street Office Building, between 9 a.m. and 5 p.m., Monday through Friday. If you elect to drop off your forms you will be called when your return is ready.

Food handlers' class

Food handlers in our hotels and restaurants may now take food handlers' classes and receive their food handlers' cards here at CW. Previously, food handlers had to go to the James City County building for the classes, which are required by law.

The classes are held twice every week, on Mondays at the Cascades and on Thursdays at the Lodge. HPI supervisors will receive an AUDIX message on Monday mornings informing them of the specific times for that week.

The class, which is mandatory for all employees who handle food, is an excellent opportunity for new food and beverage employees to obtain their food handlers' cards and for current employees to renew their cards. If you have not taken the class, talk to your supervisor. For more information, call Susan Steinhauer at ext. 7116.

AARFAC exhibit on the move!

"Treasures of American Folk Art from the Abby Aldrich Rockefeller Folk Art Center", AARFAC's travelling exhibit, will open at the Whitney Museum of American Art in New York City on January 26, 1989. Learn more about this important exhibition which celebrates 50 years of the folk art collection in Williamsburg and the exciting plans underway for a major addition to the AARFAC facility.

Join Beatrix Rumford, vice-president, Museums, and Carolyn Weekly, director, DeWitt Wallace Decorative Arts Gallery, on January 17 at 5:15 p.m. in the Hennage Auditorium for slide-illustrated discussions of these projects.

Exercise Incentive Rebate

The Exercise Incentive Rebate is available to any employee who participates in a paid,

structured, organized exercise program. If you exercise for at least eight hours a month you could be entitled to a \$5 rebate per month. This is a total of \$60/year.

If one of your New Year's resolutions is to exercise, come by Room 132 and pick up an Exercise Incentive Rebate card. 1988 fourth quarter (October-December) cards are due by Friday, January 13, 1989.

Questions? Concerns? Call Chris Rehberger, ext. 7029.

Can you read this?

If so, consider yourself lucky. Many Americans can't. If you know of such a person, encourage them to contact the Rita Welsh Adult Skills program.

Adult Skills provides free training in reading, math, GED preparation and special assistance for persons wishing to brush up on long forgotten skills. Students are assigned a volunteer tutor, who works with them on a one-to-one basis.

The spring session begins January 23. Tutoring sessions will be held in the basement of Bryan Hall at the College of William and Mary. New students may register anytime between 9 a.m. and 3 p.m. If these times are not convenient, you may call 253-4644 to make other arrangements. Current students can register by calling 253-4644. If you'd like to know more about Adult Skills, call Kelli Mansel Arbuckle at ext. 7116.

Ski trip planned for February 23

An all-day ski trip is planned for Thursday, February 23, at Wintergreen! Employees, retirees, spouses, and (if space is available) friends are encouraged to come and have fun. Its good exercise, too!

Trip registration deadline is Friday, January 27, 1989. The cost is \$46.50 (\$39.50 for transportation and ski lift ticket and \$7 for equipment rental). If you have your own equipment, you can use it and save some money. Checks should be made payable to Colonial Williamsburg.

We leave Williamsburg at approximately 6 a.m. and return around 8 p.m. You will be responsible for your own meals. If you are interested in joining this trip, please call Chris Rehberger at ext. 7029 for more information.

Clean up your office...send those surplus inter-office envelopes to Distribution!

Amanda Drew, of Distribution, asks all of us who have extra interoffice envelopes to please send any envelopes (bundled, via the interoffice mail, of course) to Amanda Drew, Distribution, Boundary Street. She needs these envelopes to keep our mail moving!

Calling all report binders...

Your going through your files and you come across reports that are bound together with plastic spirals. Don't throw them away! Send the plastic spirals to Valda Anderson in Multilith, Motor House. They can be recycled and used again!

Winter parking lot changes

Employees who work in the Merchants Square area and normally park in Block 44 may park in the Block 5 parking lot (the lot bounded by Francis, Henry, Ireland, and Boundary Streets--across from the Post Office) during the winter through March 19.

The shuttle bus service to Block 44 has been discontinued through March 19. The morning shuttle service will resume on March 20.

Keeping rabies under control

We've all heard about the escalating rabies epidemic in this area and we all need to do our part to keep rabies in check.

One of the first things that everyone can do is to keep their trash yards clean. Messy trash yards are treats for raccoons (leading carriers of rabies in this area) and squirrels.

If you own pets, make sure their vaccinations are up-to-date. Veterinarians in the Williamsburg area are offering rabies vaccinations at a discount on Saturdays during the month of January.

Keep your pets indoors, especially in areas with high squirrel or raccoon populations.

If you see an animal acting strangely in or around the Historic Area, call Security at ext. 2600 immediately.

If you are bitten by an animal, don't panic. Wash the wound thoroughly with soap and lots of water and call your doctor immediately. Explain how you got the bite and follow the doctor's advice. Report the bite to the local health department.

If possible, capture the animal under a large box or can, or at least identify it before it runs away. Do not try to pick the animal up. If you are in or around the Historic Area, call Security immediately. If not, call the animal control officer or police to come get it.

Ticket price increase announced

Prices for admission tickets will be slightly higher this year, according to Randall Foskey, director, Admissions Marketing. Price increases range from \$.50 to \$1 per ticket:

Basic	\$17.00
Patriot's Pass	25.00
Hotel Guest	21.00
Student	6.50
Carter's Grove	7.00
Wallace Gallery	7.00
Bassett Hall	6.00
Museums	10.00

Ticket structures remain the same for all tickets except the Museum ticket, which does not include AARFAC. AARFAC has closed for renovations.

The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is January 19, 1989. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.