

**MINUTES**  
**Historical Society of the United States Courts in the Eighth Circuit**  
Executive Committee Conference Call  
December 14, 2005, 8:30 a.m.

**Officers participating:**

Hon. Richard G. Kopf, Chairman of the Board  
Frances Ross, President  
Ann Fessenden, Secretary  
Sheila Greenbaum, Treasurer

Judge Kopf called the meeting to order shortly after 8:30. He apologized that he had neglected to contact Richard Lyford. He also reported that Judge Peterson was in the hospital (minor), Tom Boyd was away on business, and Joan Voelker was out of the office today. Therefore the call proceeded with the four officers who were present.

Procedure with President/Chairman of the Board

The group discussed how procedures would differ with the new structure of separate offices of President and Chairman of the Board. Judge Kopf indicated that he thought the President (Frances Ross) should take the lead in deciding how to handle Executive Committee meetings, approving agendas and minutes, etc., but said his judicial assistant could still set up the calls. Ms. Ross indicated that she would like that. It was also agreed that the Committee would try to continue quarterly meetings.

Newsletter

The discussion then turned to publicizing the Society. Specifically, Ms. Ross asked about the possibility of more frequent newsletters. Ann Fessenden responded that, due to the mailing costs, the procedure has been just to distribute them at the Judicial Conference, which is now biennial. With electronic distribution, however, a more frequent issue schedule might be possible. She said she would discuss that possibility with her staff member, Joan Voelker, who has primary responsibility for the newsletter. Judge Kopf suggested that it could be widely distributed using the CM/ECF listing of lawyers. Sheila Greenbaum asked about the possibility of having the newsletters available for distribution at the 8<sup>th</sup> Circuit libraries. Ms. Fessenden said this was already done with the current newsletter and could certainly be done with future issues.

Other publicity methods

Judge Kopf noted the point raised at the last Board meeting by Judge Webber about sharing information on ways to generate revenue. Ms. Ross suggested this could be a newsletter item. She also suggested the possibility of an Historical Society breakfast at the next conference. All agreed that would be a good idea, though there could be problems of conflicts with other events. If not a breakfast, perhaps some other event could be held. Ms. Ross also noted that there will be an article about the Historical Society in an upcoming issue of the 8<sup>th</sup> Circuit Bar Newsletter,

though it will not be the January issue, as originally planned.

#### Finances

Judge Kopf asked about the state of the Society funds. Ms. Greenbaum reported that there had been little change since the Treasurer's report prepared for the conference. The balance as of latest bank statement was \$13,591.81 and \$160.48 has been earned in interest this year.

#### Board Membership

Ann Fessenden noted that we still have no judicial officer Board member from North Dakota. Judge Kopf suggested that she prepare a letter to be signed by Ms. Ross that will go to the North Dakota Chief District Judge and copy in other judges who may be interested.

#### Judges' papers

Ms. Ross asked how reminders to judges to keep their papers is now being handled. Judge Kopf said he has assumed the responsibility to send out an annual reminder and would continue to do so.

#### Next meeting

Various possible dates were discussed for the next Executive Committee Conference call, and March 13 or 15 at 8:30 were chosen as possibilities. An email will be circulated to all potential participants in order to determine the most convenient date.

There being no other business, the conference call adjourned.

Respectfully Submitted,  
Ann T. Fessenden, Secretary