

# THE Leavenworth CONNECTION



JANUARY 2015

EDITORS: LISA ALLEN & CASSANDRA LINCOLN

## Wildly Important Goal !!

By: Cassandra Lincoln

Have you set a resolution - or goal – you want to achieve this New Year? One of the goals the Leavenworth Plant has set is to evaluate the layout of the plant and see what changes can be made to better position us for the future and any new opportunities that may come our way. (We did get a head start on this goal by beginning this work in 2014.) What you see printed here is the proposal for our future layout.

Some of the highlights of this proposal include:

- Consolidating production on 2 floors in the building. Consolidating into a smaller area on fewer floors, we can reduce the amount of travel that raw materials or work-in-process must incur to get from one area to the next. This will allow us to reduce the number of “touches” it takes to make our products.
- Make better use of the 2nd floor by increasing the amount of production located on the 2nd floor. With the amount of space on grade and the amount of production already on the 2nd floor, the 2nd floor is prime space for us to utilize.
- Instead of having smaller pockets of open floor space, combine those small areas into one larger area.

This sketch of the plant layout gets us started. Next steps are to work with the individual departments as they begin planning the move to their new spot. Who gets to move first? The sticker packaging lines! They will be moving to a new location (still on the 2nd floor) in the very near future. The stickers workgroup has been involved in discussions about how the department will be set up in the new location and finalizing their layout.

Once sticker packaging is completely moved, we will evaluate production volumes throughout the plant and determine what will move next. This same process of involve the workgroup in the move planning/layout process will be used with each move.

Look for periodic updates as to the progress we are making in this endeavor.



## CARD SHOP

The Christmas holidays are over and visions of sugar plums have been replaced by chocolate hearts. Valentines Day is just around the corner and the card shop will soon be stocked with sweet confections and gifts for your sweetheart. Be sure to stop in and see what Hallmark has to offer for your special Valentine!

Oh, and don't forget all Hallmark Christmas is now 1/4 price ! So stock up on giftwrap, bows, bags , ribbon tissue, stocking stuffers or maybe even a white elephant gift for Christmas 2015.

Available soon 2014 Hallmark ornaments at 1/4 Price!!!!!!!





SKIN CANCER

The winter sun can be just as damaging as the summer sun. Skin cancer most often (though not always) develops on skin exposed to the sun and begins in the epidermis-the top layer of skin. However, it can occur anywhere on the body. Skin cancer begins through DNA mutations of the skin cells.

The three major types of skin cancer are basal cell carcinoma, squamous cell carcinoma and melanoma. All skin tones are affected.

1. **Basal Cell Carcinoma** accounts for 75% of all skin cancers and has a high cure rate. It occurs in excessive sun-exposed areas of your body. It may appear as a shiny or waxy bump, a flesh or brown colored flat scar like area or an open sore that doesn't heal easily.
2. **Squamous Cell Carcinoma** accounts for 20% of skin cancers and can grow quickly. It is usually curable if treated early. Squamous cell often occurs with chronic exposure to sunlight and on sun-exposed areas of your body (face, hands, etc.). Look for a firm red nodule, persistent bleeding, flat scaly/crusted patches or open sores having a wart looking appearance. These bumps may be rapid growing..
3. **Melanoma** accounts for 5% of skin cancers but over 75% of all skin cancer deaths. It can develop anywhere on normal skin or in an existing mole. It grows quickly and can metastasize. Melanoma most often appears on the face or the trunk of affected men. In women, this type of cancer most often develops on the lower legs. Melanoma affects all skin tones.. In darker skin tones, melanoma tends to occur on the palms or soles, under the fingernails or toenails and other areas not often exposed to sun. Look for the following: a large brownish or multicolored spot with darker speckles which is often larger than a pencil eraser. Changes in color, size or feel of moles, or a mole that may bleed. A small lesion with an asymmetrical or uneven border and portions that appear red, white, blue or black. Dark lesions on your palms, soles, fingertips or toes. Dark lesions on mucous membranes lining your mouth and nose.

**Factors that increase skin cancer risk:** Fair skin. A history of sunburns-especially during childhood. Excessive sun exposure and tanning bed exposure. Living in sunny or high-altitude climates. Abnormal or many moles. Precancerous skin lesions. A family history of skin cancer. A weakened immune system. Exposure to radiation. Exposure to certain substances such as arsenic.

**Treatment:** The stage, size, location and depth of cancer will determine treatment. Often removing the entire growth is the only treatment needed. Other treatment options include; freezing, excisional surgery, skin conserving surgery, photodynamic therapy (drugs and laser), and curettage or cryotherapy. Radiation is used when surgery can't completely remove the cancer. Chemotherapy is used to kill cancer cells. Biological therapy uses ones immune system to attack the cancer cells.

**Prevention:** Avoid the sun during the middle of the day, 10am-4pm. Wear a broad spectrum sunscreen with at least SPF 30 and reapply often. Cloudy days offer little protection. Wear protective clothing. Wear UVA/UVB sunglasses. Avoid tanning beds. Be aware of sun-sensitizing medications and antibiotics. Examine your skin often for new skin growths or changes in existing moles, freckles, bumps and birthmarks. Report changes immediately to your doctor as early detection is important!



Brand Friday

Effective January 1, 2015, Brand Friday entry coupons must be issued to you by your supervisor and you must be wearing Hallmark Brand apparel or pins. Entry coupons will no longer be available at the front desk. You may also request a coupon from Lisa Allen when entering or exiting the building. It is **not** necessary to fold your entry coupon into an airplane, draw and color all over it or crush it into a ball. Entries are separated by shift and then folded in half to be drawn the Monday following Brand Friday. The entry container will be located at Lisa Allen's desk. Brand Friday gifts will include Hallmark product or a \$15.00 gift card to the Leavenworth Card Shop. Gift cards will be reported to payroll for tax purposes.

Thank you for your cooperation.

BIRTHDAYS

03	Jim Wagner
05	Trish Johnson
06	Kurt Whalen
08	Tom Martinez
08	Mark Toy
09	Bob VanSchoelandt
12	Christy Stein
14	Pam Bailey
16	Michelle Elsea
17	Rick Link
17	Jay Sims
18	RickTate
23	Anita Jackson
25	Shelly Mohan
25	BeaWake
26	Connie Robinson
26	Rhonda Skaggs
28	Derek Denney
29	Petra Baker
29	Ron Zink
31	Teri Morgan

ANNIVERSARIES

25 <sup>th</sup>	Cheryl Sullivan Jan. 11, Webtron
35 <sup>th</sup>	Sheila Allen Jan. 17, Gravure
25 <sup>th</sup>	Rick Sherretts Jan.23, Facilities
25 <sup>th</sup>	Travis Wistuba Jan. 25th Webtron