



WESTIN HOTELS

OCTOBER 1981

Flamefront

Now we have our own personal Personnel department

We here in the corporate offices now have our own personal Personnel department.

The department, headed by Personnel Manager Barbara Ogle, is responsible for the overall administration of personnel functions in the corporate offices.

Barbara has been with Westin Services most of the three years she has worked for Westin.

Assisting Barbara is Nancy Barthlow, formerly secretary to the director of the Personnel division.

Walker Williams. Carrie Seydel provides secretarial support for the new department.

The Corporate Personnel department is a completely separate entity from the Corporate Personnel division, Barbara explains. The Personnel division, headed by Walker, is responsible for operating property functions. Both the Personnel department and the Personnel division, however, are physically located together on the seventh floor.

According to Barbara, there are several reasons for breaking out the corporate and hotel personnel functions.

"First, we felt we could better serve the needs of the company and all employees this way," she says.

"Second, we wanted to give corporate employees direct access to a department responsible for their personnel needs.

"And third, the volume of corporate interviewing, transfers, and employee counseling can now be handled much more efficiently."

The new department, which was formally organized the first part of September, handles job interviewing, salary administration, counseling, career guidance, training, corporate employee recognition programs, group benefits and coordination of our bus pass and complimentary room programs.

In short, the Corporate Personnel department is designed to take care of us here at corporate.

"We are really enjoying working with everyone here in The Westin Building," Barbara says. "If we can be of service, just give us a call. We'll be happy to talk over the phone or, if necessary, set up an appointment."



From left, Barbara Ogle, Carrie Seydel and Nancy Barthlow—our new Corporate Personnel team.

It's pumpkin carving time

October means falling leaves, nippy nights, harvest moons, and yes, pumpkins.

And especially pumpkins that have been carved into jack-o-lanterns.

So, how about

decorating the sixth floor lunch-room with our best pumpkin-carving efforts?



You may bring in your own artistic creation, or if you wish, organize a department, or even floor, effort.

In any case, the more entries, the merrier. Or should we say, scarier?

Sharpen your knives and prepare to bring your contributions for display in the lunchroom beginning October 26. Nick Layne, our lunchroom attendant, will take care of tagging and displaying our creations.

United Way — it's up to us to make it work

There's no getting around it.

There are a lot of people in King County who use — and benefit from — the over 100 social and service agencies that could not operate were it not for United Way funding.

In fact, there were over one million such people last year alone.

And where does the funding come from?

From us.

Each fall, "loaned executives," volunteers from selected businesses throughout King County, visit groups of employees about town to explain to them just what United Way does — and why our contributions are so important.

The week of October 12-16, those loaned executives will be visiting us here in the corporate offices.

At that time, we'll all be invited to attend a meeting to learn more about the funding agency from one of the loaned executives.

During the approximately one-half-hour-long meetings (probably several floors per meeting) we will have a chance to learn what United Way does for King County residents, and to ask questions. We'll be able to make contributions at that time also. Meeting times and locations will be announced.

Westin's golf classic gets good turnout

One hot day near the end of August, 44 Westin Hotels and Westin Services employees slashed, drove and putted their way through 18 holes on the scenic Mt. Si golf course.



And for some, the effort was worth a prize or two in Westin's eleventh annual golf classic.

In the women's division, Pat Pope (Jim Pope's wife) came in with the low handicap score, and Kimi Nakanishi copped the low actual score.

Danny McClaskey (Dan McClaskey's son) and Greg Marks tied for handicap low score in the men's division. Danny also had the low actual score of the day.

This year's golf day was Westin's eleventh on the Mt. Si course, and says Jim Gyselman, who helped organize the event along with Brian Beaulac, "We've always held it on this course; it's very picturesque, has nice facilities and it's not too difficult. This way, everyone, whether they play every weekend or just once a year, can enjoy it."

And enjoy it, they did.

Hotel jobs posted here now, too

In cooperation with The Westin Hotel, Seattle, Corporate Personnel will be posting the hotel's job openings here in our offices.

The Westin Hotel's job openings will be posted twice weekly on all corporate office bulletin boards.

If you or someone you know is interested in one of these jobs, please contact Teresa Keller, assistant director of personnel at the hotel, for more information and job requirements.

Prior to interviewing for a hotel job opening you would need to complete and return a Request for Transfer form to Corporate Personnel.

D&C secretaries have a winner Lunchroom dubbed Harry's on Sixth

The secretaries in Design & Construction proved recently that two (and more) heads are better than one.

Six secretaries in that division submitted the winning name in the name-the-lunchroom contest. Their selection: Harry's on Sixth. Their prize: \$100.

An employee panel of 14 judges first screened the 60-plus entries on a Friday to narrow the selection down to 10, and then on the following Monday three celebrity judges — Wayne Cody, Ivar Haglund and mystery restaurant reviewer for the *Seattle Business Journal* — met for lunch in the yet unnamed Harry's to vote for their favorite name.

And that name was Harry's on Sixth.

The six "namers" were: Sandy Burrill, Charlotte Mirick, Marilyn McCartney, Kathleen Bauer, Lisa Friedley and Madeline Clark.

The first runner-up (\$25 prize) was "The Meet Market" submitted by Jerry Gunderman and the second runner-up (\$10 prize) was "Seat & Eat Division (SE-6)" entered by Mike Swan.



Celebrity judges (from left): *Seattle Business Journal* mystery restaurant reviewer, Wayne Cody and Ivar Haglund.

Letters to the editor



Where are they?

We're sure you have questions, suggestions and comments you'd like to air.

So why not air them through

Homefront in our letters to the editor column?

Homefront is your publication and anything you have to say—criticisms or compliments—can be said here. And furthermore, we'll get you a response from the appropriate authority if that's what's needed.

If you're having trouble putting your thoughts down on paper, don't despair. Just give us a call (ext. 8910) and we'll be glad to help you express your concerns in writing.

This can be your very own personal part of *Homefront*. We'd like to encourage you to use it.

P.S. If you have something to say or a question to ask that you'd like to remain completely confidential, you can write to Open Line, which is handled in strict confidentiality through the Corporate Personnel department.

Open Line forms are available in coffee or copy rooms and the sixth floor lunchroom.



Surprised and happy winners, from left, Charlotte Mirick, Lisa Friedley and Marilyn McCartney.

Married, moved? Call Personnel

If you've moved, changed your marital status or home phone number, the Corporate Personnel department would appreciate a call from you.

If you've made any of these changes since February 1981, please call Barbara Ogle, 8935, so she may update your records.

YOU ARE INVITED...

The faculty of Hotel & Restaurant Administration
at Washington State University
and Mr. and Mrs. Burtenshaw

are proud to present

UAL, Inc.'s Chairman

EDDIE CARLSON

speaking on

"THE SERVICE INDUSTRY IN THE FREE ENTERPRISE SYSTEM"

as the inaugural lecturer in their
Burtenshaw Lecture Series

TUESDAY, OCTOBER 13

Seattle Central Community College Campus
Broadway Auditorium, Broadway & Pine

8 p.m.

Reception following

The Burtenshaw Lecture Series, to be presented during the 1981-82 academic year, will cover various aspects of the hospitality industry. The lectures are for Washington State University hospitality students, alumni and hospitality industry personnel. The lectures will be given by nationally recognized industry and educational leaders.

The Burtenshaw Lecture Series is part of a parallel celebration at the University of the Fiftieth Anniversary of the Hotel & Restaurant Administration program. The celebration, officially titled "Hotel & Restaurant Administration--Fifty Years of Excellence at Washington State University" is being co-chaired by Bill Newman, vice president/sales for Westin, and Mr. Burtenshaw.

Westin's golf classic gets good turnout

One hot day near the end of August at Westin Hotel and Westin Scripps employees studied some old photos they were through in their on the scenic Mt. St. Angelo.



And for sport, the staff was worth a prize or two in Westin's eighth annual golf classic.

In the women's division, the Westin Ladies' Golf Club won with a score of 108. The men's division was won by the Westin Golf Club with a score of 112.

Hotel jobs posted here now, too

Hotels are hiring for various positions including front desk, housekeeping, and food service. Applications are being accepted at the Westin Hotel.

YOU ARE INVITED a winner Lunchroom dubbed Harry's on Sixth

The lunchroom at the Westin Hotel is now a winner. Dubbed Harry's on Sixth, it has become a popular spot for employees and guests alike.

An employee named Harry was the inspiration for the name. The lunchroom is now a favorite spot for many.

The lunchroom is now a popular spot for many. It has become a favorite spot for employees and guests alike.

The six-month-old lunchroom at the Westin Hotel is now a winner. Dubbed Harry's on Sixth, it has become a popular spot for employees and guests alike.

The lunchroom is now a popular spot for many. It has become a favorite spot for employees and guests alike.



Celebrating the new lunchroom at the Westin Hotel. The lunchroom is now a popular spot for many.



Have you ever...?

Have you ever...? The lunchroom is now a popular spot for many. It has become a favorite spot for employees and guests alike.

HOW'S THE LUNCHROOM SUIT YOU?

The newly-named "Harry's on Sixth" employee lunchroom has been open for almost two months now, and Corporate Office Services, along with our lunchroom attendant Nick Layne, would like to know what you think of it.

Keeping in mind that Harry's on Sixth is basically a lunchroom, not a cafeteria, they'd like your comments, suggestions and constructive criticisms about it.

Please take the time to respond with your comments below and send them to: Corporate Communications, COM6.

Thank you.

____ I like Harry's on Sixth just as it is.

____ I'd like to suggest that you add _____

____ I'd like to suggest that you change _____

____ I'd like to see more of _____ and less of _____
_____ in the vending machines.

____ I like the vending machine offerings just as they are.

I'd like to make these additional comments/suggestions:

Name (optional) _____

PLEASE RETURN TO: Corporate Communications, COM6. Thanks.

The overwhelming consensus: 'Togetherness' proves to be a real plus

For the first time since most of us have worked in the Westin corporate offices, we're all together under one roof, and all within a short walk or elevator ride of one another.

We asked some of you how you felt about this new "togetherness," and what were the advantages — or disadvantages — of this arrangement.

As you'll read below, people agreed unanimously that the advantages far outweigh the disadvantages.

Linda Blosssey, Marketing: It's much more convenient to be in one location. I think the employee cafeteria/lounge on the sixth floor is a terrific place — and much appreciated. Westin is first class.

Cliff Winkfield, Rooms: The savings in time is tremendous and even though I was here only a short time before the move into the new building I can see a much closer working relationship between divisions which should develop into an excellent spirit of teamwork.

Chuck Hicks, Westin Services, drafting: Greatly improved communications between the drafting department and food facilities and designers.

Virginia Barger, Payroll: It's great to be under one roof. But I have a suggestion. We should have a big get-together so that some of the new employees can meet the

employees who have been with Westin longer. I know a lot of names, but would never know or recognize the person.

Marie Firth, Corporate Accounting: Very convenient. Promotes

company unity to have a building that is "your own" and to see other Westin people at every turn.

Jackie Jasper, Personnel: I think it's great. A feeling of a large corporation with the friendliness of a small company.

Vicki Montgomery, Risk Management: Very nice to finally be able to attach the face and body to the voice and name.

Dorothy Wright, Payroll: . . . We (Payroll) could be the only ones in the building. Granted, it is necessary for security, but the thing that bothers me is the extreme quiet. . . it does play on your nerves. I am very proud of our new building and hope everyone respects and takes care of it. The employee areas are fantastic.

Ray Sylvester, Rooms: Disadvantages? I can't imagine what they would be.

There's a tremendous amount of knowledge and talent under this roof, proving that the strength of any organization is its people. To me the greatest advantage (of being all together) is becoming more aware of this "natural resource." And when you add to that an attractive work environment, the chances of continued "quality leadership" in the lodging field are greatly enhanced.

Bill Trenko, Data Processing: It's nice to hop an elevator and go a couple of floors instead of across town . . . But I sure miss seeing the whole gang from FS-4 on a daily basis. P.S. Why are we promoting smoking by putting a cigarette machine in the lunchroom?

Joan White, Corporate Accounting: I like it. It's nice to meet old acquaintances in the elevator and exchange friendly greetings. What

would be even nicer would be for those of us not acquainted to introduce ourselves. The speeding up of inter-company mail has to be one of the many advantages.

Whatever disadvantages exist surely must be outweighed by our lovely views, pleasant lunchroom and coffee room.

Paul Matteucci, Internal Audit: Can't think of any disadvantages. Very delighted with the office set-up and equipment/furnishings.

Extremely convenient to see division and department heads and offices now. Believe our efficiency should improve



Virginia Barger



Bill Trenko



Jackie Jasper



Joan White

along with much more effective communications. We should all be very proud of our corporate headquarters.

Fran Wada, Marketing: It's good to know for corporate identity purposes that we're all under one roof. However, I don't feel proximity and accessibility necessarily mean we're getting to know one another better within the corporate offices. It's hard for strangers to open up to strangers.

Marion Kopp, Food and Beverage: Advantages: being able to follow through immediately on "problem" areas by going to see the individual or department involved; getting to know personally those with whom you communicated only by phone before; promotes more of a "family" or "team" feeling among Westin employees.

Lobby businesses open in November

In case you need to do a little banking, or a little sundries shopping, or want to grab a quick sandwich, you won't have to go far to do it.

The Westin Building lobby will house all these services.

Scheduled to open around the first of November in the building's lobby are the Bank of California, an eatery called The Deli, and a sundries shop.

Space and logistics allowing, the leasing agent says a florist may also make the lobby its home.

Mark your calendar

Oct. 19 or 20: Management Institute of the NW seminar, "Managing Effectively with Limited Resources." Drs. Gordon and Ronald Lippitt. Call Reed Sehon, 3157, for info.

Week of Oct. 26-30: Bring in your carved pumpkin creations to display in the sixth floor lunchroom.

COMING UP:

Nov. 17 or 18: Management Institute of the NW seminar, "Team Development for Team Effectiveness." Dr. Irwin Rubin. Call Reed Sehon, 3157, for info.

Nov. 26 & 27: THANKSGIVING HOLIDAY. Corporate offices closed.

Profile brief

Mailroom crew settles into new home, routine

No doubt about it, our mailroom crew is pretty experienced in getting the mail through.

Among the four of them — Dudley Key, Ike Funis, Larry Mercado and Jim Mincy — they have accumulated a total of 18 years in Westin mailrooms.

And that adds up to handling more than a few tons of letters, memos, packages and, yes, junk mail that pass through our collective "In" and "Out" baskets each year.

Plus all that, both Ike and Dudley came to Westin with plenty of mail know-how behind them, since both had been long-time U.S. Postal Service employees.

Dudley has been with Westin the longest—seven years—and has worked for Westin Services the entire time. His "route" is the fourth and fifth floors.

Dudley not only sorts and delivers mail to Westin Services, but also opens and date-stamps every in-coming piece of mail (except "personal" mail). This helps employees prioritize their mail, and to substantiate received dates on time-sensitive pieces.

In his spare moments he acts as a jack of all trades, which includes anything from handling supply storage and delivery tasks, to hanging cork boards.

Besides mail sorting and making five regular pickups and four deliveries for all the rest of the corporate offices each day, Larry, Ike and Jim also handle miscellaneous duties like wrapping outgoing parcels, signing for incoming deliveries and helping to distribute supplies from Central Purchasing.

They also make outside mail runs to The Westin Hotel, Seattle, UAL building, and to Connecticut General (our insurance carrier) in the Fourth and Blanchard building.

Larry, Ike and Jim rotate floor deliveries and mailroom duty on a monthly basis. One will take floors 13, 14 and 15, the other will take floors 7, 8, 9 and 12, and the third will stay in the mailroom to sort and take care of other mail chores.

"This way, we get to know everybody—and everybody gets to know us," Ike explains.

How's the new arrangement working out? Great, they say. And they like their new equipment on the sixth

floor mailroom, too. It includes a new-fangled electronic read-out scale, and also a new postage meter.

Before consolidating the mailroom functions in our new headquarters



Larry Mercado (left), and Ike Funis handle Westin Hotels mail.



Dudley Key has sorted and delivered mail for Westin Services for seven years now.



Jim Mincy—newcomer to the mailroom.

building, Ike handled mail for Westin's offices in the 2000 5th Avenue building for just over five years. When he's not at work, Ike stays busy sharing housekeeping duties with his wife, playing bingo and bowling.

Larry had worked in The Olympic mailroom for six years prior to the move. In his spare time he says he enjoys bottom fishing (Shilshole's one of his favorite spots) and keeping up the yard at his Redmond home.

Newcomer to the mailroom, and Westin, Jim is a 1979 graduate of Mountlake Terrace High School. He attended North Seattle Community College for a while, majoring in drama. His outside interests include acting, skiing and woodworking.

Dudley used to work with Ike in the 2000 Fifth Avenue building. He says he's interested in photography and also "anything that runs on steam." He's a member of the Northwest Steam Society, and is currently building a model steam engine at home.

Traveling, however, has been occupying his time lately. He and his wife left for a six-week vacation in England the end of August.

Moving in — moving on

WELCOME TO . . .

Alice Anderson, UW student intern for Corporate Communications. Alice will be with the department from October through December.

Jeff Balough, audio/visual assistant, Marketing.

Harold Galiger, engineering supervisor, D&C.

Leslyann Haen, secretary, Rooms.

John Matthyse, growth planner, Growth Planning

James Mincy, mail clerk, Corporate Office Services.

Michael Montgomery, project administrator, Project Administration, Westin Services.

Ruth Peralta, receptionist, Westin Services.

Marjorie Seth, analyst programmer, Corporate EDP.

Norland Walter, assistant project manager, D&C.

AND MOVING ON . . .

Nancy Barthlow, from secretary to director of personnel, Personnel division, to personnel assistant, Corporate Personnel department.

Joe Huber, from cost control supervisor, corporate Food & Beverage, to assistant director of food and beverage, The Westin Hotel, Seattle.

Barbara Ogle, from personnel assistant, Personnel division, to personnel manager, Corporate Personnel department.

Correspondents

HOMEFRONT correspondent for the Credit department is Susan Byszeski. If you have any news items, please contact Susan on ext. 5136.



HOMEFRONT is a monthly publication for the employees of Westin Hotels corporate offices and Westin Services and is produced by the Corporate Communications department.

Gabe Fonseca, internal publications manager
Linda Plumb, publications editor