

WOODY'S WORLD

Merry Christmas

In order to allow our employees precious time to share with loved ones this Christmas season, our last day of work in 2018 will be **FRIDAY, DEC. 21**, and our first day of work in 2019 will be **WEDNESDAY, JAN. 2**.

WPG UPDATES: FOURTH QUARTER

BRYAN WOOD, PRESIDENT & CEO

Hopefully everyone survived the marketing blitz of the past couple of weeks with Black Friday (which unfortunately now starts on Thursday), Small Business Saturday, and Cyber Monday (which actually lasts all week). The survival of these events can mean only one thing; you have arrived at December. Yes, believe it or not, it is December already — time to start looking back at some of our accomplishments for the year and setting goals for next year.

One thing that stands out to me, and that I think has contributed to us being able to deal with escalating costs, is the willingness people have shown to help out wherever it is needed. It would be ideal if we could always have a consistent demand level in every area, but we all know that is not reality. We have dealt with the ebb and flow of the various areas by quickly and efficiently moving

our most valuable resource — our people — around to where they are needed. Without this ability, there is no way we could have maintained an overall on-time delivery rate of almost 93%.

**Great things
in business are
never done by one
person. They're
done by a team of
people.**

- Steve Jobs

Moving into the future we will continue looking for ways to improve our products and our efficiencies. The success of these efforts will hinge on everyone not only being open-minded to

change, but also taking pride in being the force that drives the changes needed for continuous improvement. That means having a thirst for knowledge and being committed to being a lifelong learner, then taking that knowledge and figuring out how to apply it. Steve Jobs once said "Great things in business are never done by one person. They're done by a team of people."

Just to recap some of what was discussed in the group meeting: At the end of November our sales will be round 1.5% ahead of last November. I anticipate that the last few weeks of the year are going to be pretty busy and will carry over into January. Unfortunately we are experiencing cost increases in pretty much every area. We hope to overcome these increases in 2019 with a continued commitment to becoming more efficient and a small price increase.



**QUALITY &
CONSISTENCY
ARE A TEAM
EFFORT**

Happy Birthday To You

JANUARY BIRTHDAYS

| | |
|--------------------|------|
| Allison McDonald | 1/01 |
| Joseph Fitzpatrick | 1/02 |
| Joshua Riwai-Couch | 1/02 |
| Scott Sandler | 1/03 |
| Aaron Cherry | 1/05 |
| Justin Smith | 1/10 |
| James Brandenburg | 1/17 |
| Claire Roundface | 1/19 |
| Holly Anderson | 1/25 |
| John Schriver | 1/27 |
| Keith Wood | 1/28 |
| Josh Eickhoff | 1/30 |

FEBRUARY BIRTHDAYS

| | |
|-----------------|------|
| Samantha Kisch | 2/06 |
| John Waters | 2/08 |
| Ed Michael Jr | 2/10 |
| Jeremy Brockel | 2/11 |
| Georgia Brester | 2/15 |
| Gordon Ryder | 2/15 |
| Judy Hinkle | 2/20 |
| Duane Asay | 2/22 |
| Daniel Craig | 2/23 |
| Dave Spina | 2/26 |
| Carol Hicks | 2/28 |
| Lacey Thompson | 2/28 |

COMMUNITY HOPE FAMILY ADOPTION FOR CHRISTMAS

LEE ANN WOOD, MARKETING ASSISTANT

Once again I come to a time where I realize how extraordinary those who work here are. First you all awed me with your generosity in the Flakesgiving, and now as presents come in for Adopt-A-Family I am already seeing the strength and giving of those here. At times I start to mist up, seeing what people have done. Then I had the privilege of delivering the packages this past year and seeing what a difference you made in the lives of those in need. None of the homes I went into had anything under the tree when I showed up. Some did not even have a tree. Families were in tears and kids were beside themselves with the possibilities before them. One father said to me as I left that it was so wonderful to be privileged to live in Mayberry.

The families chosen were handpicked by Community Hope,

because they could see the need in each. A couple of them are facing huge medical problems, from needing a kidney to losing their eyesight. So we are not looking at an abused system in giving to these families.

No one has ever become poor by giving.
-Anne Frank

There are two ways in which you can give to the Adopt-A-Family program:

1. By **choosing an ornament off the tree** in the coffee room and **filling the need**. When

you return the package (wrapped or unwrapped), please attach the ornament to the package so we know that need has been filled and who to distribute it to. Put the package in the box near the tree. I will be wrapping anything not wrapped before it goes to the families.

2. If you don't want to do the shopping, **donate cash to the box next to the reception desk**. All funds donated will be matched by Wood's Powr-Grip, so **you will be giving double**. We will then do the shopping for you.

All donations must be received by Dec. 7. This gives us time to get the shopping done, everything wrapped and distrusted to the families in need. And thank you in advance for being so awesome!

REAL ID ACT

LEE ANN WOOD, MARKETING ASSISTANT

We were able to get an extension to be able to use our driver's license until October 2020 in order to fly or enter a federal building. But it is something to consider if you are renewing your driver's license between now and then. This is because not all driver's licenses issued will be compliant. In order to have a license that is valid to use for flying or entering a federal building you need to get an enhanced license. You will know it is enhanced because it will have a star on it.

There is an extra cost to getting an enhanced license. It is an extra \$50 for a first-time Montana license or to change your license when not near the expiration date of your current license. It is an extra \$25 for changing it near the expiration date (i.e. your MT license or ID card expires in the next 6 months or your MT license or ID card expired less than 3 months ago) of your licenses or to renew a Real ID compliant Montana driver's license. The state's official website, www.montana.gov, has a program to calculate what it is going to cost you to get a Real ID renewal. Mine

continued on page 3



Enhanced License



Regular License

FLAKESGIVING FUNDRAISER

STACY LAWVER, GRAPHIC DESIGNER

Flakesgiving has become an annual tradition for local radio station Cat Country 102.9 and its popular on-air duo The Breakfast Flakes (Mark and Paul). For several years now, Wood's Powr-Grip employees and management have donated to the Flakesgiving fund. Some folks may not know what Flakesgiving is all about or why we contribute, so here are some quick facts:

IS FLAKESGIVING A REAL CHARITY?

Yes, it IS a real charity! However, unlike some charities, Flakesgiving has very low overhead. Funds go to buying the food, as well as paying the required taxes and an accountant to keep the book. Mark and Paul don't take a dime and they never will.

HOW MANY PEOPLE BENEFIT FROM FLAKESGIVING?

Flakesgiving volunteers will create, distribute and deliver an estimated 1,500 complete meals, with each meal feeding 7 to 10 people. That means more than 10,000 people will enjoy a meal because of Flakesgiving — it's the biggest event of its kind in the state of Montana.

WHAT DOES A FLAKESGIVING MEAL COME WITH?

- | | | |
|---------------------------|-------------------|-------------|
| - 10-15 lb. turkey | - 10# of potatoes | - Celery |
| - Onions | - Corn | - Stuffing |
| - 2 boxes of mac & cheese | - Rolls | - Gravy Mix |

HOW HAS WPG HELPED?

The cost of each meal is about \$30. That means this year's total **WPG donation of \$1,407 fed nearly 50 families (between 300 and 460 people)!** \$287 above last year's total! WAY TO GO WPG!!

CHANGES TO 5S LUNCHES

SAM MATHER, LEAN PROCESS ENGINEER

5S has been a part of WPG culture for just over a year now, and the results speak for themselves. Workspaces are cleaner and tidier, the clutter is being reduced, and when giving a tour, our facility has more "wow-factor" than ever!

Now that we've had enough time conducting audits and looking at how the various areas are performing, it has been decided that a few modifications to the 5S lunch incentive are necessary. Lunch will still be provided for all

WPG employees as a celebration of our successes, but with the following requirements:

...Our facility has more "wow-factor" than ever!

1. All internal and external audits must be completed (as was required before).

2. There will be a red-tag audit that must receive a passing score in the first week of each month.

3. All documentation, such as the cleaning checklists, must be up-to-date as far as being on the correct month.

With these changes, we hope to see things running smoother in the long run. Thanks to everyone who has helped get the shop in the condition it is in, and we look forward to seeing all the improvements to come!

NEW EMPLOYEES



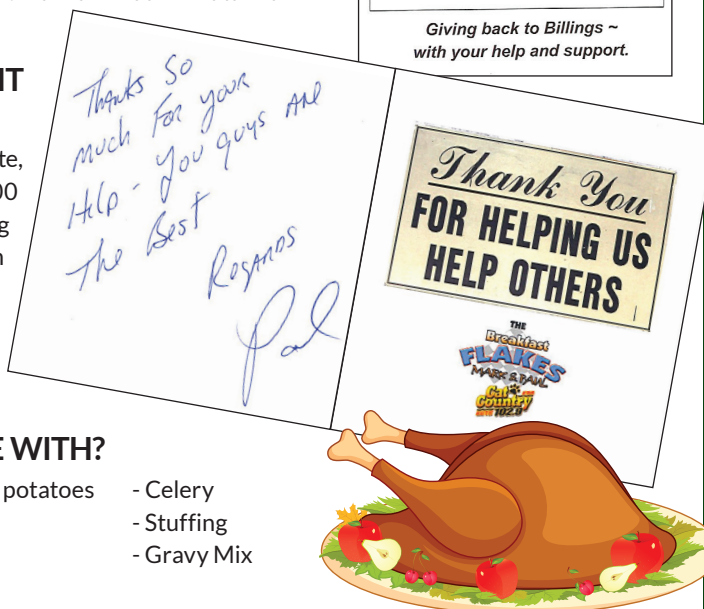
JAMES BRANDENBURG
Cleaning/Prep



JODI SCHREINER
Receptionist

Now hiring!

- 1 Full-Time Night Production Tech Machining
- 1 Full-Time Night Molder
- 3 Full-Time Production Techs Frame Assembly
- 1 Full-Time Materials Control Clerk



WPG SHIRTS!

choose your style



choose your color



order online



You can order shirts at wpgteam.com under Benefits!

MARKETING UPDATE

BARRY WOOD, VP MARKETING AND COMMERCIAL DEVELOPMENT

The most visible change in the marketing area since the last update is a change in personnel. Kaitlyn left to go back to school, and we brought on Dan Page. He has been working in the marketing department since September, but has not spent a lot of time out of his office. Dan is a newspaper guy and has a considerable amount of experience with layouts and making things aesthetically appealing. He has worked with engineering to a limited degree, but most of his time has been spent revamping the instructions for the machines. He is working on getting them converted from Word to a more appropriate program that was designed for institutional documents like our instructions.

As most everyone is aware, we updated our website earlier this year. We recently got a Portuguese version of the site up for our customers in Brazil. This site was fairly complicated as it is intended to service our subsidiary in Brazil. We expect that German, Spanish and French will be easier as they aren't as complicated, and most of the hurdles have already been figured out. But one thing I have learned about websites is that reality never matches expectations.

In regards to the subsidiary mentioned earlier, we have finally cut through all the red tape and can say that it is 100% legitimately open for business. Up to this point, besides wading through inconceivably complicated

The goal is to make our intranet as useful as possible.

paperwork to get everything registered, efforts have focused on servicing and maintaining our current customer base and towards getting glass industry sales outlets in place. Our first fully legitimate stocking sale to the subsidiary is on the way to Brazil as this newsletter goes to print.

Over the past several weeks we have made a push to use our internal website (the intranet). It can be found at www.wpgteam.com. For those who don't know, it is a private site that is available only to WPG personnel. Each

employee's user name is their employee ID#. If you have forgotten your password, please contact Stacy in Marketing; she will reset it for you.

Some things that can be found on the site include:

- Old issues of this newsletter
- The Employee Handbook
- CAR forms
- Leave (Schedule Deviation) Request Forms (can be filled out remotely.)
- Travel Request Forms
- Direct Deposit Forms
- Shipping Request Forms (for personal and business packages)
- Photos from various WPG events
- A link to the WPG-logo'd apparel order site
- Various HR information
- The most recent ship report that Bryan regularly passes out in the all company meetings

The goal is to make our intranet as useful as possible. So it is worth it to see about getting access and taking a glance at it from time to time — even if only after company events to see photos.

Discount Hotels

save money, and still have a great stay!

Are you traveling for the holidays? Do you have friends or relatives visiting?

Did you know that WPG gets discounts on both local hotels and national chains as well as rental cars? We would love to pass those savings on to our employees!

See Lee Ann Wood for more details, and to start saving!!

REAL ID ACT (CONTINUED)

expires in 2019, so I went in and calculated it. With the motorcycle endorsement I have, it will cost me \$71.59 to get it renewed. If I were to do it today, it would cost me \$61.80 (\$10.30 replacement fee and \$50 upgrade), then I would still get stuck for the \$71.59 when I renew.

You will also need to go through a three-step process.

Step 1: You will need one of these documents to prove your full legal name, date of birth and authorized presence:

- » Certified US Birth Certificate (Photocopy & pictures not accepted)
- » Consular report of birth abroad
- » Valid unexpired US passport
- » Certification of naturalization
- » Certificate of Citizenship
- » Form 1-551

Step 2: Social Security number from one of the following:

- » Social Security Card (not laminated)
- » W-2 Form
- » SSA-1099 Form
- » Non-SSA-1099 Form
- » Pay stub

Step 3: Prove your Montana residency with two of the following:

- » Valid Montana Credential
- » Expired Montana Credential
- » Utility bill
- » Phone bill
- » Pay stub
- » School transcript or report card
- » Insurance policy
- » Vehicle registration or title
- » Received USPS First-Class mail
- » Valid Montana Real ID credential
- » Expired Montana real ID credential
- » Rental agreement or rent receipt
- » Credit card statement
- » Mortgage document
- » Tax document
- » Voter registration
- » Bank statement
- » Montana hunting or fishing license or permit
- » Either Montana or federally recognized tribal identification
- » Certified court documents
- » A written statement on letterhead from Montana Social Services Agency verifying homeless status and descriptive address

Additionally: Document ALL name changes:

- » Certified Marriage License
- » Certified Certificate of Marriage
- » Certified Declaration of Marriage
- » Certified Dissolution of Marriage
- » Certified Divorce Decree
- » Court Order granting name change
- » Certificate of Naturalization
- » Certificate of Citizenship
- » Certified Domestic partnership registration
- » An equivalent documentation of dissolution from a court
- » An equivalent documentation of marriage or domestic partnership from the issuing government jurisdiction

Note: These will not be available until January 2019, so unless your license comes due next year, you will have to pay for the upgrade.

The main reason to have a Real ID is to travel, but it is not the only reason. Please realize that if you ever need to access the federal building for things such as the IRS Office, Social Security Office, Grand Jury duty or other services, you will need a Real ID or another acceptable form of identification.

Other acceptable IDs include:

A US Passport, US passport card, DHS trusted traveler cards, US Department of Defense ID including ID's issued to dependents, Permanent resident card, border crossing card, DHS - designated enhanced driver's license, Federally recognized, tribal-issued photo ID, HSPD-12 PIV card, foreign government-issued passport, Canadian provincial driver's license or Indian and Northern Affairs Canadian card, Transportation worker ID credential, US Citizenship and Immigration Services employment authorization card (I-766), US Merchant Mariner Credential.



trick
OR
treat



SUBMITTED BY
KATIE WHITMOYER

WELLVIA

How WellVia Works:

1. PATIENT CALL

The patient calls our Patient Care Center, 24/7/365, to request a consultation.

2. PATIENT TRIAGE

A Patient Care Coordinator populates or updates the patient's personal health information with symptoms via our secure member portal.

3. THE DOCTOR CALL

A board-certified, state-licensed physician consults with the patient within a matter of minutes (average callback time is 16 minutes). A WellVia physician recommends treatment and, when appropriate, will issue a prescription.

4. PHYSICIAN UPDATE

The physician notes and updates to member's secure portal with a recommended treatment regime.

5. PATIENT FOLLOW-UP

24-48 hours after the doctor consultation, a Patient Care Coordinator will follow up with the patient to ensure patient quality.

2019 HOLIDAY CLOSURE & SHUTDOWN SCHEDULE

JANUARY 1

TUESDAY

NEW YEAR'S DAY

APRIL 19

FRIDAY

GOOD FRIDAY

MAY 27

MONDAY

MEMORIAL DAY

JULY 4, 5

THURSDAY-FRIDAY

INDEPENDENCE DAY

SEPTEMBER 2

MONDAY

LABOR DAY

NOVEMBER 28-29

THURSDAY-FRIDAY

THANKSGIVING

DECEMBER 25, 2019 (WEDNESDAY) - JANUARY 1, 2020 (WEDNESDAY) WINTER SHUTDOWN

[Note: The last day of work before Winter Shutdown will be Tuesday, December 24, 2019. Off 8 days - Wednesday, December 25, 2019 through Wednesday, January 1, 2020. Return to work on Thursday, January 2, 2020.]

HOLIDAY CLOSURES

If an employee is scheduled to work on a posted holiday, they will receive the day off and the paid holiday benefit for that day. If an employee is not scheduled to work on a posted holiday, they will not receive the paid holiday benefit.

All full-time employees who are employed as of January 1, 2019 and work the entire calendar year of 2019 will receive 80 hours of paid holiday for 2019. Reduced-hour full-time employees, regular part-time employees, and employees who have not worked the entire year will receive a proportional number of holiday hours based on their scheduled work hours in 2019.

WINTER SHUTDOWN

The number of paid holiday hours an employee will receive during the winter shutdown will be determined by the number of paid holiday hours they received prior to the shutdown. Each employee will be paid the balance of any eligible hours of paid holiday remaining for the year, during the shutdown, taking into account their full-time, reduced full-time, or proportional part-time status.

Vacation or Personal Leave may be used to cover any non-paid days/hours during the winter shutdown. Employees who do not have sufficient paid leave must take the remaining days/hours as approved time without pay.

MO - FR 8-HOUR DAYS

(8-days of Holidays before shutdown)
2-days 2019 HOLIDAYS during shutdown
(Wed.-Thurs., 12/25 - 12/26)
3-days UNPAID during shutdown
(Fr.12/27, Mon. 12/30, Tues. 12/31)
Use 1 2020 Holiday, Wed. 1/1/20

MO-TH 10-HOUR DAYS

(5-days of Holidays before shutdown)
3-days 2019 HOLIDAYS during shutdown
(Wed.-Thurs., 12/25 - 12/26; Mon 12/30)
1-day UNPAID during shutdown
(Tues. 12/31)
Use 1 2020 Holiday, Wed. 1/1/20

TU-FR 10-HOUR DAYS

(6-days of Holidays before shutdown)
2-days 2019 HOLIDAYS during shutdown
(Wed.-Thurs. - 12/25-12/26)
2-days UNPAID during shutdown
(Fri 12/27; Tues. 12/31)
Use 1 2020 Holiday, Wed. 1/1/20