

**MINNESOTA
CATHOLIC DAUGHTERS OF THE AMERICAS**

CALL TO CONVENTION

51st BIENNIAL STATE CONVENTION

APRIL 24, 25 & 26, 2025



DOUBLETREE by HILTON

2365 43rd St. NW

OWATONNA, MN 58501

CATHOLIC DAUGHTERS OF THE AMERICAS STATE CONVENTION 2025



INFORMATION

51st BIENNIAL STATE CONVENTION

APRIL 24, 25 & 26, 2025

DOUBLETREE by HILTON – OWATONNA

January 2025

TO: Deacon Paul Tschann, Susan Mone, Brenda Anderson, Past State Regents, Local Court Regents, District Deputies and State Chairs

FROM: Monica Capra, State Regent, Cathy Nelson, 1st Vice Regent, Lisa Ouderkirk, 2nd Vice Regent, Linda Schons, State Secretary, and Darlene Hight, State Treasurer.

This is the Official Call to State Convention

Your State Officers and the State Convention Committee - Court St. Anne #1840, Medford, have been busy planning and preparing for the 2025 State Convention and are excited to offer an invitation to ALL Catholic Daughters. Thank you to all the courts who have volunteered to help with various aspects of the convention and to all the Court members who are serving on committees. This Second Call to Convention will provide you with everything you need to know about the convention and more!

Convention Theme: “Do Whatever He Tells You”

2025 State Convention Theme Song: Holy is His Name

Convention Committee Assignments have been made for Court Regents, District Deputies and State Chairs. Your talents are needed to make this a prayerful, fun, memorable and successful convention. The lists of the duties for the committees are found in this document. If anyone has conflicts, please notify Monica Capra, State Regent as soon as possible so your task can be reassigned. Call 507-990-4577 or e-mail: mcpracda@gmail.com

Circle of Love report forms have been sent to the Local Regents and are available on the website <https://mncda.com/circle-of-love-forms/> Please give these forms to your chairpersons. Regents do not complete them; they are to be completed by your Local Chairperson in that program area. Please select someone to serve if you have not specifically appointed a Chair. Assist them in completing the form and send it to the appropriate State Chair by March 1. The State Chairperson is listed on the form. Deadlines are very important so to allow time for judging and printing.

STATE PROJECT will be voted on at the Convention. Suggestions for a new project(s) must be presented to the State Regent no later than March 1, 2025, in written form or email. The past two years our project has been the Support of the Seminarians in the 5 dioceses of MN and the Archdiocese of St. Paul and Women's Religious Programs. Each member is assessed \$2.00 per year. Be specific of your intentions and implementation for the funds. No new presentations will be made at the convention. All Regents will be sent the suggestions via email so their courts will have the time to discuss with the voting delegates and alternates and be better informed before the convention.

STATE FUNDRAISER ideas/suggestions could also be voted on at the Convention. The past two years our fundraiser has been \$5.00/member/year. Suggestions for a new state fundraiser must be presented to the State Regent no later than March 1, 2025, in written form or email. No new presentations will be made at the convention. All Regents will be sent the suggestions so their courts will have time to discuss with the voting delegates and alternates and be better informed before the convention.

RESOLUTIONS are formal statements of beliefs of an organization voted in by the membership with the intent of being binding on its membership. When members vote in favor of a resolution, they support the intention of the resolutions and adhere to it. A simple majority vote is required to pass a resolution. The introductory "Whereas" statements are supporting reasons for passing the resolution, and finally the formal statement of the resolution is presented. Due March 1. Once passed, they will be placed on the web site to review. The resolutions committee checks the appropriateness of the resolutions for Catholic Daughters.

Proposed Bylaw Amendments: Local courts may submit proposed amendments to the CDA bylaws. These must be voted on at a local court meeting and submitted to the State Regent. After approval at the State Convention, they will be forwarded to the National Committee for final presentation at the 2025 National Convention.

HOSTING STATE CONVENTION 2027 – Would your court like to host the next State Convention? Two or more courts may wish to work together in hosting the next State Convention. Doing so provides Court members the opportunity to work together and with surrounding Courts. What is expected? Hotel Accommodations of approximately 75 sleeping rooms, a meeting room to accommodate approximately 150 persons and lunches and banquets to serve approximately 150-200. If interested, please notify the State Regent.

INVITE YOUR COURT CHAPLAIN TO THE CONVENTION – Regents, the State Convention is getting closer. April 24,25 & 26 at the DoubleTree by Hilton in Owatonna, MN is fast approaching. Please consider inviting your Court Chaplain, and/or your Local Court Priest and Deacon to attend. They are invited to concelebrate at Mass on Friday at 5 pm. Expenses are taken care of by your local Court or individually paid.

SHARE THE INFORMATION: Please share this packet of information with your court members **immediately.** All the deadlines are listed in this packet of information. If you have any questions, please call a State Board Officer. Your understanding and appreciation of Catholic Daughters will grow. **We look forward to having every court represented at this convention.**

*****A Special Note about the Convention Site*****

Our convention is being held at the Doubletree by Hilton which was formerly the Holiday Inn. The hotel has been closed for a number of years and is in the process of being completely renovated with opening expected in March. At this time, they do not have Hilton's reservation system in place, nor do they have a phone number. They hope to have the reservation system in place by the end of January but for those that wish to reserve earlier, reservations can be made through this link: <https://form.jotform.com/241895261126155>. When reserving through this link, be sure to signify that you are with the Catholic Daughters or CDA in the *Name of Group* box. Regents will be notified when the hotel has a phone number to make reservations.

*****A Special Note about Ceremonial Dress Code*****

Procession at Masses: National and State Officers, District Deputies and all court officers will wear ceremonial dress code for both Masses (Friday and Saturday) and will assemble at St. Joseph's to begin the opening procession promptly at 5 P.M. Past State Regents wearing white are invited to participate in the procession. The Opening Mass is one of the most beautiful and impressive events of the convention, so, all officers are requested to observe proper ceremonial dress code:

We recognize that personal appearance is an important element of self-expression and strive not to control or dictate, but to ensure that the respect of the ORDER is upheld. When participating in a ceremony or a procession, please adhere to the following dress code:

White Dress Blouses: Simple, all white blouse No visible cleavage or sheer fabric, No sleeveless blouses, No tank tops, No crop tops, No t-shirts

Dress Skirt: Simple, all black to the knee or longer

Dress Pants: All black dress pants, No capris pants, No Exercise pants, No leggings, No black jeans

Shoes: All black shoes No flip flops No boots

Jewelry: Officer Medallions on Ribbons are to be worn at all ceremonials. Medallions will be available soon to order from [CDA store](#). All jewelry should be small and simple.

DEADLINE SUMMARY WITH REVISIONS

The following deadlines have been established to assist Local Courts, Officers, State Chairs and District Deputies in submitting information in a timely manner.

February 1

- Candidate Credentials for State Office must be submitted to Deb Lutmer, State Nominations Committee Chair, Court St. Bernard #1558 Lismore. PO Box 44, Lismore, MN 56155 deblutmer@gmail.com (507-360-7001)
- Local Education Contest submissions due

March 1

- Local Education Contest Entries to State Education Chair Margee Keller
- Local Court Regent Reports to Monica Capra
- State Chair Reports to Monica Capra
- Names of Delegates and Alternates to Monica Capra and Linda Schons
- Voting Credential Forms to Linda Schons, State Secretary
- Convention Registration and Fees to Linda Schons
- Registration information: send e-copy only to State Regent, Monica Capra mcapracda@gmail.com
- Courts are encouraged to submit a State Project proposal, State Fundraiser Proposal, Proposed Amendments to the Bylaws and Resolutions. They must be voted on by your court at a regular meeting prior to submission. Submit these items to Monica Capra.
- Submit bids for the 2025 State Convention to Monica Capra.
- Submit List of Deceased members since April 2023 to Monica Capra. Please let Monica know of any additional names after this date.
- Submit list of **new** 50-year members (or those not previously recognized) since April 2023 to Monica Capra. Other 50 + year members are welcome to attend. The Local Court or the individual may pay for the expenses. Recognition will be Saturday at noon.
- Submit Local Court Circle of Love and Program State Chair reports to respective State Chair

April 1

- Meal Reservations and Fees to: Lori Maas, 405 3rd St. NE, PO Box 301, Medford, MN 55049 with Court Check made out to MN CDA.
- State Chairs submit Circle of Love and State Program Report most notable entries to 1st Vice Regent, Cathy Nelson. These reports will be available for you at the Convention.
- Room Reservations due to the Doubletree by Marriott in Owatonna. The rate is \$130 plus tax for a Standard Room with 2 queen beds.



MINNESOTA STATE CONVENTION TENTATIVE AGENDA **APRIL 24, 25 & 26, 2025**

THURSDAY, APRIL 24: PRE-CONVENTION COMMITTEE MEETINGS

- 3:00-7:00 PM** Early Registration: The Doubletree outside the convention hall. Silent Auction Basket & Country Store drop off: Small Conference Room
- 6:00 PM** Financial Review Committee in the Boardroom
- 7:00 PM** Credentials Committee, Election Committee, Resolutions Committee, Nomination Committee, Standing Rules, and Timekeepers committees will all meet in the Ballroom.
- 8:00- 10 PM** **Thursday Night P.R.O.M. (*Praying to Revitalize Our Membership*)**
Relive your **PROM** days from 8-9:30 p.m., Thursday, April 24, 2025, following the pre-convention committee meetings. You are encouraged, though not required, to wear a favorite dress, whether vintage or new, listen to good music, visit with old friends, make new ones, enjoy memories, and share ideas about how to encourage others to join our CDA 'sisterhood'. No registration required ~ just come prepared for some fun and fellowship!

FRIDAY, APRIL 25: RED, WHITE AND BLUE DAY *CONVENTION OFFICIALLY BEGINS AT 9A.M.*****

- 6:30-7:30** Adoration with Benediction in the Boardroom
- 6:30-8:00** Breakfast on your own
- 7:30-8:45** Silent Auction Baskets, Country Store and CDA Store OPEN in the Small Conference Room. Exhibit, Display Boards and Scrapbook tables available.
- 7:00-1:00** Registration: Doubletree Hotel outside the convention hall.
- 8:45** State officers and Court Regents (or representatives) line up outside the meeting room for opening session entrance. Speakers and special guests line up to enter together to be seated on the dais. Two Assistants will assist with the entrance lineup.
- 9:00** Posting of the Colors
Convention Opening: Monica Capra, State Regent presiding
Opening Prayer: Deacon Paul Tschann, State Chaplain, Winona Rochester Diocese
Opening song
Welcome/Greetings
Introduction of State Board Officers
Deacon Paul Tschann, State Chaplain
Father Marreddy Pothireddy, Pastor, Christ the King, Medford & St. Joseph's, Owatonna
Chamber of Commerce Representative if available

Mayor of Medford and/or Owatonna
Grand Knight if available
Brenda Anderson, National Director, South Dakota
Shirley Seyfried, Past National Regent from MN, Court St. Cabrini #1466
Past State Regents who are present will be introduced and speak later
2025 State Convention Chair and Local Court Regent of sponsoring court: Carla Brady

Pages for Convention will be two Sponsoring Court Attendees. Pages will collect messages and deliver them as needed.

Roll Call of Delegates: Linda Schons, State Secretary, Ct. Holy Rosary #1916
Credentials Chair Report: Lori Mickelson, Ct. Sacred Heart, #1424
Standing Rules Committee Report: Mary Buschette, Court Holy Rosary #1916
Parliamentary Procedure: Zonda Befort, St. Parliamentarian, Ct. St. Mary Peter #1864
Reading of Communications: Linda Schons, State Secretary, Ct. Holy Rosary #1916
2023 Convention Minutes Approval
Introduction of Special Convention Secretary: _____

10:30 **Financial Review Committee Report:** Sharon Stevens, Ct. St. Cabrini #1466
Treasurer's Report: Darlene Hight, State Treasurer
Secretary's Report: Linda Schons, State Secretary
National Report: Brenda Anderson, National Director

12:00-1:00 **Luncheon**
Host Court: Court Sacred Heart #1424, Waseca
Toastmaster: Darlene Hight, State Treasurer
Invocation
Presentation of Education Awards: Margee Keller, State Education Chair
Benediction

1:20-1:40 **Break:** Silent Auction open!
1:40 **Business Session Resumes**
Credential Report: Lori Mickelson, Ct. Sacred Heart, #1424
Nominating Committee: Deb Lutmer, Court St. Bernard #886 Lismore
Introduction of Candidates for State Office
Nomination of the 2025 Nominating Committee
Tribute to Retiring State Chairs & Welcoming New State Chairs:
 Cathy Nelson, First State Regent
Recognition and Reports of the State Chairs: Cathy Nelson
In a brief report each State Chair will announce the title and placement of the three most memorable Local Court Activities. Each State Chair will submit a

written report. Additional information on most memorable projects will be available in the convention packet.

State Chair Reports

Spiritual Enhancement: Evonne Seivert, Ct. Joan of Arc #1291, Marshall
Education: Margee Keller, Ct. St. Cecelia #2025, Red Lake Falls
Quality of Life: Theresa Steve, Ct. Madonna #839, Wilmont
Youth & JCDA: Marlys Knuth, Ct Queen of Peace #1558, Slayton
Legislation: Brandy Pelzel, Ct. St. Mary #509, Moorhead
Family: Mary Pufall, Ct. St. Mary #509, Moorhead
Leadership: Ellen Huneke, Ct. St. Mary Peter#1864, Mazeppa-Bellechester and Nancy Bambenek, Ct. St. Charles #1791, St. Charles
Publicity: Bonnie Hein, Ct. St. Cabrini #1466, Fergus Falls
Website: Joan Welscher, Ct. St. Mary Peter #1864, Mazeppa-Bellechester

Standing Break: Stand and Stretch-be reseated

State Newsletter: Jackie Svenby, Ct. St. Anne #1840, Medford
Gummi Bears: Sara Miller, Ct. St. Mary #509, Moorhead
SOS Program: Rita Young, Ct. Plainview #497, Plainview
Women's Religious: Colleen Peplinski, Ct. Winona #191, Winona
Court Development: Shirley Seyfried, Ct. St. Cabrini #1466, Fergus Falls
Court Retention: Lois Nelson, Ct. St. Anne #1840, Medford

New Business items will be presented at this time.

State Project Proposals

Proposed Resolutions for Consideration

Fundraiser Proposals

Recommendations of the State Board:

State Project: No additional funds proposed, maintain the current amount of \$2.00 per year.

State Dues: No additional funds proposed, maintain the current amount of \$5.00 per year.

State Fundraiser: No additional funds proposed, maintain the current amount of \$5.00 per year.

3:30

Closing Prayer: Mary Pufall, Immediate Past State Regent,
Ct. St. Mary #509, Moorhead

Meeting in Recess

All Court Officers will dress for Mass

- 4:10** All Officers: Leave to get to church to prepare for Mass.
Delegates and guests: Seek carpooling to attend Mass.
- 5:00** **Memorial and Patriotic Mass:** St. Joseph's Church 512 South Elm, Owatonna
Mass Celebrant- Father Marreddy Pothireddy concelebrating with other Priests and Deacons in attendance.
A Liturgy Program will provide the order of the Mass, songs, readings, lectors, etc. Memorial Service for all deceased members since the last convention. Our deceased sisters will be honored and recognized with a gift donated by the Host Court.
- 6:00** **Social and Banquet:** Owatonna Eagles Club, 141 E Rose, Owatonna
Host Court: Ct. Owatonna #1180, Owatonna
Toastmaster: Lisa Ouderkirk, Second Vice State Regent
Invocation
Speaker: David Rinaldi, President of NET Ministries
Benediction
- 8:00-9:30** Silent Auction open
- 8:00-9:00** **Meet the Candidates:** Doubletree by Hilton Ballroom

SATURDAY, APRIL 26

- 6:30-7:30 am** Adoration with Benediction in the Boardroom
- 7:00-8:30** Breakfast on your own
- 7:00-8:45** Silent Auction open
- 7:00-12:00** Registration open
- 8:00-8:30** **VOTING – Delegates only.**
****MUST BE SEATED BY 8:00 AM in Convention Meeting Room****
- 9:00** Business Session Continues in convention hall
Opening Prayer: Deacon Paul Tschann, State Chaplain
Opening Song
Credentials Report: Lori Mickelson, Ct. Sacred Heart, #1424
Report of Election of Officers Results: Dawn Barchus, Ct. St. Margaret #1888
Report of 2025 Nomination Committee Results: Dawn Barchus
Report of 2027 State Convention Site

Circle of Love Reports continue

- 12:00** **Luncheon**
Host Court: Court St. Mary-Peter #1864, Mazeppa-Bellechester
Toastmaster: Linda Schons, State Secretary
Invocation

**Recognition of 50 plus year members: Monica Capra, State Regent
Benediction**

- 1:15** **Business Session Resumes**
Tribute to Retiring District Deputies and Welcoming New District Deputies
Honoring our Past State Regents: Addresses from Past State Regents
Selection of Delegates to the 2026 National Convention
Final Credential Report - **Lori Mickelson**, Ct. Sacred Heart, #1424
Closing Prayer: Shirley Seyfried, Past State and National Regent Court St Cabrini
#1466, Fergus Falls
- 3:00** Silent Auction closes-Pick up items now or after the banquet
Retiring of the colors
- 3:40** Depart for Mass – Christ the King Catholic Church, 205 2nd Ave. NW, Medford
- 4:30** Installation Mass of State Officers
- 6:30** **Social Gathering:** Doubletree by Hilton Ballroom
Reception Line for new State Officers
- 7:00** **Banquet:** Doubletree by Hilton Ballroom
Host Court: Court St. Anne #1840, Medford
Toastmasters: Monica Capra, Court St. Mary Peter #1864, Mazeppa-Bellechester
Cathy Nelson, Court St. Anne #1840, Medford
Invocation
Tribute to Retiring State Officers: Cathy Nelson and Lisa Ouderkirk
Benediction
Closing Remarks: Brenda Anderson, National Secretary Treasurer

**Thank you! 2025 Convention Committee and Host Court Chairman Carla Brady and Members
of Court St. Ann for providing your time, talent and energy to bring us this wonderful and
memorable Convention.**



MNCDA OFFICER'S REMINDERS

- All Officers are to bring ceremonial dress for the opening Friday evening Mass.
- Bring the 2023 Minutes of the State Convention. These will be emailed to you along with this Call to Convention.
- Each Court is asked to bring an item for the Silent Auction valued at \$50.00. You may bring two items valued at \$25.00, five items valued at \$10.00 or any combination that equals the \$50.00. Bring your Silent Auction items with you to the Registration Table on Thursday or Friday at the Doubletree. Country Cupboard-canned goods, preserves, craft items, etc. may also be brought. Members may also bring items for Raffle Baskets and Country Cupboard.
- Friday, opening day at the convention is Patriotic Day. Please wear red, white and blue to show support for our troops.
- Memorial Service will be held Friday at 5pm at St. Joseph's Catholic Church. Send names of deceased members since the 2023 Convention to Monica Capra.
- Fifty Year Plus members will be recognized at Saturday's Luncheon. Submit names to Monica Capra by March 1. Each Court must make arrangements for reservations and purchase luncheon tickets for their own members. All fifty year plus members will be recognized at the State Convention.
- Candidates Night will follow the Friday night banquet. The Nominating Committee Report will be sent to Regents. This allows time to discuss before convention.
- Installation of the 2025-2027 State Officers will be at the Saturday evening Mass at Christ the King Church. Mass is at 5 p.m. Reception line will be at social hour prior to the banquet at the Doubletree by Hilton Ballroom following Mass.
- Pray for the success of the 2025 State Convention.



“DO WHATEVER HE TELLS YOU”

2025 MINNESOTA STATE CONVENTION
Election of Delegates to the State Convention

As per our bylaws for election of delegates according to Article X, Section 5 of the Bylaws, each local court shall be entitled to elect delegates and alternates to the State Convention on the following basis:

Section 5 Conventions

State Convention

- A. Local Courts shall elect delegates to the State Convention at a business meeting preceding the deadline for submitting delegate registration to the State Regent.
- B. The number of delegates shall be determined by dues billed by the National Office as of November 15 of the preceding year.

Representation shall be:

- a. One (1) delegate, the Regent if she attends.
- b. An additional delegate for each twenty-five (25) members or major fraction thereof.
- c. The local court may elect up to two (2) times the number of alternates for election of delegates.
- d. Expenses to the State Convention MAY be paid by the local court

The National Office sent a mailing to all Court Regents indicating the number of members for which your court was billed on November 15, 2024, and the total number of delegates you are entitled to elect to our 2025 Minnesota State Biennial Convention.

The names of both your delegates and & alternates are to be sent to State Secretary Linda Schons, 23638 Co Rd 104, Detroit Lakes, MN 56501 and State Regent Monica Capra, 300 Jefferson Drive, Zumbrota, MN 55992 by March 1.

ALL NATIONAL AND STATE DUES MUST BE PAID PRIOR TO THE CONVENTION

2025 MINNESOTA STATE CONVENTION REGISTRATION FORM

Court Name: _____

Court Regent: _____

Regent's Address: _____

Regent's Phone #: _____

Regent's Email Address: _____

Registration Fees: @\$50

Number of Delegates _____ @ \$50.00 = _____

Number of Non-Delegates: _____ @ \$50.00 = _____

Total Amount Enclosed for Registration.....= \$ _____

**Please write names and addresses of all delegates on sheet provided
Make checks payable to MN CDA and write "Convention Registration"
in lower left-hand corner.**

Registration Deadline is March 1, 2025

Refunds given until April 1, 2025 - Must notify State Regent in writing

Special Needs: Do any of your delegates need special handicap seating?

Please specify:

Mail registration form, names and fees to:

Linda Schons, State Secretary

23638 Co Rd 104

Detroit Lakes, MN 56501

LIST OF REGISTRANTS

Clergy/Court Chaplains

Address

Non Delegates

Address

Non-Delegates are individuals such as District Deputies or State Chairs who do not attend as Delegates from their local court but attend as representatives of the State Court. They receive some reimbursement of expenses.

Non-Delegates may also be individuals who are attending for a special purpose and need to have the badge to enter the Convention floor.

VOTING CREDENTIAL FORM 2025

Court Name: _____ **No:** _____ **City** _____

Delegate Printed Name	Delegate Signature	Signature at Convention

This is to certify that the above named individuals are
Accredited Delegates to the 2025 State Convention.

Local Court Regent's Signature _____

Local Court Financial Secretary's Signature _____

Please complete this form and **return it by March 1st**

To:

**Linda Schons, State Secretary
23638 Co Rd 104
Detroit Lakes, MN 56501**

VOTING CREDENTIAL FORM 2025

Court Name: _____ **No:** _____ **City** _____

Alternate Printed Name	Alternate Signature	Signature at Convention

This is to certify that the above named individuals are
Accredited Alternates to the 2025 State Convention.

Local Court Regent's Signature _____

Local Court Financial Secretary's Signature _____

Please complete this form and **return it by March 1st**

To:

**Linda Schons, State Secretary
23638 Co Rd 104
Detroit Lakes, MN 56501**

VOTING CREDENTIAL FORM 2025

Court
Name: _____ **#** _____ **City** _____

State Officer printed name State Officer Signature Signature at Convention

Past State Regent Printed Name Past State Regent Signature Signature at Convention

**Note: if you have a current State Officer or a Past State Regent in your court,
It is not necessary to elect her as a Delegate as she is an automatic Delegate.**

This is to certify that the above-named individuals are paid members in good standing.

Local Court Regent's Signature _____

Local Court Financial Secretary's Signature _____

**Please complete this form and return it by March 1st to
Linda Schons, State Secretary
23638 Co Rd 104
Detroit Lakes, MN 56501**



Meal Reservation Form 2025 MINNESOTA STATE CONVENTION

*Please print or type all information	
Court Number:	Court Name:
Name (Last):	First:
Address:	Phone:
City:	State: MN Zip:
E-mail (must be provided for confirmation):	

1. *Send the original forms (Pages 1 & 2 and Dietary Needs) by **April 01, 2025** to the Meal Reservation Chairman:*

Lori Maas
 405 3rd St. NE
 Medford, MN 55049
2. *Send one copy of meal reservation form (page 1 & 2) to your State Regent.*
3. *Bring your copy to the Meal Reservations table at Registration to pick up your tickets.*
4. *Reservations can be made by Local Court Regents and paid for with a Local Court check, or individually.*
**Make check payable to: Minnesota CDA with a notation "Meal Reservation" in the corner.*
5. *Those attending the meals only are not required to pay daily registration fees.*
*****NO REFUNDS AFTER APRIL 10, 2025*****

EVENT	COST	Number of meals	TOTAL
Friday Lunch: <i>Something yummy*</i>	\$25 pp		\$
Friday Dinner: Turkey, mashed potatoes and all the fixings	\$35 pp		\$
Saturday Lunch: <i>Something yummy*</i>	\$25 pp		\$
Saturday Dinner: <i>Something yummy*</i>	\$35 pp		\$
Total Enclosed (Submit meal reservation form with a separate check for meals.) *Due to the renovations being completed on the hotel, menu choices were not available at the time of this call to convention.		Total # of meals	\$

Check here if you have Special Dietary Needs. You must also submit the Special Dietary Needs form.

Meal Reservation Form (Page 2)

Please print names. Put an "x" under each meal to be reserved.

	Name	Friday		Saturday	
		Lunch	Dinner	Lunch	Dinner
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
	Totals: Please make sure the number of reserved meals on this page matches the number of reservations on page 1				



Meal Reservation Form
2025 MINNESOTA STATE CONVENTION

SPECIAL DIETARY NEEDS

(Send this form with meal reservation form)

*Please print or type all information	
Court Number:	Court Name:
Name (Last):	First:
Address:	Phone:
City:	State: MN Zip:
E-mail (must be provided for confirmation):	

SPECIFIC DIETARY CONCERN:

STATE CHAIRS AND DISTRICT DEPUTY INFORMATION

Please complete and send your registration form and check to Linda Schons, State Secretary. Please send and complete your meal reservation form and check to Lori Maas, Meal Chairperson.

You are responsible to make your own room reservation at the Doubletree, Owatonna. See the note on page 3 for the reservation link. **Save all receipts.**

You are extremely valued by your State Officers. We have given you additional responsibilities at the State Convention and will reimburse you for the following expenses:

- Up to \$50.00 towards Convention meals
- Up to one-half cost of your hotel room
- Mileage

An expense form for your convention expenses and any other outstanding expenses will be made available at the convention. **Please turn in your expense form with receipts attached within 10 days after the close of the convention to Monica Capra, State Regent.** All expenses, except mileage, need a receipt.

If any State Chair or District Deputy attends the convention as an elected delegate of her local court, the local court is responsible for all convention costs.

We encourage you to room with another State Chair or District Deputy or members of your local court. We ask you to use discretion with travel expenses. If you are traveling with local court members, or they are sharing your car, the expenses should be appropriately split rather than the State Court paying the entire amount.

Court Chaplain: Each local court is encouraged to ask your Court Chaplain to attend any or all of the convention and you are responsible for his/her expenses.

Monica Capra, Cathy Nelson, Lisa Ouderkirck, Linda Schons and Darlene Highet

2025 STATE CONVENTION COMMITTEES

Convention Chair **Carla Brady, Medford**

Nominating (Elected April 2023)

Deb Lutmer, Lismore

Tina Lewis, St. Charles
Carla Brady, Medford
Tracy Bohner, Detroit Lakes
Jodi Mayo, Moorhead
Theresa Steve, Wilmont, Alt
Mary Carstensen, Marshall, Alt

Financial Review

Sharon Stevens, Fergus Falls

Jeanette Richardson, Mazeppa-Bellechester
Tracy Bohner, Detroit Lakes
Laura Eglinton, Caledonia
Tracie Peterson, Medford
Pam Konz, Adrian

Convention Minutes

Beth Arendt, Mazeppa Bellechester

Tara Miller, St. Charles
Debbie Blattner, Plainview

Credentials

Lori Mickelson, Waseca

Teresa Hall, St. James
Melanie LaCrosse, Red Lake Falls
Paula Beyer, Winona
Sue VanMoorlehem, Pipestone

Elections

Dawn Barchus, Eveleth

Ruth Kastner, Blue Earth
Elaine Fenicle, Pipestone
Mary Wilson, International Falls
Katherine Schmidt, St. Peter
Megan Askelsen, Mahnommen

Resolutions

Ruth Kastner, Blue Earth

Susie Sammons, Marshall
Leanne Stoll, Perham
Carol Bertrand, Wilmont
Patricia Whitlow, Argyle

Standing Rules

Mary Buschette, Detroit Lakes

Lisa Diekmann, Lismore
Alana Kuznia, Argyle

Timekeepers

Marian Gavin, Caledonia (Friday)
Cathay Bjorklund, Moorhead (Friday)
Deanna Konkol, Slayton (Saturday)
Rose Ann Kubicek, St. Owatonna (Saturday)

Chairpersons are noted in bold type. If you cannot attend and fulfill your commitment, please notify Monica Capra. Further instructions will be provided to you for your assignment at a later date. Thank you in advance for serving on these committees!

MINNESOTA 51ST STATE BIENNIAL CONVENTION

Duties of the Resolutions Committee

The purpose of this committee is to examine all proposed resolutions. The committee determines which ones are accepted and recommended to the body of the convention and which ones to reject.

The resolutions Committee should meet the evening before the opening of the convention. (The chair should notify each member of the time and place of the meeting.) Each member will have received copies of the proposed resolutions and the duties of the committee—all need to be read prior to coming to the convention. (The current bylaws may also be used as a reference for resolutions pertaining to the good of the order.)

When the committee meets, the members should examine the merits of the resolution. Then as a committee, recommend whether or not to bring the resolution to the floor of the convention.

The Chair will be called upon for her report at the convention. If the committee is recommending adoption of a resolution, she should read the resolution aloud and states: “The committee moves the adoption of this resolution.” (As it is a motion from committee, no second is necessary.) The State Regent will then take over for discussion and a vote on the resolution.

After the vote is taken, the Chair is again called upon to present the next resolution. If the committee does not recommend bringing a resolution to the floor, the chairperson simply states: “The committee does not recommend this resolution.” She then moves into each of the next resolutions continuing to either recommend or not recommend each resolution until she has gone through all resolutions that have been sent to the committee. (A delegate could move that a resolution be reconsidered, and it would take a 2/3rds majority to have it come to the floor.)

Thank you for participating on this committee.

Your State Officers,

Monica, Cathy, Lisa, Linda, and Darlene

MINNESOTA 51ST STATE BIENNIAL CONVENTION

Duties of the Credentials Committee

The purpose of this committee is to assist with registration and to count the number of credentialed delegates to determine voting strength.

As each delegate or alternate registers at the convention, she receives her delegate badge from the credentials committee. State Officers, Past State Regents, Local Regents, Campus Court Regents, and elected delegates are put in groups so they can be easily counted. Each delegate signs the delegate sheet. (See Attachment 27 – Sample Delegate Sign in Sheet)

If an alternate is replacing a delegate at the convention, she must report to the credential table to be changed from alternate status to delegate status.

Just before the opening of the convention and after registration is closed for the morning, the committee should count and verify the number of registered delegates.

At the opening of the convention, a roll call of delegates will be taken by the State Secretary. (Secretaries should practice before-hand.) Then, after roll call, the committee will retire outside the convention hall to count the number of delegates for voting strength. The number of delegates counted from the roll call should match the number of signatures from the delegate list. If not, the numbers must be reconciled.

Once an accurate count is determined, the chair is asked for her report. She then reports the number of voting delegates (number allotted, potential, and actual) by title: i.e. National Representative –1, State Officers-5, Immediate Past State Regent-1, Past State Regents, Local Court Regents and delegates for a total of _. She then states the number needed for a quorum- which is majority equal to one half plus one of the total number of delegates and the number which designates a $\frac{2}{3}$ vote.

At the opening of each subsequent session whereby more delegates could have registered changing the count, the Credential Committee will recount delegate signatures and report as above. Only one roll call of delegates will be taken.

Thank you for serving on this committee.

Your State Officers,

Monica, Cathy, Lisa, Linda, and Darlene

MINNESOTA 51ST STATE BIENNIAL CONVENTION

Duties of the Convention Minutes Committee

The purpose of this committee is to actively take notes at this convention so that they can receive, read, and suggest revisions or corrections to the State Convention minutes that will be forwarded to them by the State Secretary or Secretary Pro-tem.

The State Secretary or Secretary Pro-tem will provide each member with the drafted minutes as soon as possible but no later than 90 days after the convention. They are to be read carefully, and any corrections noted in red pen or highlighted in red if sent electronically.

The draft copy should then be returned to the State Secretary or Secretary Pro-tem with the corrections or additions within 30 days.

The State Secretary or Secretary Pro-tem will then make the corrections and prepare copies to be distributed to all courts and State Officers preferably within 4 months of the convention.

Thank you for serving on this committee.

Your State Officers,

Monica, Cathy, Lisa, Linda, and Darlene

MINNESOTA 51ST STATE BIENNIAL CONVENTION

Duties of the Financial Review Committee

The purpose of this committee is to review the books of the State Secretary and State Treasurer to determine that income has been received and the bills paid accurately. For maximum efficiency, the Financial Review Committee should be made up of three to six members. The State Secretary and State Treasurer should be present also, but in supportive and advisory capacities only, to answer questions and explain entries. The Financial Review should be conducted prior to the official opening of the convention.

The following items are needed for the purpose of the Financial Review:

1. State Secretary's account & minutes books
2. State Treasurer's account book
3. Treasurer's receipts
4. Deposit slips
5. Bank receipts
6. Bank statements
7. Checkbook register
8. Canceled checks
9. Expense sheets, vouchers, bills, and/or paid receipts
10. State Board's Standing Rules
11. State budget
12. Calculator (Committee Chair responsible for bringing)

Helpful Hints:

- a. The Secretary's Minutes Book is used regarding any bill in question.
- b. Entries may vary between the Secretary and Treasurer's books due to grouping of checks to save postage.
- c. Corresponding expense sheets, vouchers, bills and/or receipts should be on file for each order and check written.
- d. Checks issued to State Officers, State Chairs or District Deputies/State Representatives need accompanying expense sheets.
- e. Expenditures voted upon at a state meeting should have a receipt or bill presented or be referenced in the standing rules. A voucher must still be created. If there is no receipt available, the state board must vote to reimburse.

A financial review of the books of the State Secretary and the State Treasurer by a Financial Review Committee, should include, but not necessarily be limited to, the following procedures:

- Compare transmittals with deposit receipts and the deposit books. Is there a deposit receipt for each transmittal? Do the dollar amounts match? These should match exactly.
- Compare the vouchers with the check register.
Were all items on every voucher paid correctly? Were there any checks written for

items that did not appear on a voucher? Are all vouchers signed by the State Regent and State Secretary? These should match exactly.

- Compare vouchers to documentation requesting expenditure.
Are all bills in order? Is there documentation for every expense?
- Compare transmittals and vouchers to the General Fund register.
Do the total transmittals and vouchers match the total deposits and expenditures?
- Review bank statements of all accounts.
Are they ALL there? Have they been reconciled monthly? Do the dollars match? Are they paying bank fees and how are they recorded? Are the accounts within FDIC guidelines for account registration? Are the accounts properly titled to the state court?
- Review the monthly financial statements.
Do they properly reflect the financial position of each month? Are they inclusive of all financial information of all accounts of the state?

In addition, it is prudent of the Financial Review Committee to verify that all restricted funds are being kept properly and documented so as to reflect the different projects' balances.

It is the responsibility of the State Secretary and State Treasurer to whom the state's finances are entrusted, to keep track of all money and report on same. All money received must be accurately reported. An annual report listing the specifics of the source of all finances as well as listing all expenses by category must be prepared and submitted to the National Office. Be sure to attach the State Court Financial Review Cover Sheet to the report. (See Attachment – 6 State Court Financial Review Cover Sheet and sample Annual Report)

When the committee determines that the books are in order, each member shall sign her name with the current date. The Financial Review Committee Chair shall report at the business meeting when requested. The report consists of one statement: "The books have been reviewed and found to be correct."

Thank you for participating in this review process.

Your State Officers,

Monica, Cathy, Lisa, Linda, and Darlene

MINNESOTA 51ST STATE BIENNIAL CONVENTION

Duties of the Elections Committee

The purpose of this committee is to oversee the election and count the ballots to determine the winners in the election for state officers and the next convention's Nominating Committee.

When nominations are being taken from the floor, the Elections Chair will write the names of all nominees on the whiteboard or chart paper.

The State Secretary will see that a ballot is prepared for the election.

On the day of the election, all members of this committee should be at the polling place one-half hour prior to the polls opening. Voting may take place in a separate room or on the convention floor (recommended). The roster is supplied by the State Secretary. The voting delegates will have a specific mark on their name tags identifying them as voting delegates. Check the name on the badge and then with a colored marker check the badge as having voted.

All ballots go into the ballot box. When the voting is finished, count all ballots. When the Chair is called upon for her report, name each person nominated and the number of votes received. The State Regent then declares the persons with the highest number of votes as elected. A report should also go to the State Secretary for the minutes.

Thank you for participating in this committee.

Your State Officers,

Monica, Cathy, Lisa, Linda, and Darlene

MINNESOTA 51ST STATE BIENNIAL CONVENTION

Duties of the Standing Rules Committee

The purpose of this committee is to review the general recommendations for Convention Rules which were developed by the Convention Standing Rules Committee.

The committee should then have a meeting or a conference call to discuss whether they propose adopting these rules as they are written or if they propose changes.

If changes are proposed, the committee chair should type the newly proposed rules and send a copy to the State Regent for review at least thirty days prior to the convention's convening.

If NO changes are proposed, the Standing Rules Committee Chair should notify the State Regent that the standing rules are ready for printing in the convention program.

At the convention, the Standing Rules Committee Chair is called upon to present the convention rules. She should come to the podium, read the rules and then state: "I move that these Convention Standing Rules be adopted." The motion needs no second since it is coming from a committee.

The State Regent then takes over, asks for discussion and then a vote is taken on the motion. The rules are then adopted, or changes are made as suggested and voted upon from the floor.

Thank you for serving on this committee.

Your State Officers,

Monica, Cathy, Lisa, Linda, and Darlene

MOTION FORM

To be used during State Convention

MOTION

A MOTION IS A PROPOSAL PRESENTED THAT THE STATE CONVENTION TAKES CERTAIN ACTION ON.

AFTER HAVING WRITTEN THE MOTION OUT IN ONE OF THE SPACES BELOW, YOU SHOULD GO TO ONE OF THE MICROPHONES.

WAIT TO BE RECOGNIZED BY THE STATE REGENT AND STATE YOUR NAME AND COURT NUMBER.

YOU SHOULD READ THE MOTION AS YOU HAVE WRITTEN IT BELOW AND THEN HAND IT TO THE **CONVENTION SECRETARY.**

MOTION FORM

WORTHY STATE REGENT: I MOVE THAT

PRINT NAME _____

SIGNATURE _____ **COURT#** _____



SILENT AUCTION AT THE CDA STATE CONVENTION

Every local court is asked to bring silent basket items valued at approximately \$50 to the state convention. You are not limited to that amount. Individuals may contribute items as well.

Money gained from the silent auction baskets, country store, CDA store and other items will provide the state CD with additional operating funds for programs and other necessary state events. Checks are preferred as payment for purchased items. No credit cards accepted.

Silent Auction Basket items may be homemade crafts, religious articles, food, books, jewelry etc. This is your opportunity to be as original and creative as you want. You are encouraged to bring two or more separate items that equal \$50. If we have some items that are lower priced, more women will be able to afford to bid. Country store items may include jellies, jams, breads or home canned items.

Individuals will be available to receive, number and record your silent auction basket and country store items when you arrive for registration. The name of the court and a notation of the contribution and value will be recorded.

The following are some raffle basket ideas:

Gardening	Coffee	Wine	Card Party
Cookie Making	Games	Cat/dog	Crock pot
New Baby	First Communion	Off to College	Chocolate
Cooler full	Prayer Shawl	Toddler	Kitchen/cooking
Drinks	Movie night	Picnic/grill out	Greeting cards
Meal in a hurry	Get well soon	Birthday	Cleaning supplies
Towel/bedding	Back to school	Lotions	Pamper yourself
Photo album	Wedding/shower	Stamp it	Picture frame

Silent Auction baskets will be available beginning Friday morning. We are looking forward to seeing the wonderful items you bring! Please bring the attached form, filled out with your raffle basket and country store items.

Important Document for You

CONFIDENTIAL Emergency Contact Information

Please complete this form and bring it with you to the convention.

Additional copies will be available at the Registration Table

Please complete this form and KEEP IT WITH YOU AT ALL TIMES. Put it in the pocket of your name badge holder. If there is ever a need, we would like to have the information to refer to.

PLEASE PRINT ALL INFORMATION

Name: _____

Home Address: _____

Home

Phone: _____ CellPhone: _____

.....

Emergency Contact

Name: _____ Relationship _____

Home Phone: _____ Cell Phone: _____

.....

Allergies: _____

Medications: _____

Roommate/traveling companion: _____

Pacemaker _____ Hearing Aids _____ Glasses/contacts _____

.....

Emergency Contact Medical Personnel

Doctor: _____ Phone: _____

Address: _____