

Initial Call to the 2025 Minnesota State Convention



November 2024

To: State Chaplain, National Regent, National Representative, State Officers
Past State Regents, State Chairmen, District Deputies and Court Regents

Re: Initial Call to our 51st Biennial Minnesota State Convention

From: Monica Capra, State Regent

It is my pleasure to issue this first call to the 51st Biennial State Convention which will be held at the newly renovated DoubleTree by Hilton in Owatonna, MN on April 24th, 25th and 26th, 2025. Early Registration, Committee Meetings and Thursday Night Fun will take place on April 24th. The Official Convention business meeting opens Friday at 9:00 A.M.

The MN State CDA Board together with the State Convention Committee welcomes you to Owatonna and looks forward to prayer, fellowship, and celebrating unity and charity. The convention promises to be informative, productive and FUN! A more detailed **Call to Convention** will be sent at the end of December. It will contain registration and meal forms, hotel information, convention assignments and specifics about convention activities.

All CDA members are invited and encouraged to attend the state convention. In fact, our goal this year is to have at least one member from every court attend our convention! In addition to

delegate seating, there will be areas for non-delegates to observe convention proceedings that are open to all registered members. Spouses and guests are invited to attend all liturgies, meals and convention activities except the business meetings.

Delegates/Alternates: Each court regent should have received from the National Office a delegate sheet along with instructions for electing the number of delegates and alternates to which the court is entitled. This information was sent out to regents on November 8th. If you did not receive this packet, the regent should contact the National Office immediately. Courts must elect delegates to the convention in time to send the delegate list to the State Regent by **March 1**. Please read the National Convention Mailing carefully to ensure that your court has the proper representation at the state convention. Courts are allowed one (1) delegate, the regent, if she attends, and an additional delegate for every twenty-five (25) members or fraction thereof. Expenses to the state convention may be paid by the Local Court or the individual.

Delegates and alternates are elected, not appointed. It is wise to elect all the delegates and alternates to which your court is entitled, even if it appears that they cannot attend the convention. In the event a delegate is unable to attend, the alternates need to be registered. **March 1 is the deadline for submitting delegates and alternates.**

Credentials: Credential forms for all delegates and alternates will be sent to court regents. Delegates must have their credentials to vote, so please return them to [Linda Schons](#), State Secretary, **by March 1** so they can sign their credential form for voting at the convention.

Dues/Assessments: All state and national dues and assessments must be paid for a court to have delegates seated at the convention. If you have any questions regarding your state or national assessments, please contact [Linda Schons](#).

Bylaw Amendments: Local courts may submit proposed amendments to the CDA Bylaws. Any proposed bylaw amendments approved at the state convention must be sent to the national committee for final presentation at the 2026 National Convention. Local courts must vote on a proposed bylaw amendment at a local court meeting. **Submit proposed bylaw amendments to Monica Capra, State Regent, by February 1.** A Sample of how to compose Proposed Amendments to the Bylaws can be found in the Tools of the Trade. Select State Court, scroll down to *Proposed Amendments to the Bylaws*, Sec. 4: Attachment 23, page 4-62.

Resolutions: Local courts may submit proposed resolutions. Any resolutions passed at the state convention that do not pertain solely to the state of Minnesota will also be sent to the chairman of the National Resolutions Committee for consideration. **Resolutions proposed by a local court must be approved by a vote of the members at a regular meeting and sent to [Monica Capra](#), State Regent by February 1.** A Sample of how to compose a resolution can be found in the Tools of the Trade. Select State Court section, scroll down to *Suggested Form for Resolutions*, Sec 4; Attachment 24, page 4-63.

Friday, April 25th is Patriotic Day. Wearing Red, White & Blue are the colors for the day!

Our Memorial and Patriotic Mass will be held on Friday, April 25 at 5:00 P.M. at St. Joseph's Catholic Church at 512 S. Elm Ave, Owatonna, MN. All clergy in attendance are invited to concelebrate all convention Masses. Please feel free to invite your Court Chaplain, being mindful that your court can choose to pay for or share their expenses. Court Chaplains should bring their albs and stoles. We do need to know who plans to attend so their names will need to be submitted in advance. Clergy are asked to provide letters of suitability to Bishop Robert Barron at the Diocese of Winona-Rochester, 2907 Jeremiah Lane NW, Rochester, MN 55901.

Memorial Recognition of Deceased Members at Friday's Mass: We will be honoring all members who have died since the last convention. At the Friday Mass, names of the deceased members will be read. Court regents are asked to send in your list of deceased members since the 2023 State Convention to [Monica Capra](#), State Regent by **March 1**. Additional names can be submitted and will be included after that date. Please submit them to Monica Capra prior to the start of the convention.

Procession at Masses: National and State Officers, District Deputies, and all court officers with proper attire will be processing in for both liturgies of this convention. Please look for more details about Mass attire in the final Call to Convention which will come out in late December.

Fifty Years of Membership: All new 50-year members since the 2023 convention and 50+ members not previously recognized will be celebrated for their membership achievement at the Saturday Luncheon. Their expenses may be paid by their Court or by themselves if they choose to attend. **Please submit their names to [Monica Capra](#), State Regent by March 1.** We welcome our JCDA courts to attend the Saturday Luncheon. Their expenses may be paid by their Court or by themselves if they wish to attend.

Raffle Baskets/Silent Auction: Each Court and other interested individuals are asked to bring a basket valued at \$50.00, or two \$25.00 baskets or five \$10.00 baskets.

Fundraising: The State Board appreciates your generosity and support of the Raffle Baskets, Quilt Raffle, Country Store, CDA Store and Lucky Bucks Drawings. Your participation in these "FUNdraisers" ensures that the State has the funds to run efficiently and effectively. You will have a great time and may go home a winner!

Candidates for State Office: Anyone wishing to be considered as a candidate for State Office by the Nominating Committee must submit her name by **February 1**. All positions are open for nomination. Two of the Current Officers will be seeking to continue on the State Board. All election candidates must submit five (5) copies each of the following: a statement of qualifications, statement of endorsement from your local court signed by a majority of officers, a current picture and a signed consent to serve statement. Send all packets for the Nominating Committee to Deb Lutmer, P.O. Box 44, Lismore, MN 56155.

Scrapbooks: There will be tables for sharing Court Scrapbooks and historical mementos. One scrapbook per court please. This is not an obligation, but your court's preference. These treasured memory books deserve to be shared at our State Convention.

Thursday Fun Night: After the committee meetings on Thursday night, we are planning a night of fun. Our state convention committee is working on a plan for a wonderful night of fellowship and fun! Stay tuned for further details.

Friday Night Keynote Presentation: The convention committee is finalizing the details for a dynamic speaker for Friday evening. Stay tuned!

Contests/Awards: You should have just received the Circle of Love forms and Program State Chair forms. Contest deadlines to submit to the State Chairs is **March 1**. State Chairmen will select the three most memorable submissions in all categories and announce the winners at the State Convention. Awards will be presented, but only 5-minute mini reports will be given by the State Chairs during the business meetings. Copies will be available to all attendees.

Reports of Court Regents/State Chairmen: All Court Regents and State Chairs are asked to submit a one-page report highlighting their Courts' activities for the past year. Send your report to [Monica Capra](#), State Regent, **by March 1**. Reports will be made available to all attendees. State Chairs are also welcome to create and bring a poster about the happenings in your area of assignment. Table space will be available for display.

Bids for MN CDA Convention Site 2027: Any Court or group of Courts interested in hosting the 2027 State Convention should come to the convention prepared to make a bid for the Convention. Please notify the State Regent of your intention to make a bid by **March 1**.

Plan to Attend: Committee members are expending a great deal of time, effort and energy to ensure you are having a wonderful, productive time at the 51st Biennial MN State Convention. This is the time for you to renew old friendships and to make new CDA friendships. It is also the time to celebrate the gift of sisterhood. We encourage as many as possible to attend the convention to learn, to vote and to take back and share what they've experienced with the rest of the court's membership.

If you have any questions, feel free to contact us or consult the final call to convention coming out in late December.

Your State Board is excited to see all of you in April! We appreciate all of you sharing the gifts and talents you were blessed with.

Your Sisters in Christ,
Monica, Cathy, Lisa, Linda and Darlene