

Colonial Williamsburg News **EXTRA**

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We need YOU!

The Hospitality and Courtesy committee needs YOU and your blood for the next bloodmobile, Monday, July 25 in the Williamsburg Lodge, North Ballroom, from 10 a.m. to 4 p.m.

In keeping with our election theme for this summer's bloodmobile, registrars from surrounding counties will be available to register you to vote. Even if you are unable to give blood, don't let that stop you from registering to vote in the general election in November!

New Program Encourages Employee Involvement

Employees soon will be asked to participate in a new program to make Colonial Williamsburg a better place to work and visit. The program, which has not yet been named, begins with an employee opinion survey in August. Then it will focus on a series of survey feedback meetings with employees to identify opportunities for improvement and develop plans of action.

Employees will be kept up to date on the implementation of the plans by their supervisor and through articles in the CW News and "Extra".

The program was proposed to Mr. Longworth by a task force of supervisors from many different divisions. In a recent memorandum to administrative officers and directors, Mr. Longworth quoted from the task force's report saying, "This effort should be viewed as a commitment to an ongoing process, not as the administration of an employee questionnaire this summer." Employees from all levels of the organization will be involved in making the program a success.

Watch for more information in upcoming issues of the CW News and "Extra".

Toastmasters International is starting a Colonial Williamsburg chapter

Everyone has experienced it...sweaty palms, hair standing on the back of the neck, complete panic. The problem can be so serious that it can stop some people from advancing their careers. What is it that we are talking about?

Fear of public speaking!

Colonial Williamsburg is establishing a group that will enable employees to improve their speaking and listening skills in a supportive environment. Toastmasters International, an organization designed to give you confidence in your ability to present yourself, has helped people to improve their public speaking skills for over fifty years.

If you or someone you know is interested in joining, call Barbara Wielicki, ext. 7045, or Jim Johnson, ext. 7044 for details.

Colonial Williamsburg employees are the best!

Betsy Clark, the new director for Merchants Square was a duty officer on May 30. Duty officers give reports about their weekend or day to Mr. Longworth. The following comments were included in her written report:

"My positive impression was enhanced by my brief stops at the hotels, shops, galleries and exhibition buildings. The facilities, gardens and displays were beautifully presented and maintained, but more importantly and **without exception**, every Colonial Williamsburg employee I encountered or observed exhibited a high degree of hospitality and courtesy towards the visitors and each other."

"Many did so under less than perfect conditions--under the hot sun with a large groups of visitors...or in a crowded, busy shop. The interpreters were not only very well informed and

articulate about their particular exhibition building...but they were diplomatically efficient 'people managers' as well."

Hats off to everyone who helps make Colonial Williamsburg the special place it is!

Have you turned in your orange Employee Recreation Needs Survey? If not, send to Sue Houser Room 132, FSO as soon as possible.

Please remember others when using the parking lots

Parking is always at a premium, especially during summer! But using a little hospitality and courtesy and remembering the parking regulations will help ease the situation. Remember to always park between the lines and be careful of your fellow employee's car door--nobody likes "door dings"!

Remember the parking and Historic Area street regulations:

Historic Area streets are closed to all drivers (including employees and Historic Area residents) from 8 a.m. to 9 p.m. daily.

Historic Area residents are reminded that they must use access drives and parking areas available to them, and should not drive on closed streets if an alternate route is available.

Historic Area employees are specifically asked not to drive on closed streets going to and from work. Please arrange to be picked up or dropped off on the closest open street (Lafayette, Waller, Frances, or Nassau Street).

Employees who drive as part of their jobs should plan a driving route around the edge of the Historic Area and use a point of entry nearest the job site. Off-street loading or services, if available, should be used. Do not drive on Duke of Gloucester Street

except at authorized crossings on Nassau and Henry Street.

Use of **tenant parking** is not allowed, except after normal working hours when visiting a tenant.

All employees must park in designated parking areas. If you don't know where to park, talk with your supervisor. Do not park in city-owned lots--your car will be ticketed, booted and/or towed.

All vehicles used by employees and Historic Area residents **must have a parking decal.** You are responsible for obtaining your own decal (or decals if you own more than one vehicle and you park both of them in employee lots.) Decals can be obtained from the Security department on Franklin Street. It takes about a week for them to be mailed to your work area.

Employees and residents who violate these rules are subject to penalties, in addition to being responsible for any tickets issued by the city.

*1st offense: written notice (CWF ticket) will be issued through your supervisor, informing you of the violation.

*2nd offense: Written notice will be issued through your administrative officer.

*3rd and subsequent offenses within a 12-month period: Your vehicle **will be towed at your expense** and you will receive a copy of the ticket through your administrative officer. Remember, these actions will reflect in your performance evaluation and could lead to your dismissal.

For more information about parking rules and regulations, speak with your supervisor or call Security at ext. 7370.

Using hospitality and courtesy in the parking lots will make the summer just a little bit easier!

Lodge Beauty Shop under new management, offering expanded services

The hair salon located in the Tazewell Club Fitness Center at the Williamsburg Lodge has a new name and image!

"Ganelle", the new name for the salon, will be open Monday through Friday from 7:30 a.m. to 7:30 p.m. and Saturday from 7:30 a.m. to 2:30 p.m.

Membership cards are available for a special discount to those who live and work in the Williamsburg area. In addition, for a limited time only, Ganelle will be offering an additional 20% discount Wednesdays-Fridays to **new customers only** to introduce you to our fine salon.

As a special thank-you to our **existing clients**, we offer to you a 30% discount on all hair care products.

Call ext. 7692 for more information about services offered or an appointment.

Walking Club is off to a walking start

The Walking Club is off and walking! If you enjoy walking around the Historic Area, be sure to join one of the following groups:

6 a.m. daily, meet Peg Waite, Donna Cassell and others in front of the Williamsburg Drug Store in Merchants Square.

Noon, daily, join Sally Queen, Kathryn Lewellen and others in front of the Costume Shop (next door to the Piland Warehouse).

4:45 p.m., Monday, Wednesday and Friday, join Kathy Nolan, Francis Edwards and others in front of the Costume Shop (next door to the Piland Warehouse).

8 p.m. daily, meet Tony and "Manti" Notaras and others in front of the Cabinet Maker shop (park on Franklin Street).

The Walking Club is being coordinated by Kathy Nolan and Carolyn Randall from the Costume Department.

Walking is the most natural function of the human body. Because of the structure, shape and flexibility of the spine, the body is better off walking than sitting, standing, or running. Walking tones and strengthens your calves, thighs, ankles, feet, arms, shoulders, abdomen, hips, and buttocks.

If you are interested in participating on the club's steering

committee or have any suggestions or questions, please call Sue Houser at ext. 7029.

Join us for a healthier life!

White-water rafting trip is Labor Day Weekend!

A three-day trip with white-water rafting is planned for September 2-4--labor Day Weekend! Imagine rafting down the New River in West Virginia.

You'll be issued a paddle, life jacket, and helmet. After you get your gear and board the river bus for a short ride to the put-in (where you get into the water) you will be given a safety talk by the trip leader. You will be told what to expect as your day progresses along with some important safety do's and don'ts.

The first four miles are calm with small rapids and pools. This gives you plenty of time to get comfortable in the raft, get to know your guide, and learn how to paddle properly. After you pass through Surprise Rapid, you relax and eat lunch. You spend the rest of the day going through more rapids and end your trip under the New River Gorge Bridge.

The plans are:

*drive up to the McHarris Inn on Saturday, September 2

*go rafting on Sunday, September 3

*return home on Monday, September 4

The cost of the trip is \$140 per person. This includes transportation to and from the Inn; two nights lodging (double occupancy required) at the McHarris Inn (pool, lounge, dining room); two breakfasts in the dining room; and one lunch at a scenic spot on the river. You also can go horseback riding for an extra charge.

If you are interested in participating in this trip, please call Sue Houser at ext. 7029. A \$70 deposit must be received by July 1 to confirm your place. Remember, all cancellations must be received by July 1--after July 1, no money can be returned.

You have been working hard and need this break! Why not try something different and go white-water rafting?

Kings Dominion \$5 discount coupons available for employees!

Kings Dominion is offering Colonial Williamsburg employees admission discount coupons with a savings of \$5 per person. These coupons are available in Room 132 in the Franklin Street Office Building between 9 a.m. and 5 p.m., Monday through Friday. You only pay \$11.95 instead of the regular \$16.95.

These coupons are good for the following dates: July 3, 4, 9, 10, 11, 17, 18, 23, 24, 25, 30, and 31. You can enjoy a full day of fun with unlimited use of rides, shows, and attractions (some concerts and special events may have an additional charge.) The newest ride is the Avalanche Bobsled Ride--you have the feeling of a free moving bobsled.

Cool off with \$4.95 discount for Water Country!

Water Country USA is offering Colonial Williamsburg employees (and their immediate family members) special discounted admission ticket rates. To receive the special rate, the **employee must be present** and show his/her CW employee I.D. card at the time of purchase.

The special rates are:

All Day Splash \$8 (regularly \$12.95)
4 p.m. Splash \$6.50 (regularly \$9.95)
6 p.m. Splash \$4.75 (regularly \$6.95)

Enjoy the hot summer weather--get wet!

Marketplace

For Sale: Crib, white with mattress and bumper, like new, \$85; camera, Rollei 35mm camera with case and electronic flash, little used, excellent condition, \$75; call 229-4355.

For Rent: Two bedroom apartment in city, 105A Wythe Ave., central air, washer/dryer, dishwasher, deck, \$385/month, single occupancy only, no pets, no children, call 220-0840 or 229-9503 after 6 p.m. Available July 1.

For Sale: Sears heavy duty washer and dryer, avocado green; beige recliner; loveseat, makes into single bed; cherry buffet, double size maple head

and foot board; white metal double size head and foot board; 1982 red Alfa Romeo GTV6, 5-speed, AM/FM stereo cassette, 33,000 miles, excellent condition; GE refrigerator with ice maker, three months old, almond color; outside picnic table with umbrella, \$75; call 872-9238 after 6 p.m. weekdays, anytime on weekends, price negotiable on all items.

For Sale: 1977 Toyota station wagon, 5-speed, AM/FM radio, air condition, need repair, \$500 negotiable; golf clubs and cart, four woods, nine irons, putter, 30-years old, with 11 1/2 D golf shoes, \$50; outboard motor, 9 1/2 H.P. Evinrude, 20 years old, make offer; call Chris Vetro, 877-7225.

Needed: Room for female intern from early September to December; kitchen privileges and laundry facilities desired; call Peggy Howells at ext. 7211.

For Sale: Cabinet with sliding doors suitable for record albums or books, 20 1/2" x 45 1/2" x 15 1/2", \$10; call 253-0881 after 5:30 p.m.

For Sale: 1983 Mazda B2000 pick-up, 56,000 miles, one owner, excellent condition, AM/FM stereo tape player, camper shell, step bumper, SE5 package, \$3600, negotiable; call ext. 7328, ask for Mike.

For Sale: 19" b/w RCA TV, excellent condition, \$25 negotiable, call Terry at 7627.

Moving Sale: RV Winnebago Class A, pop-up camel camper, 1985 Chevy Cavalier with AC, 1986 Chrysler LaBaron convertible, log splitter, dry split firewood, refrigerator, child's play stove, fireplace insert. Call 229-8867.

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 July 7, 1988. Call Heidi Moore at ext. 7121 for assistance. Listings for the Marketplace are free, but you must include your signature. Send announcements and listings for the Marketplace to "CW News Extra", Room 245, FSO. We do not take listings by phone.