



WESTIN HOTELS

Homefront

FOR WESTIN HOTELS & RESORTS CORPORATE OFFICE EMPLOYEES

MAY 23, 1986

DRIVING TO CANADA, EXPO?

If vacation plans lead you to Expo, or anywhere else in Canada for that matter, a word of advice. Our Risk Management Department has been advised by Aetna, our automobile liability insurance carrier, that non-residents are required to carry a Motor Vehicle Liability Insurance Card when driving in Canada. Because of the increased flow of traffic from the U.S. into Canada during Expo '86, this Canadian law will be strictly enforced. If you are stopped while driving in Canada, particularly, British Columbia, and cannot produce evidence of insurance, you may be fined.

If you do not have such evidence in your possession, you should contact your insurance carrier or agent. Then be sure the card, or whatever evidence, is kept in your possession or your car before heading north of the border.

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HERTZ RENTAL CAR DISCOUNTS

Effective immediately, all Westin employees, through our affiliation with UAL, Inc., are eligible for Hertz Rent A Car discounts. Rates vary according to usage, but you'll find them better than our existing 10 percent discount.

No specific reservation requirement is necessary, but reservations are recommended to ensure automobile availability. When requesting a discount, you must specify that you want the "Mini-Fam" rate, give the ID number 155655 and state that you are a Westin employee. These specifications

should be stated at car pick-up and when placing a reservation. At car pick-up, you will need to show your employee identification card or a current payroll check stub to verify employment status.

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HERTZ CAR PURCHASE DISCOUNTS

The Seattle office of Hertz Car Sales has extended an offer to all Seattle area Westin employees for a discount on the purchase of a car between now and June 30, 1986. Proof of employment must be shown using either a Westin identification card or a recent payroll check stub. With this ID, you will receive a \$300 discount off the regular retail price of a car plus a \$500 U.S. Savings Bond (within 90 days of purchase). In essence that amounts to an \$800 savings. You also get a 12 month/12,000 mile limited warranty. Also available is a 24 month VIP Warranty and financing to qualified buyers.

If you are interested, visit Hertz Car Sales offices at 18625 Des Moines Way South, Seattle, or call 243-3210.

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CHECKED YOUR FICA 'BANK ACCOUNT' LATELY?

If you've been wondering about the current status of your Social Security (FICA on your paycheck) earnings, the Human Resources Division is making it easy for you to find the answer. A supply of "Social Security Request for Statement of Earnings" forms are now available at the Division's reception desk on 7. All you need do is

fill out the requested information and mail. You will receive a statement reporting how much FICA earnings have been withheld from your pay and matched by Westin in your behalf. If you have any questions concerning your response, Marilyn Adams or members of her Payroll Department staff (EAS6) will be happy to answer them for you. Pick up a form on 7 or call for one at x5055.

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SIGN UP FOR WESTIN GOLF CLASSIC

You have probably just received or will soon receive full details on the 16th Annual Westin Golf Classic. In brief: The date is Sunday, July 27. The place is the Hi Cedar Golf Club in Orting, WA., about five miles south of Puyallup where it was held last year. Tee off time starts at 12 noon and refreshments and snacks will be available between nines with golf prizes being awarded starting at 5:30 p.m. Reservation forms are included with the information sent you. Sign ups no later than June 30. This is a very popular annual event so be sure to sign up early.

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WHO'S ON FOURTH?

If you've noticed some coming and going activity on the fourth floor lately, there's a reason. Setting up operations on that floor is the new Investor Relations Department headed by Sue Randall, Investor Relations manager.

Investor Relations, as the name implies, will be handling and coordinating investor activity involving Westin's hotel syndication asset management program. Currently, the department is in the process of staffing the operation and installing furnishings and computer equipment.

Actual investor processing activity, according to Doug Suttan, Director of Taxation, Financial Services Division, is targeted for late June, or July. The first

offering in a planned series of partnership trusts, will involve, as announced in a recent Management News Bulletin, The Westin St. Francis and The Westin Hotel, Chicago. Westin, of course, will continue the long-term management of the two hotels.

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WHO'LL BUY MY WICKER BASKETS?

Plantes & Fleurs, our lobby florist, is running a June Special on all their wicker baskets at 20 percent off. And their ongoing 10 percent off on all cut flowers for Westin staff continues. Plant lady Barb asks that you please identify yourself as a Westin employee to get these special deals before your purchase is entered into the cash register.

Barb also notes that the shop is now open on Saturday from 9 a.m. to 1:30 p.m. and that any special requests are most welcome.

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AND NOW A MESSAGE FROM PHONEXPRESS

Introduced at our corporate offices in mid-May was a revolutionary new message communications system referred to as "voice mail" or, as it is more formally recognized, PhoneXpress. Recently HOMEFRONT talked with Dennis Howell, telecommunications specialist with MIS, for this system highlight overview.

The basic idea of the system, according to Dennis, is to transmit and receive information when immediate phone contact cannot be made because the called party is out of the office or otherwise not available. PhoneXpress eliminates phone tag and "please call" memos as well as time-consuming message taking by a third party.

Messages called into the system are directed to the recipient's "mailbox". The recipient, by using a touch telephone and activating an individualized number code, can enter his or her mailbox to retrieve stored messages at anytime of day or night

and from anywhere in the world where a touch telephone is available. At the same time, these individuals can also send messages to anyone else in the system and also have the capability of "broadcasting" or carbon copying, the same message to any number of system users they choose to.

For the sake of brevity, all of the functions of this new business communications tool as reported by Dennis will not be listed here. We will note, however, that PhoneXpress has been installed on a test basis at this time and with limited "mail box" user application. This means that while anyone can input a message into the system, messages can only be directed to those individuals who have been assigned a mailbox and a private code for retrieving such messages. Test period mailbox users number approximately 100 individuals within the corporate offices plus a few key Westin people in the field. A name and phone code directory of those individuals has been sent to you by Kazumi Takeuchi of Corporate Office Services.

Following the test period, which is expected to extend to the end of June, results will be analyzed to determine its viability for wider audience usage.

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WESTIN NIGHT IS JUNE 6

Mark your calendar for Friday night, June 6 from 7 to 11:30 p.m. That's the date for the next Westin-sponsored pledge drive night for KQED Channel 9. Coordinator Cat Regan has been committed to providing 20 volunteers, so make her happy by giving her a call and telling her you'll be there. And, if you'd like your spouse, family members or friends to join with you on the phone, bring 'em along. A catered dinner will be provided plus refreshments and snacks. Call Cat on X5157 and reserve your spot on camera.

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SELECTED SHORT SUBJECTS

Smart Money Plan reminder. The deadline for enrolling or making changes in your current investment mix is July 1. You may obtain Smart Money Plan Change and Enrollment forms from the Human Resources Division.

As you now read this (that is, if "now" is Friday, May 23), The Westin Paso del Norte in El Paso, Texas, is going through the trauma and excitement of opening day. Wish 'em well.

In case the news hasn't reached you, on May 6 Westin announced plans for the management of a 600-room hotel to be constructed in Indianapolis, Indiana. More in the June issue of FRONT.

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PEOPLE

A Westin welcome to: Tim Bryant, interior designer, FORMA; Jacqui Evanchik, sr. interior designer, FORMA; Teresa Langseth, Human Resources assistant, Employee Relations; Susan Randall, investor relations manager, Investor Relations; Mary Spicuzza, project interior designer, FORMA.

Moving in and moving around: Celeste Backstrom, from sales account executive, Corporate Sales Office - Washington, D.C. to market systems training manager, Marketing; Ellen Hickey, from secretary IV, FORMA to promotions coordinator, Marketing; William Lane, profit improvement manager, The Westin St. Francis to accounting services coordinator, Hotel Accounting Services.

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