

P.E.O. SISTERHOOD

Call to Convention

2023



New Mexico State Chapter
93rd Convention
April 20-22nd, 2023
Albuquerque Sheraton Uptown
Albuquerque, New Mexico



Rise By Lifting Others

Call to Convention

93rd Convention of New Mexico State Chapter

P.E.O. Sisterhood

Albuquerque, New Mexico

April 20-22, 2023

Hostess Chapters AW-BJ and BH, Albuquerque, Chapter N, Raton, Chapter D, Tucumcari, Chapter W, Clayton, and Chapter BU, Santa Rosa cordially invite all Chapter Delegates, PSPs, Visitors, and Guests to the 93rd Convention of New Mexico State Chapter. Please Join us!

Take time to read all the information below so that you will be properly registered and will know what to expect at convention.

CONVENTION INFORMATION



The convention schedule is Thursday afternoon through Saturday noon, April 20, 21, 22, 2023.



The three convention meals include: Thursday - Sisterfest Dinner; Friday- Membership Luncheon and BIL/Projects Banquet. Please note that breakfast will not be served, but the hotel has a breakfast bar where items may be purchased. Coffee and tea will be provided at no charge.



Terms: "Visitor" means a P.E.O. sister who is not a member of Convention (see page 2); "Guest" means BIL or other non-P.E.O. (for Time of Remembrance, and other non-P.E.O. business meetings).

2023 Convention Hostess Chairs

Chair: Linda Cosner, D Convention Co Chair: Ruth Ann Litchfield, D
Housing Chair: Margaret Edwards, BH Meals Chair: Lynn Chavez, BH
Secretary: Margaret Edwards, BH Treasurer: Cathy Smith-Hartwig, AW-BJ

Convention Registrar: Evelyn Fox, F, PSP
505-795-2256

adminassistant@nmpeo.org

Please contact the Convention Registrar if you have questions about Convention.

Per the BYLAWS AND STANDING RULES OF NEW MEXICO STATE CHAPTER OF THE P.E.O. SISTERHOOD, each chapter will send **two delegates**, one delegate being the president or member of a previous convention when feasible.

IMPORTANT: When selecting your two delegates to convention, please make sure they feel comfortable gathering in person with up to 200-250 people.

Members of Convention: The following are members of New Mexico State Convention:

- First and Second delegates from each New Mexico Chapter
- Past State Presidents of New Mexico State Chapter
- New Mexico State Chapter Executive Board
- Parliamentarian
- Chairs of the State Committees which include the following:



- *Amendments & Recommendations
- *Audit
- *Communications
- *Cotter College
- *Finance
- *Historian

- *International P.E.O. Projects
- *Membership
- *New Mexico Scholarships
- *Nominating
- * Unaffiliate

Visitors are:

- All active P.E.O.s other than Members of Convention.
- **Visitors and guests wishing to join us for the Convention must register online and pay for those meals on or before the March 15th deadline.**

Financial Responsibility: (Who pays for what?)

The New Mexico State Chapter pays for housing for two nights, double occupancy, plus the official Convention meals (one lunch, 2 dinners) for:

- *State Committee Chairmen
- *Seven Guards
- *Musician
- *Chairmen of Convention

- *Song Leader
- *Parliamentarian
- *NM State Executive Board
- *Financial Assistant

The New Mexico State Chapter also pays for:

- All official Convention meals for two delegates from each chapter. If chapter delegates fail to attend Convention, the chapter is responsible for reimbursing the state for meals ordered.
- Housing for Past State Presidents, double occupancy.

Local Chapters pay for housing for their two delegates for two nights.

- Delegates are required to stay in the official Convention hotel.
- Each chapter should reimburse its delegates for transportation and any meals not paid for by the New Mexico State Chapter.
- Payments for meals not canceled by the **March 15th** deadline become the responsibility of the local chapter.

LINKS TO REGISTER FOR CONVENTION

All registration for convention must be done online. The link may be found on www.nmpeo.org by logging in. Registration will be on the page that comes up after you log in. Direct registration, without logging in, may be found at www.nmpeoevents.org.

Convention Registration:

- All members of convention **MUST** register online. The registration fee for PSPs is \$25.00.
- All visitors and guests attending, must register online.
- On-site, visitor registration is necessary. Visitor registration cost is \$5.00 and includes a program. Visitor and guest registration will continue throughout Convention.
- Registration packets for Members of Convention, Visitors, and Guests will be distributed from 11:00 a.m. to 4:00 p.m., Thursday, April 20, 2023, in the lobby outside the convention venue.
- Members of Convention must pick up their packets by 3:45 p.m. to be ready for the workshops that begin at 4:00 p.m.
- Visitors and Guests may register and pick up pre-paid meal tickets at any time during Convention.



***Be sure you have read all parts of this Call to Convention before you proceed to register online.**

If you have questions or need help with registration, contact the webmaster at: webmaster@nmpeo.org or call Evelyn Fox at (505)795-2256.

MEALS:

- Everyone eating a meal at Convention must complete the appropriate **ONLINE REGISTRATION FORMS** to assure that we have an accurate count for meals.
- Meals for all members of Convention (except Past State Presidents) are paid for by the state.
- **DUE TO RISING COSTS, BREAKFAST WILL NOT BE SERVED THIS YEAR.**
- **Complimentary coffee and hot tea will be available in the mornings. Breakfast items may be purchased at the hotel snack bar or onsite restaurant.**
- Visitors, Guests, and PSPs must prepay their meal reservations. When an online reservation is made, two copies of the reservation should be printed. Send one copy along with a check for meals to the Convention Registrar. Her address is printed on the reservation form.
- The deadline for meals registration is on or before March 15th, 2023. This deadline is final.

SISTERFEST DINNER: \$36

Thursday Evening, April 20th

Grab and Go Boxed Sandwich

Your choice of Ham, Turkey, or Vegetarian

Potato Chips

Fresh Fruit

Cookie

Condiments

MEMBERSHIP LUNCHEON: \$32

Friday Afternoon, April 21st

Your Choice of

Grilled Chicken Caesar Salad

Tuscan Chicken Sandwich

Vegetarian Wrap Sandwich –
Avocado, sprouts, cucumber, herbed goat
cheese, and roasted red peppers in a chipotle
tortilla with Fruit Salad

Carrot Cake

BIL/PROJECTS DINNER

Friday Evening, April 22nd

Farmer's Market Salad

Your choice of three entrees

Uptown Chicken \$55

Roasted chicken breast with grilled vegetables and whipped potatoes.

Pan-seared Salmon \$55

Seared salmon filet, served on a bed of creamy mushroom risotto served with seasonal vegetables and a lemon-lime butter sauce.

New York Steak \$65

Served with parmesan potato souffle and roasted broccolini.

Flourless Chocolate Cake

Raspberry Cheesecake

*Please specify on the Registration Form if you require another meal option to address special dietary needs. A member of the Meals Committee will contact you for your specific dietary need. We will do everything possible to ensure that your needs are met.

After completion of the online meal registration, Visitors, Guests and PSPs, if appropriate should make at least two copies of the form. Keep one for yourself and mail the other copy to the Convention Treasurer. Include your check payable to:

NM State Chapter P.E.O. Sisterhood

Send your payment plus one copy of the form to the Convention Registrar, Evelyn Fox, at:

Evelyn Fox
101 Longhorn Trail
Georgetown, TX 78633
505-795-2256
adminassistant@nmpeo.org



HOUSING

DELEGATES

- All convention delegates are responsible for making their own hotel reservations by calling the Albuquerque Sheraton Uptown and asking for Nichole Tavenner at (505) 830-5781 or by calling Marriott reservations at 1- 800-325-3535.
- Identify yourself as a member of the NM State Chapter P.E.O. Convention to receive the group rate. Include the chapter you and your roommate represent.
- All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Hotel will not hold any reservations unless secured by one of the above methods.
- Be sure to express your choice of beds as :1 king or 2 queen beds.
- Check in time is 3:00 p.m. Hostess Chapter members will be on hand to direct and help you.
- Reservations must be made on or before **March 15, 2023**, to assure availability. **This deadline will be strictly followed.** After this, the room block will be released and reservations accepted on availability, but with no guaranteed group rate.

PAST STATE PRESIDENTS

- The Hostess Committee will make your reservations based on your online registration, which **must be completed on or before March 15.** Please register early.
- Roommates must be mutually requested.
- Contact Evelyn Fox, F, (505) 795-2256 or adminassistant@nmpeo.org if you have questions.

MEMBERS OF CONVENTION-STATE BOARD, SONG LEADER, MUSICIAN, CHAIRS OF STATE COMMITTEES, AND OTHER MEMBERS OF CONVENTION WHOSE ROOMS ARE PAID FOR BY THE NEW MEXICO STATE CHAPTER

- The Hostess Committee will make your reservations based on your online registration, which must be completed by March 15. Please register early.
- Roommates must be mutually requested.
- Contact Evelyn Fox, F, (505) 795-2256 or adminassistant@nmpeo.org if you have questions.

VISITORS AND GUESTS

- You are responsible for making your own reservations at the Albuquerque Sheraton Uptown. The hotel will honor the convention room rates if you explain that you are attending the 2023 P.E.O. Convention as a visitor or guest.
- The deadline is on or before March 15, 2023, and room rates and availability cannot be guaranteed after that date.



What to Bring to Convention

1. _____ Your current Membership Card
2. _____ Your emblem, if you wish. It isn't required.
3. _____ The Nominating Committee report that was emailed to your chapter president.
4. _____ A copy of any proposed amendments
5. _____ Money to donate to the P.E.O. Project Displays. Chapters are encouraged to send \$25 with their first delegate to use to vote for their favorite project display.
6. _____ Sweater or jacket - it's always chilly in convention areas.

Out of consideration for our sisters who have allergies, please refrain from using fragrance items during convention (perfume, lotions, hair spray, etc.).

Clothing and shoes for convention should be comfortable; however, please remember that you are a representative of our sisterhood and plan accordingly.

Sheraton Albuquerque Uptown
Albuquerque, New Mexico
April 20-22, 2023



Rise By Lifting Others

AGENDA (subject to change)

Tuesday, April 18

6:00 PM New Mexico State Chapter Executive Board Dinner

Wednesday, April 19

9:00 AM-12:00 PM New Mexico State Chapter Executive Board Meeting
12:00 PM Executive Board Lunch with International Representative
2:00 PM-5:00 PM NMSC Executive Board Meeting with International Representative
6:30 PM President's Dinner - NMSC Executive Board and International Representative

Thursday, April 20

Sheraton Albuquerque Uptown - Registration, Projects Displays, and Workshops
9:00 AM-1:00 PM Set up Convention Hall, Registration Area, Project Displays
10:00 AM Guard's Rehearsal and Credentials and Registration Committee Meeting
11:00 AM-2:00 PM Past State President's Lunch and Meeting
4:00 PM - 5:00 P Orientation and Workshops required for all Delegates - Visitors welcome
6:00 PM Sisterfest Dinner
7:00 PM Sisterfest Activities

***** Project Displays open until 7:00 PM.**

Friday, April 21

NMSC Convention Convenes - Project Displays and Visitor Registration - All Day
8:50 AM Musical Prelude
8:55 AM Processional
9:00 AM **Convention Call to Order**- Session begins with Business Meeting #1
12:00 PM-1:30 PM Membership Luncheon recognizing Golden Girls and New Initiates
1:45 PM Musical Prelude
2:00 PM **Convention Call to Order** - Session continues with Business Meeting #2
3:30 PM Recess and Meetings with Liaison Chapters
3:45 PM **Call to Order** - Afternoon meeting continues
5:00 PM Adjourn for Evening & Meetings with Convention Hostess Chapters 2023 & 2024
5:30 PM-6:30PM Social Hour (No Host Cash Bar)
6:30 PM BIL/Projects Dinner

Saturday, April 22

Close of NMSC 2023 Convention
8:00 AM Time of Remembrance
8:50 AM Musical Prelude
9:00 AM Convention Call to Order - Session concludes with Business Meeting #3
12:00 PM Adjournment and Recessional (Please remain seated)
Receiving line with newly elected New Mexico Executive Board Officers
1:00 PM NMSC Executive Board Meeting

QUICK REFERENCE GUIDE

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Housing Chair: Margaret Edwards, BH

Secretary: Margaret Edwards, BH

Convention Co Chair: Ruth Ann Litchfield, D

Meals Chair: Lynn Chavez, BH

Treasurer: Cathy Smith-Hartwig, AW-BJ

Convention Registrar: Evelyn Fox, F, PSP

505-795-2256

adminassistant@nmpeo.org

Housing for Delegates, Visitors and Guests

- You must arrange for your own lodging.
- Mention that you are with P.E.O.
- Make your reservations on or before March 15th, 2023.

Housing for All Other Members of Convention

- Your housing reservations will be made for you by the Housing Chairman (Margaret Edwards).
- At the time of your online reservation, specify who will be your (mutually agreed upon) roommate, if appropriate.

Registration

- All members of convention MUST register online.
- All PSPs, Visitors and Guests intending to eat a meal provided at convention, must register online.
- Online registration may be found at: www.nmpeoevents.org. The link is also available on www.nmpeo.org website after logging in.
- Print at least two copies of your online registration. Send one copy, along with your check made out to NM State Chapter P.E.O. Sisterhood to:

Evelyn Fox
101 Longhorn Trail
Georgetown, TX 78633

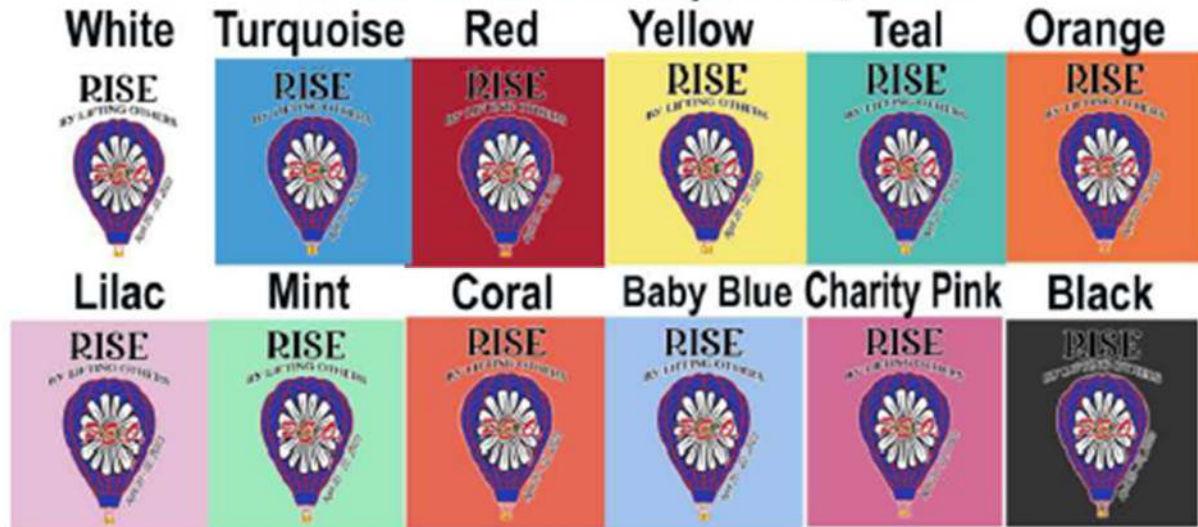
- All online registration must be completed on or before March 15, 2023.

Order Form For

2023 New Mexico State Convention T-Shirt

To Order: Fill in information and mail check with form to Linda Cosner, P.O. Box 563, Tucumcari, NM 88401. We will have your shirt ready for convention in April. You will pick up your shirt at the Marketplace.

Order Dead Line April 1st, 2023



Name _____

Chapter _____

Address _____

Phone _____

Small -Xlarge \$30.00 Ea

2X -3X \$35.00 ea

Size: Small__ Medium__ Large__ XLarge__

XXLarge__ XXXLarge__ Color_____

“P.E.O. chapters support the educational and charitable funds of the P.E.O. Sisterhood but are not classified as charitable by the IRS. Therefore, donations to individual chapters do not meet the IRS requirements for a charitable income tax deduction. P.E.O. shall not be liable in any way for any goods and services supplied by third-party vendors or public establishments.”