

# Recipe for Success

## A P.E.O. Magical Cooking Show

### Characters:

**Moderator #1**

**Moderator #2**

**Sous Chef and Sales Girl**

**Sous Chef 2**

**Sous Chef 3**

**Moderator #1:** Good (Morning, Afternoon)! Welcome to our P.E.O. Magical Cooking Show, coming to you today from \_\_\_\_\_. Today we will share with you a Magical Recipe for Success for use in your chapters.

I'm \_\_\_\_\_ (Moderator #1) and I will be co-hosting with \_\_\_\_\_ (Moderator #2). Joining us today is our saucy Sous Chef and Sales Girl \_\_\_\_\_. Our spicy Sous Chef \_\_\_\_\_ and the sweet Sous Chef \_\_\_\_\_.

They are students of the arts of . . . mince, (hold up knife) mix, (hold up spoon) and macerate (hold up meat tenderizer). Appropriately for our topic today, you might call these students of the kitchen arts the . . . “Cooking Sherries.” (hold up bottle of cooking sherry)

Today you will hear about cooking terms, utensils and information as they relate to P.E.O. I hope you will share what you learn with your chapters. Please be alert to the use of play on words!

**Moderator #2:** In 1869 our seven Founders cooked up a plan that was far from half-baked. They stirred up a sisterhood that is just as well preserved as a Christmas fruitcake (show cake); one which gelled into a rich and satisfying serving of six International projects. Our Sisterhood has risen out of the mixing bowl (show bowl) to heights that they may never have imagined. Our Founders came up with a recipe that has been handed down through the P.E.O family for 150 years and has passed the cake test of time. (show cake tester)

**Moderator #1:** I can see we have work to do, so let's get cooking!

**Moderator #2:** Where can we find this P.E.O. recipe from our Founders? First, let's look in the official P.E.O. Cookbook – the Constitution and Bylaws. Chapter presidents received copies of the Constitution after the last International Convention in 2017 and will receive a new one after the 2019 Convention in Des Moines.

**Moderator #1:** I hope you have thrown out the old ones of various colors.

**Moderator #2:** Part III, pages 36-55, is full of information for local chapters. For instance, do we grant transfers in the month of February? Audience? (audience response)

**Moderator #1:** NOT according to the Constitution!

**Moderator #2:** Of course, we also have the official Kansas P.E.O. Cookbook -- the Kansas State Chapter Bylaws and Standing Rules. That's a good place to see guidance for chapter recipes too. The Kansas Bylaws and Standing Rules will stir, I mean steer, you in the right direction.

**Moderator #1:** Another excellent cookbook in every chapter's local supplies is the magical President's Book. It is so full of what-to, how-to, and when-to and is easy to follow. Use it as the basis of a program for your chapter. Do your meetings run longer than 45 minutes? If so, they may become over-baked, dry and uninteresting. Often, ingredients need to be added in a specific order for successful baking results and the President's Book helps achieve order in meetings. By reviewing the President's Book before a meeting, chapter presidents can TRIM OFF (show big knife) unnecessary fat and serve up a timely, efficiently run and "perfectly done" meeting.

**Moderator #2:** OK, Let's get started. Before any baking is done, the oven should be preheated. This is never a problem with P.E.O.s. The minute they get together, the room fills with the warmth and love each sister has for the other. This is where a secret ingredient comes in -- our PASSWORD. This little ingredient is the reminder of our relationship to one another and sets the tone for our time together. The password and the meaning of our letters are like the eggs in a recipe. (Show carton of eggs) They bind us together.

It is your chapter's choice of which method is used in taking the password, but if your chapter is into nouvelle cuisine and is using the new way, you will find that it does save preparation time. It is helpful if the guard comes a little early and can greet members as they arrive and are seated. Whether the password is taken this way or the traditional way, at the second tap of the gavel (**bang wooden spoon on pot two times**), the guard comes forward and gives the password to the president.

**Moderator #1:** Now, if the elected guard cannot be at the meeting, the president appoints a sous chef, I mean someone to assist with the guard's duties. This proxy may take the password before the meeting and is appointed pro tem at the beginning of the meeting, before she is asked to report.

I'm not (**hold up bag of sugar and pour into measuring cup so it mounds up**) sugar coating this when I tell you that in a large chapter or at a meeting in a small room, taking the password in advance prevents the guard from tripping over feet or purse handles! And, I'll level with you (**level off sugar in measuring cup**), it's a time saver (**sous chef "dings" a timer**).

**Moderator #2:** Oh my goodness, timesavers are great, but do you know there is a very important recipe in P.E.O. It is a "Magical Recipe for VIPs." Sous Chef \_\_\_\_\_ can you give us the recipe?

**Sous Chef 1:** In P.E.O. every sister is a VIP -- very important P.E.O. Let's get started. You need a "magical" bowl of general improvement and it is not necessary to have a size because it is magical and will hold everything. Add a lot of charity to help us grow. Mix in a generous understanding of faith, love, purity, justice, and truth. To this we need to add knowledge and culture. After mixing well, fold in wisdom sprinkled with nature, art, books, study and society.

**Sous Chef 2:** Should we pre-heat the oven yet?

**Sous Chef 1:** No need to pre-heat, we are going to carefully radiate all light possible by conversation, writing and using any gift we have. Then slowly mix in self control, equipoise, symmetry of character and temperance in opinions, speech and habits. After stirring all of this together, it is our duty to add thoughtful consideration of the full meaning of P.E.O. which includes having a sincere regard for being an influence in the community, being careful how and what we say when we speak.

**Sous Chef 3:** This sounds like a lot of love and compassion. Is there more?

**Sous Chef 1:** Yes, but, the most important thing to make this ‘magical’ recipe complete is that we must blend it all together and add the magical ingredient and that is, to do all we can at all times and to express a **loving** concern for each sister. That my sisters is a VIP recipe.

**Moderator #2:** Thank you for that awesome recipe. Let’s find out what else we have to learn.

**Moderator #1:** Did you know that the president, or a member, may introduce a visiting P.E.O. guest after the treasurer calls the “roll?” (**Sous chef shows a pan of rolls.**) This shows a loving acknowledgement of her presence. Then, at the end of the meeting, the guest may address the chapter under “Remarks by Visitors.” Just remember to excuse a P.E.O. visitor if your chapter is presenting a name or balloting on a name, as membership issues are a chapter’s private business.

**Moderator #2:** Do you know the procedure for an officer who has been elected but not installed? She is appointed pro tem at the first meeting she attends following her election, and then at that same meeting is **mixed in** – I mean installed – under Item of Business #18 – Installation of Officers. And if a vacancy occurs during the year, the President may simply appoint someone to fill the position - with the chapter’s approval, of course.

**Moderator #1:** Can you tell me when the state or International convention report is given?

**Sous Chef 1:** My chapter hears it under New Business.

**Sous Chef 2:** Oops. It is always used as a program following the close of the business meeting in my chapter.

**Moderator #1:** Either way is fine, but if the report is to be a program, the president announces under New Business that this is the case so that it is recorded in the minutes.

**Moderator #2:** An essential resource for a Recipe for Success is the Instructions to Officers of Local Chapters. (**Show IOLC on Screen SLIDE 2**). This can be found on the

International website, under Manuals and Handbooks. When updates are needed, they can be printed from the website for each chapter officer. When it is time to clean out the chapter's refrigerator, the Retention Record at the beginning of each officer's Instructions tells her what to keep and what to discard. Give your officer supply pantry a housecleaning every year, too, and throw out old forms that are obsolete. In fact, almost all forms are either on the International website or the Kansas website and can be downloaded as needed. So there really is no reason to stock your pantry with outdated forms. You wouldn't cook with tired produce (show wilted celery), or dairy products with an expired expiration date (show cottage cheese carton), or spoiled eggs (show hard-cooked egg with obvious crack drawn on it), WOULD YOU??

### ON SCREEN SLIDE 3

**Moderator #1:** I hope not! So be sure you stay up to date. Look for the "product expiration date" on the forms in the bottom right hand corner. If you have 2 forms with differing dates, examine them carefully for any differences, and if you see any, destroy the old ones. (Sous chef holds up two forms, examines them and tears up one of them) If you're unsure about whether a form is outdated, go to the International or Kansas website and check to see the latest date. OR to be absolutely positive that you are current, check with a state officer. They are happy to answer questions!

**Moderator #2:** When you're not sure how long to bake a recipe, or if you have questions about your ingredients, go to the Instructions to Officers of Local Chapters first. You'll more than likely find your questions answered there!

**Moderator #1:** We mentioned the P.E.O. websites. Have you visited them?

**Sous Chef 3:** The websites of International Chapter and Kansas State Chapter are both so cool! I can find the latest information on our projects, the Kansas State Chapter news and lots of interesting information. We even have a Membership Resource link to help you get information fast. As my chapter's treasurer, I go to the websites to get the forms I need.

**Sous Chef 1:** Yes, they are great. You can find the answer to almost any question you have by going to the websites! I also like to check both the Kansas and the International sites, even when I don't need anything specific, just to see if there is anything new happening! As corresponding secretary for my chapter I'm always looking at the forms I

use, but it's fun to look at other things as well. Did you know that there is a Directory of Chapter Presidents for each state and there is also a listing for P.E.O. Groups on college campuses and in retirement areas, as well as P.E.O. contacts in 29 foreign countries?

**Sous Chef 2:** There is also a cartload of information online to help me as chapter president. Besides forms, there are membership ideas, how I can talk about P.E.O. to those who are not members and clip art, including lots of different stars, daisies and the Every Sister is a VIP Logo! There is an abundance of information about our projects, our Constitution and Bylaws and the Proceedings of International Chapter.

**Sous Chef 3:** The International website also has a listing of all P.E.O. chapters offering Bed & Breakfasts, Reciprocity & Group contacts and TLC contacts when P.E.O. members or their families are hospitalized or in need of assistance in any of the listed locations. You can even view articles from back issues of The P.E.O. Record.

**Sous Chef 1:** It is sometimes confusing to me to know which website to start with first when I'm looking for specific information or forms. A little trick that I learned was to start with the Kansas website and move to International if I can't find what I need. I have to remember that specific Kansas State Chapter information is only included on the Kansas website.

**Moderator #1:** Speaking of The P.E.O. Record, (**sous chef hold up magazines**), this is another good resource for successful recipes. It has information on our projects and lots more that you and your chapter will need when you are cooking up those P.E.O. recipes for success!

**Moderator #2:** Remember: we can all be good P.E.O. cooks if we just READ, READ, READ! It's as easy as apple pie! (**Sous chef shows pie**)

**Moderator #1:** And now, a word from our sponsor.

**Sales girl:** Get Marguerite Flour (**show bag with large daisy on front**) for all of your chapter baking needs. It is made from pure daisy seed, finely milled, lightweight for cakes, fortified with love. It's perfect for muffins and cookies and its soft, yellow color will put sunshine into everything you bake. Buy it in the economy 7-pound bag or the convenient new 1-pound box (**show box with large daisy on front**). Using Marguerite Flour will put a smile on your face and appreciation in the hearts of those who receive

goodies made from it. Over 250,000 satisfied customers can't be wrong. Be sure to tell your friends! It's OK to talk about . . . you know!

**Moderator #1:** Welcome back!

Now, that you know where to find some necessary recipes, the next step is the procedural plan for a successful chapter meeting – your agenda. If you prepare in advance, the meeting will be fun and relaxing to you and should run as smoothly as a well-mixed batter. The treasurer and corresponding secretary give a monthly report at the first meeting of the month only, and it covers activity of the previous month. Committee chairmen should advise the president, the head chef, if they have a report to give so you do not call on them unnecessarily.

According to our Kansas State Chapter Bylaws there are several ways that we can report on our projects.

**Moderator #2:** And speaking of our projects, we KNEAD TO RAISE DOUGH (sous chef holds up sign with these words **ON SCREEN SLIDE 4**) so there is enough “bread” (show bread) to fund them, and help women achieve their educational goals. Whether your chapter bakes, stirs up soup mixes or peddles pecans, you are providing the yeast (show packets of yeast) to raise the dough you need. Keep in mind that the projects are “ours” and if P.E.O.s don't support them, no one else does. Oh, and if you're not “into” cooking – which I can't imagine or you wouldn't be here today – you might even consider, as some Kansas chapters do, an Un-Bake Sale fundraiser for the projects!

And while you are working with yeast and rising to the occasion, sprinkle a little of it around so your sisters make it a habit to rise and address the chair when they wish to speak. It shows consideration for others and it is so much easier to see and hear the speaker when she stands.

**ON SCREEN SLIDE 5**

**Moderator #1:** (addressing Sous Chef 3) Sous Chef, speaking of chapter meeting practices, can you prepare some dishes without looking at the recipe?

**Sous Chef 3:** Yes, I have made some favorites so many times, I just remember what the

recipe calls for and how to put it together. Like the Opening Ode and Objects and Aims that we repeat at each business meeting.

**Moderator #2:** OK, the business is over and it's time for the program. A blend of fruits and vegetables, dairy, protein and grains is not only healthy but also interesting to our diet. To be nutritionally sound, our recipes must contain certain vitamins and minerals (show big bottle of vitamins). We have required programs each year too, but that does not mean that they have to be flavorless. Season them with some sugar and spice (sprinkle sugar and spice). Be creative! Use the Kansas State Chapter program files, look in The P.E.O. Record, contact P.E.O.s in other states for ideas, check out other chapters' yearbooks on display at convention, and talk with other P.E.O.s when you are together. I guarantee you will learn great new tips to whip up delicious programs.

**Moderator #1:** Pepper (show large can of pepper) your programs with fun, fun, fun as well as information. Programs can be either the yummy dessert at the end or the flavorful appetizer beginning that meeting when you invite a prospective candidate to meet the chapter. Be sure the program is something enticing to her palate as well as to the chapter members.

Remember, presentation is part of any outstanding dish. Colorful serving plates, attractive linens and a whimsical garnish (sous chef shows plate, napkin and garnish) all add appeal to the foods you serve. The same applies to programs and the way you welcome new members. And of course, because you are P.E.O.s, you always show enthusiasm for what you are doing, reflect interest in your sisters, and **S- M- I- L- E!!!**

**Moderator #2:** Our Founders created a terrific recipe for their time. Over the years, sisters have added and removed ingredients and procedures carefully to make P.E.O. relevant for the passing generations. Without losing the flavor, they have added thoughtful consideration, love, gifts of talents and knowledge, and a great deal of care while streamlining for time and efficiency where needed. As we continue to blend and bake this recipe, the best part is sharing what comes out of the P.E.O. oven. We give the gift of the P.E.O. recipe to new members, to unaffiliates and to new chapters. We hope the recipe will continue to be passed on for many generations to come.

(Sous chef begins ringing the timer.)

**Moderator #1:** Oh, oh, I see our time is up for today. I hope some of the cooking hints

we discussed will help and encourage you when you are preparing a meeting that is flavorful and well done. (Show on the screen the LARGE PRINT words have been written **ON SCREEN SLIDE 5**)

- 1) Look up recipes to put together a good menu for your chapter.  
**(Know Your Resources and Use Them)**
- 2) Plan your menu; know what you are going to do.  
**(Make an Agenda)**
- 3) Cut out the fat.  
**(Keep Meetings Brief)**
- 4) Get out your ingredients and utensils ahead of time.  
**(Be Prepared)**
- 5) Follow the directions in the recipe  
**(Follow P.E.O. Procedures)**
- 6) Throw out stale food.  
**(Use the Retention Record)**
- 7) Remember that how you serve a dish is half the enjoyment.  
**(Smile and Make P.E.O. Magical!) ON SCREEN SLIDE 6**

Thank you to each of our sous chefs and assistants who helped cook up this Magical Recipe for Success. We hope you will benefit from the handout. It shares the basics of a Recipe for Success. It's been done in such good taste.

Adopted by Illinois State Chapter and adapted for the Kansas State Chapter 2019 Convention. If you give this program in a setting where you could use a Powerpoint, contact KSC Executive Secretary for the slides.