

OPEN HOUSE FOR EMPLOYEES AND FAMILIES

On September 7, 1957 the initial activity of the week, set aside for the observance of Wood River's 50th anniversary, an open house, was held for all employees, their families and friends. A total of 554 people attended this function, many of whom had never been in a refinery prior to this date.

To make such an event a success requires the cooperation and assistance of many people. Fortunately we received the necessary cooperation and assistance from all the people contacted toward this end. Each person aiding in this venture was sent a letter of acknowledgment and thanks by Mr. I. H. Butterworth, the Refinery Manager. Copies of those letters, which also serve as a list of who they were for this report, are enclosed.

On Thursday and Friday, September 6 and 7, the open house was advertised over the refinery public address system. The messages that were used on the p.a. system are enclosed with this report. Also enclosed is a copy of a letter to all employees dated August 23, 1957 announcing the open house for employees and their families for September 7.

The open house consisted primarily of three separate tours. Visitors were asked to present themselves in the lobby of the Main Office for registration. Several girls from our Accounting Division registered the visitors on the enclosed registration sheets. At the same time the visitors were handed a booklet entitled, "A Trip through Wood River Refinery", which is the second edition of the tour booklet; revised in 1957. A copy of the tour booklet is enclosed. They were also handed a 4-ounce can of Finol or Lighter Fluid, whichever they chose. In addition, each visitor received a souvenir ballpoint pen commemorating the 50th anniversary of the Wood River Refinery. Six of the ballpoint pens will be found in the enclosed envelope.

After the visitors registered they were given a short period of time to browse around the lobby looking at exhibits and pictures placed there for

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the occasion. They were then escorted to the Engineering Conference Room where they were greeted with a few words of welcome by Mr. L. H. Butterworth, Manager of the refinery. Mr. Butterworth greeted each group of 15 to 20 people as they came in throughout the day. From the Engineering Conference Room they were toured by groups through the Administration and Engineering Building which houses the Executive Group, the Engineering Division, the Supply and Transportation Department, the Accounting Division, and the Employee and Community Relations Division. The tours through the building were conducted by girls from the Accounting Division. Immediately following this tour the visitors boarded one of four buses for the purpose of touring the refinery. Each bus was accompanied by a guide who explained various operations as they were approached in the refinery. In addition, one stop was made in the refinery, at the Ultraformer. Here the visitors were escorted into the control room where an explanation was delivered by either Mr. A. Frazier or Mr. G. Helffrich, both General Foremen in the Light Oils Division. The visitors were also given an opportunity to ask questions.

Upon return to the Administration and Engineering Building (Main Office) these groups boarded another bus and toured the river property. A guide on the bus pointed out the various loading docks and other facilities at the riverfront, and in addition, a stop was made at the Light Oils loading dock where visitors were given the opportunity to walk onto the gangplank and ask questions of Mr. C. Sawyer and Mr. H. Sisk, also General Foremen in the Light Oils Division. They were returned to the Main Office where soft liquid refreshment was served. This phase concluded the tour and open house. Maps showing the refinery and river property tour are enclosed.

Also enclosed are two of the name tags worn by the guides and the girls who registered visitors throughout the day of the open house program.

We are enclosing a series of 16 - 8"x10" glossy prints of activities during the open house. The pictures and what they represent are as follows:

(1) From left: Miss Linda Hill, Miss Joy Wolff, and Miss Joyce Helmkamp at the registration table, along with Mr. James Hull, Assistant to the Office Manager, Mr. Henry Dryden, Assistant Office Manager, and Mr. George Nauyok, Assistant Superintendent of the Mechanical Division, awaiting the arrival of the first visitors.

(2) As visitors, Mr. and Mrs. Al Girth study the model drilling rig and refinery unit, Mr. Robert Hartman and Mr. James Delaney acting as greeters in the lobby. The model drilling rig and refinery unit were procured for the 50th anniversary observance from the Chicago Office of the O.I.C..

(3) Miss Joan Dvorchak is shown registering Mr. and Mrs. Paul Schmidt and family while Mr. R. F. Judson replenishes the supply of tour booklets.

(4) Mr. L. H. Butterworth welcoming one of the groups in the Engineering Conference Room.

(5) Miss Joy Wolff is shown conducting a group through the Shipping Office and pointing out the teletype equipment.

(6) Miss Joy Wolff conducting a group of visitors through the Tabulating Room of the Accounting Division.

(7) One of the groups of visitors being escorted through the Main Office Building.

(8) Mr. Al Frazier about to explain the operation of the Ultraformer to a group of visitors.

(9) Mr. Al Frazier explaining the operation of a Light Oils unit to a group of employees and their families.

(10) A group of visitors boarding a bus preparatory to visiting the river property.

(11) Mr. John Bachelder leading a group from the gangplank at the

Light Oils loading dock following an explanation of facilities at that location.

(12) Mr. C. Sawyer (checked shirt) explaining Light Oils loading dock facilities.

(13) A group of visitors leaving the Light Oils loading dock facilities returning to the Main Office.

(14 & 15) Visitors enjoying light refreshment following the tour and open house.

(16) This picture shows Mr. George Nauyok, Assistant Superintendent of the Mechanical Division, escorting Mr. and Mrs. Ned Lyon on a tour of the refinery. Mr. Lyon is a wheelchair invalid and was interested in attending the open house. Mrs. Lyon is one of our Accounting Division employees.

In the enclosed envelope will be found 10 colored slides of the open house activities showing the following:

(1) At the registration desk.

(2) Mr. Ed Mollman and Mr. Bob Hartman ready to explain the model drilling rig and refinery unit.

(3) Mr. L. H. Butterworth welcoming a group of visitors.

(4) A group of visitors touring the Main Office Building.

(5) Mr. Al Frazier leads a group of visitors on a tour of one of the Light Oils Division units.

(6) Embarking for the tour of the river property.

(7) One of the buses traveling toward the river property.

(8) A group of visitors on the gangplank at the Light Oils loading dock.

(9) Same as No. 8.

(10) A group of visitors at the conclusion of the tour.

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