

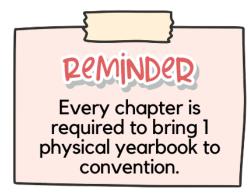
April 2024

## PRESIDENT'S MESSAGE

Katie Henry, Z, GA President

As we near the end of an incredible year, filled with growth, sisterhood, and unforgettable memories, the excitement for what lies ahead continues to grow! With the P.E.O. Georgia State Convention just around the corner, we eagerly prepare to reunite with all our sisters from across Georgia! Reflecting on the past year, I'm overwhelmed with gratitude for the moments shared, the challenges conquered, and the bonds strengthened. Each triumph and every lesson learned has paved the way for an even brighter future ahead.

Convention isn't just a gathering; it's a celebration of sisterhood, a time to reconnect, and a chance to ignite our passion for our projects. As we come together, let's embrace what makes our sisterhood so special. Here's to cherishing the memories of the past year and embracing the excitement of what's to come at Convention. Let's make this one for the books as we celebrate sisterhood, growth, and the boundless possibilities of the future! Looking forward to seeing you all May 3-5th!



# GEORGIA STATE CONVENTION YEARBOOK DISPLAY

Mary Jinglewski, U, Historian

Attention Chapter Delegates: Please do not forget to bring 1 copy of your Chapter Yearbook to the Georgia State Convention to be displayed in the Projects Room. Per changes made during last year's convention, each chapter is <u>required</u> to submit one physical yearbook in person at convention. The Yearbook Display will be set up on Friday in the Projects Room at 3:00pm. All Chapters should submit their yearbooks by the end of the day on Friday.

What is the Yearbook Display? If you previously attended the Georgia State Convention, it is a large, dark green vertical display with an embroidered pocket for each P.E.O. chapter to hold its yearbook. (Special thanks to Monica Woodward, past State Historian, for its amazing construction!) The Yearbook Display is an opportunity to provide yearbook inspiration to other chapters and to learn about the many chapters that Georgia P.E.O. has at the Georgia State Convention.



#### THIS MUST BE DISTRIBUTED TO ALL MEMBERS IN YOUR CHAPTER

## **ORGANIZER**

Peery Moran, AI, Organizer

The Local Chapter Workshop FUNdraising and 2024 Officer Training Videos available on GA website

Resources > Documents and Links

Mark your calendars for Membership Town Hall

- Sunday April 21 | 4:30pm
- Monday April 22 | 7:00pm

Details and zoom links will be sent to local chapter presidents and membership chairs in early April

#### Reminder:

• Corresponding Secretaries, please update your chapter officers and project chairs on the international website once installed and appointed.

## LOCAL CHAPTER OFFICER TRAINING

Kathleen Blake, A, Vice President

The following PowerPoints and scripts for training local chapter officers have been updated on the International website (just in time for March officer turnover!):

- Corresponding Secretary: Staying in Touch
- Treasurer Training: Money Matters
- Presidents/Vice Presidents: Leading with Confidence
- Recording Secretary: Words That Count

# **COTTEY COLLEGE**

Paulette Weiner, AD

The GA Cottey Committee is busy working on a display for convention. The display will include a picture of Michelle Wood, Vice President for Institutional Advancement for Cottey College and Laura Cox, GA State Secretary and GA Cottey Committee Adviser. We are honored to have Michelle join us at convention as a guest speaker. We are asking for all convention members to help us welcome Michelle! This photo will help sisters identify both ladies throughout the convention. The display will also have current Cottey News, flyers and Monster Cookies to keep us going throughout the convention!

Michelle joined Cottey last June. She has over 13 years of development experience. Michelle earned her B.S. in Education from Missouri Southern and is currently pursuing her M.B.A. from Pittsburgh State University. The ball is rolling and convention will be here in no time! See you all there!!







## GA STATE P.E.O. GOOGLE FORMS REGISTRATION

Linda Chow, AN, Technology Co-Chair

This year, we used Google Forms for GA State Convention registration. Google Forms is an online software that enables development of surveys and registration forms. The advantages of Google forms are numerous, from the ability to distribute surveys and registration to a large audience and customization of forms, combining various arrangements using texts and images. The Google form design interface is intuitive, friendly, and easy to use.

Google keeps you organized by curating all the feedback from your respondents in one place while sorting them according to the parameters available. For GA State Convention, we can see a summary of all responses, and have the option of viewing responses by individuals.

To fill in the Google Form:

- 1. Click the link to open the form
- 2. Fill in the fields:
  - a) Free form: requires the user to fill in the field (example First and Last Name)
  - b) Multiple Choice: pre-populated with multiple choice.
  - c) Drop Down: pre-populated with multiple choice

We hope you found the GA State P.E.O. Convention registration easy to use!

## **RECORDING SECRETARY TIPS & TRICKS**

Laura Cox, BI, GA State Secretary

Here are ideas for every generation attacking the recording secretary position for the first time:

## Boomers: "Just the facts ma'am, just the facts. (Dragnet, 1965)

Do not write every piece of information in the discussion on the topic, just the facts. Ex: Ways & Mean discussed selling pecans for a fundraiser. The social committee discussed a Spring Fling social. Do not include the who, what, when unless it's been formalized.



## **Millennials**: Fill in the blank Madlibs (circa 1990)

Print off the template from the International website & fill in the blanks. Make things easier! Get reports from your treasurer, corresponding secretary and committees prior or after to make filling in blanks easier. If your president has an agenda use it, if not ask her prior for information on change in officers, old business, new business and committee reporting.

# Gen Z: Bring your laptop, typing as you go through the meeting.

You can always ask sisters to repeat, or ask questions to clarify. Working through the meeting saves time but certainly is not necessary. Use old minutes to cut/paste from. Don't reinvent the minutes format. Taking minutes is not as overwhelming as it may appear. Your chapter has faith in you!



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## **CHAPTER MINUTES ARCHIVAL OPPORTUNITY**

Mary Jinglewski, U, Historian

Did you know? Each chapter is required to keep the most recent 10 years of meeting minutes in the chapter supplies. Upon a chapter vote, meeting minutes older than 10 years can be digitized or kept in a non-public location. It's important that minutes are kept in a location inaccessible to non-members.

An opportunity for Georgia P.E.O. Chapters 25 years and older! If your chapter is 25 years or older, then your physical meeting minutes older than 10 years are eligible to be stored in a storage unit leased by Georgia State P.E.O. For P.E.O. chapters who have previously archived minutes with the Historian, additional minutes can be archived in 5 year increments. Minimal fees may apply.

The Historian would like to provide the Georgia State Convention as an opportunity for chapters to deposit meeting minutes with her, but please give notice so she can plan to pack her car accordingly! If your chapter is interested or has questions, contact the Historian at peogahistorian@gmail.com.

## IPC LOOKING FORWARD TO CONVENTION

Amy Pinnell, U, Chair

The International Projects Committee is thrilled to extend a warm invitation to next month's convention. We hope you will visit the projects room and discover the incredible ways Georgia P.E.O.'s have supported our projects, provided financial assistance to project recipients and continue to uplift and empower women around the world. By attending the Friday night Projects Dinner, attendees will learn about the impact P.E.O. has made in the lives of two incredible women who have created their own pathways to success. Georgia Sisters helped paved a way for both of their remarkable career journeys. Come hear their stories! We look forward to seeing you at convention!

#### **MEMBERSHIP COMMITTEE**

Katherine M. Brooks, BM

As we all breathe a sigh of relief having completed our annual reports, annual dues collections and officer installations, we may have a heavy heart that a sister may have chosen to go inactive. While this is a reality all chapters must face, I know we do what we can to avoid a sister making this decision. It is inevitable that we then ask ourselves what could we have done to have kept her active? Most often, the answer lies only with that sister but this is a good opportunity to ask ourselves what we may do to engage our members and give our chapter a healthy boost of loving concern.

I encourage us all to think on how we may grow our participation in our chapter particularly thinking on how we may encourage our sisters who may be daunted by raising their hand. Friendship and support may go a long way to make your sisters feel they belong.

## **TIPS FOR ENGAGING OUR SISTERS**

- Consider the physical/mobility, cognitive and environmental needs of sisters.
- Communicate the positive impact their involvement makes. Learn their passions and interests. Encourage them to share their knowledge and skills by presenting a program
- Celebrate milestones, personal achievements and notable events through sending cards, making personal calls and sharing during "for the good of the chapter"



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- Remind them of the significance their membership makes in the lives of women as we educate, celebrate and empower women.
- Leverage social media by posting events with photos and videos of chapter activities.
  - Refer to the IOLC (International website > resource TAB > resource library > search & filter > Topic: Instructions to Officers of Local Chapters (IOLC) for rules and regulations regarding fundraising and use of social media and privacy before posting
- Update sisters of the good work P.E.O./your chapter is doing
- Encourage them to share fundraisers and social events with their friends and family. The more the merrier! Help them share P.E.O. with others in their lives.
- Create engaging volunteer opportunities; encourage them to help with a project; highlight an activity where they can work together with other sisters.

Every sister truly is a V.I.P.! Do not be overwhelmed by the challenge of engaging our sisters. Through our efforts, the bonds of sisterhood will only be made stronger!

# **COTTEY COLLEGE CARD SHOWER**

By Judy Hood, BR, Cottey Chair

Chapters are encouraged to send cards and packages to Georgia students during their assigned month.

**Apr** - H, Q, Z, AI, AR, BA, BK, BS **May** - All Chapters

Madison Covell | Martinez, GA | Birthday: July 2

Office Of Student Life, Cottey College, 1000 W. Austin Blvd. Nevada, MO 64772

Ålyssa Mann | Perry, GA | Birthday July 29 101 Susan Drive, Warner Robins, GA 31093.

## **IMPORTANT DATES**

Ongoing ELF application submitted at

least 6 months prior to graduation

**April 13** President's Celebration

Taylor-Brawner House | 1pm-4pm

May 3-5 Georgia State Convention



