

“Dear Daisy”
by Ms. Daisy Matters

This workshop includes 2 facilitators/actors. (Recommend Marla Williams as Ms. Daisy Matters and Anne Pasquale as “Dear Daisy” letter writer).

A Power Point slide with key points made by Ms. Daisy Matters will be shown each time she responds.

Desk with an old fashioned typewriter sitting on the stage.

Slide One: “Ms. Daisy Matters” No matter too small.

Enter Ms. Daisy Matters with a fully decked out daisy outfit and hat. Go big or go home. Ms. Daisy Matters sits down at the desk and speaks:

Ms. Daisy Matters:

Well, hello everyone. Welcome to my office. My name is Ms. Daisy Matters. I have been the P.E.O. “Dear Daisy” columnist for the past five years and I’m always thrilled to hear from a fellow sister in need.

Please stand if you’ve ever wondered why P.E.O. does something a particular way?

Please stand if you’ve ever asked a State Officer a question about P.E.O.?

Please stand if you’ve asked one of your chapter officers a question about P.E.O.?

Please stand if you’ve ever had a question and turned to the P.E.O. website for answers?

Well, your questions are what fuels my job. So if you don’t find me terribly rude, I’ll get to work. There are always so many letters that need my response.

Enter “Logged Out” holding an ipad/tablet and reads her letter:

Dear Daisy,

I would love to be able to get online and look at the P.E.O. International website and the Ohio State Chapter website but, I’m too embarrassed to ask what the username and password are. I know I was told this once before but I never wrote it down! Please help!

Signed,
Logged Out

Slide Two: Screen shot of the P.E.O. International Website and Ohio State Chapter Website

Ms. Daisy Matters types and then responds:

Dear Logged Out,

The P.E.O. International and Ohio State Chapter websites are full of useful information for our sisters. We can find officer handbooks and forms, order items, make contributions to our P.E.O. projects and find all the information we need to support a candidate for one of our projects. The username is “sisterhood” and the password is “seven.” If you forget, please ask your chapter

president or your Board Contact Officer. The username and password should not be printed, not even in your yearbook.

Enter “Confused Fashionista” wearing a yellow scarf and giant P.E.O. star in the middle of her chest. She reads her letter:

Dear Daisy,

I am a new member and I’m not sure which side I am supposed to wear my P.E.O. pin on, so I put it towards the middle. Does it matter what side we wear it on?

Signed,
Confused Fashionista

Slide Three: Photo of the P.E.O. Star and founders

Ms. Daisy Matters types and then responds:

Dear Confused,

Our emblem was designed by our seven Founders in 1869. Each emblem is the property of the Sisterhood and is lent to a member as long as she is an active member. Members wear emblems to meetings and other P.E.O. functions and they always wear them on their left side, over the heart and above all other pins.

Enter “Speak Now or Forever Hold My Peace” carrying a megaphone. She reads her letter:

Dear Daisy,

I’m not sure when the proper time during the meeting would be that I’m suppose to bring up information that I think the chapter needs to know. I would be embarrassed to miss the correct chance and just start talking away at some random point or worse...decide to keep silent.

Signed,
Speak Now or Forever Hold My Peace

Slide Four: List the outline for “order of a Regular Business Meeting”

Ms. Daisy Matters types and then responds:

Dear Speak Now,

Talk to your chapter president about the order of a regular business meeting. Suggest that your chapter place the Order of a Regular Business in your yearbook for easy reference. Most often, committee reports include information and updates for the chapter. Business brought up during a committee report can be handled at that time, including motion, discussion and vote. If an item doesn’t fall under a committee report, but it is chapter business, then you’ll address the president during either New Business or Suggestions for the Good of the Chapter. If you still aren’t sure,

please ask one of your sisters or the president of your chapter **prior** to the meeting. We are all here to help one another!

Enter "A Fun Raiser" who wears a green scarf, hat or shirt and is throwing paper money. She reads her letter:

Dear Daisy,

My children's elementary school recently participated in a terrific fundraiser. I think it would be perfect for our chapter and I am so excited to share every last detail with my sisters! Should I bring it up during Suggestions for the Good of the Chapter since it is a suggestion and it is good for the chapter?

Signed,
A Fun Raiser

Slide Five: Photo of dollar signs

Ms. Daisy Matters types and then responds:

Dear Fun,

Fundraising to support the expenses of your chapter as well as for our P.E.O. projects is absolutely necessary and new ideas are always welcome. The place to start is with your chapter's Finance or Ways and Means Committee. Share the idea with them **outside** of the chapter's business meeting to allow them to discuss it as a committee, ask questions and decide what further action is necessary. At the next chapter meeting, a member of the committee will be able to provide any updates during Committee Reports and make a motion during New Business if necessary. Out of courtesy to the president, the Committee may wish to alert the President that they will have an item of new business to present.

Ms. Daisy Matters:

Let's take a brief break. My daisies need watering out back. While I'm gone, I want you to stay busy. We don't want idle sisters now do we? I'd like to leave you with a few questions to discuss amongst yourselves and one small task. Each group will have 2-3 notecards to write down your burning question(s). Now, I'll be right back in about five minutes.

Please form small groups of 3-4 sisters and discuss the following questions:

Exit Ms. Daisy Matters

Slide Six:

- When you have questions about P.E.O. who do you ask?
- What resources do you seek out for answers to your P.E.O. questions?
- How can we make it easier for our newest members to feel free to ask questions?

- As a small group, write at least one burning question that your group has that you want to submit to Ohio State Chapter to be answered. Include your name and contact information if you want a personal response. Otherwise answers will be included in upcoming Board Contact letters and/or issues of *The Heartline*.

Enter Ms. Daisy Matters.

Ms. Daisy Matters:

Thank you for that small break. Now that my daisies have been watered they can sufficiently grow and flourish. Did you have a nice chat? Please pass me your question cards. I will pass them along to your state officers to respond. You know I can't possibly answer all the questions myself. But before we end our time together, why don't I answer a few more.

Enter "Wondering Sister" wearing a neck brace. She reads her letter:

Dear Daisy,

I have noticed that some sisters at the end of the meeting bow their head right before the president closes the meetings and then they lift it back up, while others do not bow their heads at all. I've been wondering if some of them are afraid of getting whiplash! Which is the correction action?

Signed,
Wondering Sister

Slide Seven: Photo of gavel

Ms. Daisy Matters types and then responds:

Dear Wondering,

After Suggestions for the Good of the Chapter, but before the president reads the closing statement to officially close the meeting, she taps the gavel and then reads a short prayer or benediction. Heads are bowed for the benediction, then raised for the closing statement.

Enter "Ready to Go" carrying a race flag. She reads her letter:

Dear Daisy,

I am a committee chairman and my committee and I have had lots of great ideas (i.e: traveling P.E.O. mobile). Should I ask the chapter to vote during my report or during New Business? I really need to know so we can get zooming on our way.

Signed,
Ready To Go

Slide Eight: Photo of a report

Ms. Daisy Matters types and then responds:

Dear Ready To Go,

In regard to Committee Reports, the word “report” is the key. During that time, the chair of the committee (or another sister on the committee) briefly reports, or shares information and/ or provides an update on the activity of the committee that was completed outside of a business meeting. She or any member of the chapter may also make a motion during this committee report time, if a vote is necessary. Once a motion is seconded, the president will allow for discussion before asking for a vote.

Enter “Hip Sister” wearing sunglasses and a leather jacket. She reads her letter:

Dear Daisy,

Some of my sisters are very formal when speaking during the meeting. They stand up and address the president as “Madame President.” I prefer something not so formal and old fashion. Is this ok?

Signed,
Hip sister

Slide Nine: “Madame President”

Ms. Daisy Matters types and then responds:

Dear Hip Sister,

After the meeting you are welcome to address your sisters in any manner you choose, including hugs and casual conversation. However, during our P.E.O. meetings we adhere to a more formal approach when addressing the chapter’s president. Individual members stand and address the chairman as “Madame President” when speaking.

Enter “Chatty Cathy” carrying a cell phone. She reads her letter:

Dear Daisy,

I am finding I don’t have near enough to time to visit with my chapter sisters. I have discovered that during the meeting there are several times to easily catch up; especially when we are balloting and during Committee Reports. However, lately I have noticed that several members have glanced my way. I am trying to speak as quietly as I can. Am I doing something wrong?

Signed,
Chatty Cathy

Slide Ten: “Shhhhh” photo

Ms. Daisy Matters types and then responds:

Dear Chatty Cathy,

During both of those times it is inappropriate to have conversations with your sisters, even if you try to be as discreet and quiet as possible. This might appear rude to others. Keep in mind, if you have not been recognized by the president, you are talking out of turn. Please keep the time you talk with sisters during your social time or after a meeting. And remember, even though Brag Bag is not during the actual meeting, it's still polite to not talk as members share news. Also remember to keep your cell phones silenced and put away during meetings.

Enter "Distressed Friend" looking disheveled and stressed. She reads letter:

Dear Daisy,

I was really offended at our last meeting when my P.E.O. friend, who was visiting our chapter, was dismissed by our president during New Business when we discussed a sister who may do a lateral transfer. She's a P.E.O., why did she have to leave our meeting?

Signed,
Distressed Friend

Slide Eleven: Photo of a lateral transfer form.

Ms. Daisy Matters types and then responds:

Dear Distressed,

Even though your friend is a P.E.O., she is a member of another chapter. Any action or discussion revolving around membership such as; sponsorship of a new member, balloting, and lateral transfers are considered private chapter business.

Enter "A P.E.O. On the Go" carrying a suitcase. She reads her letter:

Dear Daisy,

I am visiting my mother's chapter next month. I know there is a designated time for me to talk during the business meeting. When is it and what in the world do I say? Do I prepare some remarks and do a slide show?

Signed,
A P.E.O. On The Go

Slide Twelve: "Madam President, I bring greetings from Chapter FI Lewis Center, OH"

Dear On The Go,

No need to prepare a slideshow, though I'm sure it would be lovely. When visiting another chapter, one will be invited to speak during the Remarks by Visitors portion. Rise and address the

chairman, “Madam President, I bring greetings from” state your chapter name and location and state. “Chapter FI, Lewis Center, Ohio.” If you wish, you may continue with briefly expressing gratitude for the hospitality that was extended to you.

Ms. Daisy Matters:

Well folks, that is the last of my letters for the day. I hope you learned something new that you didn't know. Take a minute and turn to someone near you. Share one new thing you've learned. Go ahead...

Give people a few minutes to chat.

You've been most kind joining me and waiting for me to finish my work. I'd like to invite you all out to the garden to “smell the daisies”. Don't forget to keep reading and keep writing in. No “matter” is too small for me.