



## Renowned conservator Leroy Graves to be awarded the 2017 Eric M. Wunsch Award for Excellence in American Arts

By CW Staff

Recognized world-wide as a leader in his field, **Leroy Graves**, senior conservator of upholstery at The Colonial Williamsburg Foundation whose noninvasive techniques for restoring upholstery have been adapted by museums around the globe, will be honored as one of the two recipients of the 2017 Eric M. Wunsch Award for Excellence in the American Arts given by the Wunsch Americana Foundation. The awards will be presented at a ceremony on Jan. 18, 2017, at Christie's Rockefeller Center Galleries in New York City.

The award, which was created by the Wunsch Americana Foundation to continue the legacy of renowned collector Martin Wunsch and to encourage greater scholarship and appreciation of American decorative arts, is given annually to individuals, institutions and causes in recognition of their dedication and contribution towards preserving the field. In addition to Graves, Brock Jobe, professor of American decorative arts in the Winterthur Program in American Material Culture, will also receive the award in 2017.

"When we meet to discuss possible hon-



Leroy Graves

ores, the spectrum is overwhelming. Yet this year's discussion was the briefest in five years," said Peter Wunsch, president of the Wunsch Americana Foundation. "Leroy's role in conservation is amazing and his story is so compelling. I believe that the people who are going to learn about this wonderful man will be amazed at where he has come from and where he is."

While his techniques for upholstery conservation and re-creation, known as "The Graves Approach," are well-known and were featured in the celebrated book, "Early Seating Upholstery: Reading the Evidence" (The Colonial Williamsburg Foundation, 2015). Graves reached his status in the field via an uncommon path. He first joined the facilities maintenance staff of Colonial Williamsburg in 1967 and was soon thereafter recruited to be an art handler in the Department of Collections, a position he held for

nearly 10 years. As **Ronald L. Hurst**, the Carlisle H. Humelsine chief curator at The Colonial Williamsburg Foundation, wrote of Graves in the foreword to the book:

*His keen eye, intellectual curiosity, exceptional hand skills and intense work ethic caught the attention of the senior curatorial staff and led to an opportunity to work in the furniture conservation lab.... [There, he] began to study examples of original upholstery and to design new systems that would replicate period coverings without adding thousands of damaging tacks to fragile antique frames. In time, his minimally invasive upholstery techniques were copied and adapted by colleagues at institutions across the country. Graves joined the Conservation Department at its inception in 1984.*

As impressive as is Graves' body of work, his reputation as a gentleman precedes him. **David Blanchfield**, director of conservation at The Colonial Williamsburg Foundation

says, "In my 20 years' working with Leroy Graves, he has unfailingly been a beacon of collegiality and good fellowship. The fact that he retains this manner through every facet of his workday, from studying the evidence in a chair frame to creating a masterpiece of period upholstery, makes his accomplishments just that much more impressive."

"Based on Leroy Graves' work on historical upholstery practices and his development of sophisticated non-invasive techniques, he can rightfully be described as the Da Vinci of modern upholstery conservation," said Luke Beckerdite, editor of American Furniture. "The Wunsch Award is a fitting acknowledgment of Leroy's decades of research and hands-on conservation that have set the standard for the field. That he is as modest as he is talented makes this honor especially gratifying to all of us who have admired him for so long."

After serving the Colonial Williamsburg Foundation for nearly 50 years, Graves has contemplated retirement. He told The New York Times in 2015 that those plans are on hold because "...wonderful stuff is still coming in" to analyze and protect."

## CW works with the Puccini Group to reimagine dining experiences

By Joe Straw

Public Relations Manager

The Colonial Williamsburg Foundation announced its partnership with Puccini Group, an innovative hospitality design firm, to reimagine the dining experience at the destination's nine food and beverage outlets, including the iconic Williamsburg Inn and Williamsburg Lodge, beginning next year.

For 20 years, Puccini Group has been creating restaurants, bars, hotels and resorts in partnership with the world's most renowned hospitality brands. Puccini Group's team of 35 plus designers and consultants offers a spectrum of services including innovative concepts, inspired designs, seamless operations and strategic marketing.

"We look forward to adding new and fresh ideas to the Williamsburg Inn, Williamsburg Lodge and our existing portfolio of food and beverage outlets through a talented team like the Puccini Group," said **Florencio Ferrao**, vice president of hospitality at Colonial Williamsburg. "With their unique design details and years of hospitality brand experience, we are confident that they will envision something special for guests to look forward to experiencing."

"It is a great honor and a privilege to be chosen as partners by The Colonial Williamsburg Foundation—a group that's renowned for its remarkable educational significance, and its dedication to preserving our country's history for generations to come," said Shelia Turner, Partner and Chief Operating Officer at Puccini Group. "Our overall strategic direction will span the areas of concepts, design, F&B operations, marketing, and branding. In partnership with the foundation, we intend to create an environment in which culinary excellence will be inherent to the Colonial Williamsburg experience."

Additional information is available online at [www.colonialwilliamsburg.com](http://www.colonialwilliamsburg.com), by calling 855-296-6627, on Facebook and @colonialwmsburg on Twitter and Instagram.

The food and beverage concepts developed by Puccini Group for the Williamsburg Inn and the Williamsburg Lodge take inspiration from American colonial life. The Inn's dining spaces will be reimagined with a "nouveau British" lifestyle in mind, showcasing a spirit of grandeur, drama, and refined elegance that will bring a sophisticated and memorable experience to guests. At the Lodge, the restaurant and lounge will recall a traditional southern colonial estate with a modern twist.

Following its most extensive renovation in 15 years, the Williamsburg Inn reopened in March 2016 introducing new aesthetic details, tasteful modern amenities, and a thoughtful redesign of guests' welcoming hospitality to create a captivating luxury experience in the heart of Colonial Williamsburg. The partnership between Colonial Williamsburg and Puccini Group will restore the Williamsburg Inn by reinstating the property as a premium hotel destination while enhancing Colonial Williamsburg guests' overall destination experience.

The Williamsburg Inn is listed on the National Trust for Historic Preservation Historic Hotels of America and Leading Hotels of the World. The Williamsburg Lodge, a four-star rated Forbes Travel Guide hotel and a member of the Historic Hotels of America collection, recently announced its upcoming plans to join the Autograph Collection Hotels, Marriott International's exclusive portfolio of nearly 100 independent hotels worldwide, in January 2017. Both historic accommodations reflect the standards of classic elegance and charm of 18th-century Williamsburg that honor the vision of Colonial Williamsburg founding benefactor John D. Rockefeller, Jr.

Additional information is available online at [www.colonialwilliamsburg.com](http://www.colonialwilliamsburg.com), by calling 855-296-6627, on Facebook and @colonialwmsburg on Twitter and Instagram.

## Liberty's Ice Pavilion opens for second year on Nov. 18

By Anna Cordle

Public Relations Coordinator

Colonial Williamsburg's ice skating rink, Liberty's Ice Pavilion, returns to the Historic Area next to Merchants Square for a second season of festive daily fun Nov. 18 through Feb. 20, 2017.

Featuring a skating surface of real ice in a beautiful natural setting, Liberty's Ice Pavilion is made possible thanks to a generous \$150,000 grant from the Dominion Foundation, the philanthropic arm of Dominion Resources. Dominion Resources is the parent company of Dominion Virginia Power.

"Dominion is pleased to support this engaging addition to the Williamsburg community once again," said Hunter A. Applewhite, president of the Dominion Foundation. "The rink has proven to be a popular destination for residents and visitors alike, adding energy and excitement to the unique Williamsburg experience."

Last season nearly 20,000 skaters visited Liberty's Ice Pavilion and supported surrounding businesses in Merchants Square.

"Along with glowing cressets, hot cider and handmade holiday decorations, Liberty's Ice Pavilion makes the season even more magical for our guests," said Colonial Williamsburg President and CEO **Mitchell B. Reiss**. "We thank the Dominion Foundation for making this spectacular amenity come to life, and we invite our neighbors to come down, lace up, and rake in all the hospitality, shopping and fun that Merchants Square and the Historic Area have to offer."

Changes this year driven by guest feedback include new hours, a small stage for local entertainment and concessions

accessible to skaters with their skates on. Admission is \$12 for skaters ages 13 and older and \$10 for ages 3-12. Skate rental is available for \$4.25.

Liberty's Ice Pavilion is open:

- noon-8 p.m. Sundays through Thursdays and noon-10 p.m. Fridays, except for extended hours:
- 10 a.m. to 10 p.m. Saturdays, Thanksgiving Day; Dec. 4 (Grand Illumination); Dec. 17-30, Jan. 1-2, Jan. 15 (Martin Luther King, Jr. Day weekend); Valentine's Day and Feb. 19 (Presidents Day weekend); and
- noon-1 a.m. on New Year's Eve for late-night celebrating

Recorded music will accompany skating daily, with live performances by various local groups scheduled throughout the season.

Liberty's Ice Pavilion is situated in front of the John Blair House. A Colonial Williamsburg concession stand accessible while wearing skates serves coffee, hot chocolate, tea and cider, cookies, warm pretzels, popcorn, nachos and a variety of sandwiches and wraps. The stand also offers mittens, scarves and other cold weather apparel and necessities for purchase.

Employees can receive an exclusive \$3 discount on skate admission at the Liberty's Ice Pavilion. They must show valid employee ID to receive the discount. The offer only valid for employees and cannot be used for additional people in their party. The discount cannot be used on skate rentals.

Want to know more? Visit <https://www.colonialwilliamsburg.com/dolspecial-events/libertys-ice-pavilion/>



# Haunting on DoG Street has become a must-see event for guests

Dear Colleagues:

On behalf of the thousands and thousands of children and families who enjoyed our latest haunted Halloween spectacular, thank you! Thank you to the interpreters, our retail team, the Costume Design Cen-

ter, Coach and Livestock, and all those behind the scenes for your hard work, energy and creativity in bringing DOG Street "alive" during Halloween. (Or should I say bringing it back from the dead?)

It is hard to imagine that this is only the second year that we have been entertaining

our guests at Halloween like this. The increase in attendance, and the increase in fun, suggest that this has now become a "must see" for lots of people at this time of year.

Thank you for showcasing your talents and Colonial Williamsburg to a new audience.

Yours,

Mitchell

Mitchell B. Reiss  
President & CEO  
Colonial Williamsburg

## The Curse of the Sea Witch haunts Revolutionary City



1. Photo by Dave Doody



2. Photo by Tom Green

"A Haunting on DoG Street: Curse of the Sea Witch" promised family-friendly festivities early each evening Oct. 28 - 31 followed by spookier action for older—and bolder—souls once the sun set. (1) Thanks again to the generosity of Mars, Inc., free trick-or-treating returned for preregistered guests ages 12-and-under during kid-friendly nightly programming from 5-7:30 p.m. (2) Colonial Williamsburg's riders on horseback distributed candy during trick-or-treating in front of the Capitol. (3) Lee Ann Rose, supervisor of actor-interpreters, portrays the Queen witch. Her character came from mythology. "She tried to help Aries overturn the gods," she said. "Zeus turned her into seafoam. Aries brought her back only to bring great warriors for his collection. That's why she wanted Blackbeard's head." (4) Courtney Hurt depicted the Witch of the Deep. She performed on an apparatus between the Palmer House and Shields Tavern. "Growing up I did equestrian vaults," she said. "I also studied circus arts in Australia." (5) Guests attending "The Curse of the Sea Witch" saw the Capitol as they had never seen it before -- through the eyes of a sea monster. (6) Inside the Capitol walls, guests helped themselves to refreshments, enjoyed musical entertainment and danced the Dance of the Dead. (7) The finale of The Curse of the Sea Witch featured the witches finding Blackbeard's head. Then the townspeople banded together to kill the sea witches. This year's programming followed on the success of Colonial Williamsburg's first-ever "Haunting on DoG Street" spectacular in 2015.



3.



4.



5. Photos by Dave Doody



6.



7. Photos by Dave Doody



## Questions from the Oct. 3 Town Hall meetings are answered

At the Oct. 3 Town Hall meetings, employees asked several questions that could not be answered in the time allowed. **Nichole McDonald**, vice president of human resources, and her staff, responded to additional questions from the meetings.

### Benefits

**Can we create a supplemental insurance pool of money to pay into in case of a hospitalization, to draw money out of to pay high hospitalization deductibles?**

A couple of things to consider:

1. There may be some insurance options that Colonial Williamsburg can review to help with this potential scenario.
2. The High Deductible Health Plan (HDHP) with the Health Savings Account (HSA) may be an option for you. In 2017, the employee only coverage tier for the HDHP plan is \$0 - so you can use what you save to build up a reserve of money in the HSA. Additionally, the Foundation contributes \$500 into the account each year and if you meet the wellness requirements and have the HDHP, the \$25 premium reduction of healthcare would be deposited into your HSA.
3. Also, just a reminder that there is an annual out-of-pocket maximum for

each of our insurance plans.

4. To help ensure that you are paying the lowest cost possible, both Anthem and Optima have tools on their websites to help you "shop" for specific health services. Obtaining the lowest price helps reduce your out of pocket expenses and also reduces the cost of our health plans for the following year.

### Career Development

**How much input should employees have in developing their own career ladders and by what date should the ladders be in place?**

Employees should take an active role in their professional development. With that in mind, the employee and supervisor should work together to determine the best course of action for creating and implementing a development plan. In some instances, that plan could include career laddering.

**Why is it so difficult for an employee to be promoted when he/she meets the requirements and there is room for them to move up in the job and company? Should there be some kind of retro pay for the employees that achieve all the requirements but are not promoted?**

Each division has recently gone through a process to review all job descriptions and

develop career ladders and step progressions. See your supervisor or Administrative Officer for the career ladder that applies to your area. Outside of career laddering, opportunities for development and promotion also exist in the form of vacancies that are posted and employees who are interested can apply.

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### Compensation

**What would you say to staff who feel they're asked continuously to complete tasks well above their pay grade and who also feel that work is not purposeful/meaningful?**

This question is difficult to answer without specific details. Please contact your supervisor and your division's leadership to discuss your specific situation.

**What's going on with compensation and growth ladder?**

The compensation study is complete. For more information, please speak with your Administrative Officer on the topic of the compensation study.

**"New hires" are not able to "carry" the responsibility to make Colonial Williamsburg succeed. Senior staff are the "heart" of Colonial Williamsburg. We deserve at least equal or more compensation. We are experienced, with great work ethic and superior guest interaction skills. When can senior staff expect this compensation? What a morale boost that will be.**

All employees are valuable to the organization. Colonial Williamsburg strives to ensure that our compensation and benefit packages reflect the marketplace. Please contact your Administrative Officer if you have specific questions.

### CW Days

**Can you please clarify CW Days? Are those 4 hours mandatory for employees to complete? My managerial chain has claimed they have received little to no communication about it from HR. They also said that giving everyone four hours to wander the Historic Area "doesn't fit the business needs of the department."**

The purpose of CW Day is to educate and inform employees of what Colonial Williamsburg has to offer from the guest's perspective. Training on CW Day was held

*See Town Hall Q&A, page 4*

## Costume Design Center celebrates 82nd anniversary during Oct. 21 Open House



Photos by Penna Rogers

Colonial Williamsburg's Costume Design Center held its Open House Friday, Oct. 21. The first costumed interpreters were six hostesses at the newly constructed Raleigh Tavern for the dedication of Duke of Gloucester Street by President Franklin Roosevelt on Oct. 20, 1934. Today the Costume Design Center dresses 836 staff members for 1,378 positions. (Photo left) *Lauren Ramsey* discussed the suit made for Colonial Williamsburg President *Kenneth Chorley* that was on display in the library. (Photo right) *Carlie Crawford* modeled the costume that actor *Mamie Gummer* wore during "Lady Dunmore Prepares for the Ball," May 1, 2010, as part of her portrayal of *Charlotte, The Lady Dunmore*.

## Employees aid in strengthening CW internal controls

The implementation of the Compliance Line resulted in new processes, strengthened procedures, enhanced internal controls and appropriate corrective actions for both management and staff. Employees can continue the success of the 10-year-old program through Compliance Line or the Silentwhistle website. In many cases, employee actions have led to improved operations and identified issues that needed to be addressed.

In order to take full advantage of the hotline reporting tools, employees who report a concern are asked to call the Compliance Line back or check the Silentwhistle web status after the designated call back date to see if internal audit

has follow-up questions about the reported concerns. Follow up questions or details may be required to complete the investigation and resolve the issues.

A summary report of all reported concerns is provided directly to **Patty Aadahl**, Colonial Williamsburg director of internal audit, within 24 hours of the call or web entry. Internal audit is responsible for investigating all calls received and involves other areas in the investigation as needed.

A summary report of calls received, the status of the investigations and the actions taken as a result of the investigations is

shared with Colonial Williamsburg President and CEO **Mitchell B. Reiss** monthly.

The Compliance Line is not meant to replace other avenues of communication available to you, like the chain of command in your department, a member of management outside your department, the human resources team, the internal audit department or the office of general counsel. Rather, it is an additional tool to be used if you want to report a concern, but prefer to remain anonymous.

On Oct. 3, 2005, Compliance Line, a confidential employee hotline (1-888-849-9332), was implemented at the Foundation for employees to report anonymously potential violations of laws, regulations, policies, procedures or the Foundation's standards of conduct.

In September 2008, the Foundation implemented a confidential website ([www.cwf.silentwhistle.com](http://www.cwf.silentwhistle.com)) as an additional tool for employees to report concerns. The Foundation contracts with NAVEX Global to provide the toll-free dedicated telephone line and secure website and to answer calls 24 hours a day, seven days a week.

Employees who have any questions about the Compliance Line or the Silentwhistle website may contact **Patty Aadahl** at 7134 or their human resources representative.

*Employees may contact the Compliance Line, a confidential employee hotline (1-888-849-9332) or the confidential website ([www.cwf.silentwhistle.com](http://www.cwf.silentwhistle.com)).*

## Benefits and Wellness Fair offers information on health, wealth

Colonial Williamsburg will hold the annual Fall Benefits and Wellness Fair for employees and their dependents from 10 a.m. to 2 p.m. Friday, Nov. 18 at the Williamsburg Woodlands Conference Center.

Representatives of organizations including American Family Fitness, the YMCA, Vanguard 401(k), Health Savings Administrators (HSA), and Optima's EAP will also be on hand to provide wellness, health and financial information. Anthem Blue Cross Blue Shield and Optima Health representatives will also be at the fair to answer questions and assist you in selecting the medical plan that best meets your needs. If you haven't already, don't forget to ask about the High Deductible Health Plan with the

Health Savings Account (HSA). It's a great avenue to save some money, and contributions are \$0 for Employee Only coverage!

Seasonal flu shots will also be available during the fair to employees and dependents age 18 and over with a valid 2016 Colonial Williamsburg I.D. Please note that we will not be offering health screenings during the Fair.

As a reminder, Nov. 18 is the last day to turn in Open Enrollment forms. Members of the Benefits staff will be at the Williamsburg Woodlands Conference Center from 10 a.m. to 5 p.m. to answer questions and accept enrollment forms.

We regret that forms received after 5 p.m. on Friday, Nov. 18 cannot be accepted.

## Learn about your 401(k) Plan

To help employees plan for their retirement, the Benefits team is offering an opportunity to meet a participant investment representative from the Vanguard Group, Colonial Williamsburg's 401(k) administrator, to review the 401(k) plan provisions, investment options and secure your Vanguard account with text logon authentication.

The 401(k) plan enables employees to put money aside in a variety of savings or investment accounts and, at the same time, defer current taxes on their savings. Colonial Williamsburg matches 25 cents per dollar contributed on the first 4 percent of an

employee's salary.

Employees are eligible to enroll at age 21 and may contribute up to 50 percent of their pre-tax pay into the plan, up to the annual IRS limit. A short half-hour investment meeting will start at 9:30 a.m. on Friday, Nov. 18 at the Williamsburg Woodlands Conference Center before the Benefits Fair begins.

The Vanguard investment representative will also be available to answer your questions from 10 a.m. to 2 p.m. at the fair.

If you need any additional information, please contact **Angela Franklin** at 7122.



## Your Story

### Palace staff works to make guests' visits enjoyable

**EMPLOYEE NAME:** Dan Moore  
**POSITION:** Site Supervisor,  
Governor's Palace

**YEARS OF SERVICE:** I began my career with The Colonial Williamsburg Foundation in December 2001, starting out as a group interpreter leading school groups and other groups during their visits to Colonial Williamsburg. I then served for two years as a costumed interpreter, primarily at the James Geddy House and at the George Wythe House. I then returned to the group interpretation staff as one of three supervisors there. I assumed my present position at the Governor's Palace just this past August.

I have a bachelor's degree in history from Bowling Green State University in Ohio and enjoy learning more about history while working here. Beginning my employment at Colonial Williamsburg as a group interpreter has given me a great appreciation of the size and diversity of Colonial Williamsburg.

**WHAT I DO:** I am now the site supervisor at the Governor's Palace, and I am responsible for making sure that the daily operations run smoothly at the site and that the interpreters have everything that they need to be successful. Because the Palace is a very highly visited and iconic location in the Historic Area, we all work together to make sure that everyone who visits has a very enjoyable, worthwhile and educational experience.

Because of the high visitation, the Palace is a busy place. Between the hours of 9 a.m. and 4 p.m., we have tours going in the door roughly every seven minutes. This makes for a tight time table, but it allows us to accommodate thousands of visitors daily without making them wait. And we have set aside the last hour of the day, from 4 – 5 p.m. for guests who want to see the Palace at their own pace and without a guided tour.

My normal work week is from Sunday – Thursday, and my office is located in the East Advance Building at the Governor's Palace. Along with overseeing the daily operations, my responsibilities also include the interviewing and hiring of new staff, as well as training interpreters. There is always something going on here. In addition to our normal daily operations, the Governor's Palace also hosts a variety of other events, such as donor society functions, weddings and many evening programs.

**WHAT I LIKE ABOUT MY JOB:** I love being directly involved in the daily operation at the Governor's Palace. It has been a real pleasure to get to know the interpreters who work here better and to see them go out of their way every day to make our guests happy. And even though I gave my first tour of the Palace 15 years ago, I still am excited every time I can step away from my desk and get out and talk to our guests about all of the interesting people and stories associated with the Palace. I feel really lucky to be here.

**WHAT I DO TO IMPROVE THE GUEST EXPERIENCE:** Our day begins each morning with a staff meeting before the Palace opens. The interpreters and I go over the events of the day and what may be happening at the Palace, such as any special events. For example, if a program such as "Storming the Palace" is occurring on Palace Green early in the day we know we will have a large influx of visitors shortly thereafter. There may also be a special event scheduled in the Palace kitchen that we also



Photo by Dave Doody

**Dan Moore, who currently serves as site supervisor at the Governor's Palace, participated in a tar and feathering during a Revolutionary City program during his tenure at Colonial Williamsburg.**

need to be ready for.

What many people outside of the Historic Area may not realize is that we don't have any interpreters permanently assigned to the Governor's Palace. Our costumed site interpreters instead rotate among many different locations throughout the work week. They may be at the Governor's Palace one day, the Capitol the next day and at the George Wythe House the following day. Consequently, communication among our staff members is quite important and our morning staff meeting helps us be on the same page as we begin our day.

I frequently will talk with our interpretative staff during the day to determine if there are any problem areas or issues that need to be addressed by me. I ask them how their day is going and what changes, if any, they might suggest to enhance the guest experience. I will also talk to different visitors as they are leaving the Palace and ask them how they enjoyed their visit.

**MEMORABLE EXPERIENCES:** In 2003, when I was a group interpreter, I had the honor and privilege of showing Colonial Williamsburg to a Nobel Peace Prize winner, Shirin Ebadi from Iran. She had recently been awarded the Peace Prize for her efforts on promoting human rights and democracy in her native country. I enjoyed meeting her and spending time with her. It was a very memorable day.

**BIGGEST ACCOMPLISHMENT:** Being able to make a good life here in Williamsburg is something of an accomplishment. My wife, three sons and I all live on Duke of Gloucester Street in one of the homes in the Historic Area. This really is an amazing place, and I hope that I don't take for granted how unique it is to be a part of this town.

**INTERESTS/HOBBIES:** I enjoy spending time with my family. Two of my three young sons attend the nearby Matthew Whaley Elementary School so I can occasionally walk them to school. Like most interpreters I enjoy reading and I am always reading at least one history book. I also enjoy traveling and recently took a trip to visit local historical sites in New England.

## RAVE Mobile Safety notifies employees about severe weather

Colonial Williamsburg has partnered with RAVE Mobile Safety to notify employees of emergencies or significant threats to safety. RAVE provides an emergency alert system capable of delivering messages to an employee's CWF e-mail and voicemail, personal e-mail and cell phone. RAVE will be used in conjunction with National Weather Service Notifications to deliver prompt guidance during severe weather.

Employees can enroll in the program using their CWF issued e-mail address. They are encouraged to login to the RAVE Mobile Safety site to confirm their contact information and choose your notification preferences. It is strongly advised that employees provide their cell phone number for the delivery of text messages. Information provided is confidential and private. Only RAVE domain system administrators will see their personal information. (Note: Cellu-

lar providers may charge a per-text message fee for the delivery of emergency notifications to the employee's cell phone).

**Supervisor's Note:** Due to data limitations, some employees may not be automatically enrolled. Employees without a CWF issued e-mail address could not be pre-populated into the RAVE system. Please work with these employees on an individual basis to complete their registration. Remember all information is confidential and will only be used to send emergency alert notifications.

An instruction sheet on how to access the RAVE system can be found on Colonial Williamsburg's Intranet at <http://intranet/>. To manage your account, please visit: <https://www.gerave.com/login/williamsburg>.

For login questions, contact the Help Desk at 7300. For RAVE questions, please contact **Karen Stone** at 7721 or [kstone@cwf.org](mailto:kstone@cwf.org) or **Jessica Tarr** at 7025 or [jtarr@cwf.org](mailto:jtarr@cwf.org).

## CW, American Red Cross work to support Nov. 30 blood drive

Colonial Williamsburg and the American Red Cross will sponsor a blood drive from 10 a.m. to 3 p.m. Wednesday, Nov. 30 at the Woodlands Conference Center.

Those who wish to donate blood must be at least 17 years old, weigh 110 pounds and be in overall good health. Appointments are encouraged. To make an appointment, call 220-7029 and select option "5." Walk-ins are welcome.

Prior to donating, remember to drink plenty of juice, water or other non-caffeinated fluids and eat foods low in fat and high in iron (green leafy vegetables, nuts, whole wheat bread and lean meats). Donating blood takes approximately one hour and

consists of four steps -- registration, confidential health history, actual donation of blood and refreshments.

There is now a Rapid Pass option available to help save lives in less time! Visit [redcrossblood.org/RapidPass](http://redcrossblood.org/RapidPass) and follow the instructions. There is also a free Blood Donor app available on the App Store or on the Google Play™ store.

Colonial Williamsburg's blood drives are coordinated by the Hospitality and Courtesy Committee in collaboration with the American Red Cross.

For more information, contact **Jessica Tarr** at [jtarr@cwf.org](mailto:jtarr@cwf.org).

## Town Hall Q&A

Continued from page 3

for supervisors in the winter and a planning document was developed which gives the supervisor and employee an outline of what to discuss prior to and after a CW Day has been taken. This information can be found on the intranet. Participation in CW Day is not mandatory.

### Holiday Bonus

**Can there be an alternative bonus to meat for those of us that don't consume meat?**

We assume you are referring to the turkey and ham that is given to employees during the holidays. We are currently reviewing the turkey and ham process and will take your request into consideration.

### Job Swapping

**Is it feasible for workers to work at different places to learn different and understand others?**

Many divisions cross-train employees within the division. Opportunities to train in positions across divisional lines are limited; however, are still made available via the job posting. There may be limitations based on the nature of the work (bargaining unit vs/ non-unit) and opportunities for overtime. If you are interested in such an option, feel free to discuss with your supervisor and your HR representative.

### Reorganization

**Will there be another major reorganization? If so, to what purpose? When?**

Colonial Williamsburg leadership is constantly evaluating the effectiveness of the organization structure. If a change in structure is warranted, there will be a rationale that drives the decision and that rationale will be communicated along with the announcement of the structural changes.

## Marketplace

**FOR SALE: Silver, handmade Egypt cartouche/pendant.** Name: "Robin." Never worn. Beautiful. \$50. CALL: Terry at (757) 814-7397.

**FOR SALE: Heirloom Holiday Ornament.** Heirloom Handcrafted Christmas Ornaments created especially for you. Wedding event, colonial reproduction cloth, your favorite old baby clothes, football or basketball team colors, grandpa's old flannel shirt, or military colors can be skillfully transformed into beautiful ornaments that are special to you. 3 and 4 inch balls. \$12 and up. Unlimited cloth/color supply. Bead and pearl work are extra. CALL: Gretchen Frederick at (757) 707-7333 text or call or e-mail [pixtng@gmail.com](mailto:pixtng@gmail.com).

**FREE NOTARY SERVICES** for CW employees and family. CALL:

Gretchen at (757) 565-8623 or e-mail her at [gfredrick@cwf.org](mailto:gfredrick@cwf.org).

**ONE TICKET TO ELF.** 2 p.m. Dec. 17 at Chrysler Hall. Aisle seat, Orchestra Right. \$50. CALL: Mary at (757) 871-7131.

**ROOMMATE NEEDED** to share a townhome located in The Oaks on South Henry Street, less than two miles from the Historic Area. Female preferred. Room is available now. CALL: Erin at (571) 224-6615.

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