

**MINUTES**  
**Historical Society of the United States Courts in the Eighth Circuit**  
Executive Committee Conference Call  
April 20, 2016 at 1:30 p.m.

**Participants:**

F. Richard Lyford, President  
Frances Ross, Vice-President  
Joan Voelker, Secretary  
Sheila Greenbaum, Treasurer  
Thomas H. Boyd, Past-President  
Kris Leininger, Judicial Assistant to Judge Kopf

Roll call was taken. As Historical Society Chair Judge Kopf was presiding over a trial and unable to make the call, his Judicial Assistant Kris Leininger attended the telephone meeting. Circuit Librarian Eric Brust was also unable to take part in the call.

The minutes of the Executive Committee's January 6, 2016 meeting were approved.

Treasurer's Report

Treasurer Greenbaum reported the balance of the parent account as \$19,993.92, noting that \$10,000 of this amount was in suspension pending release of the Arkansas history. The balance of the appeals branch account remained steady at \$627.93.

Ms. Ross noted that publication of the Arkansas history was currently projected at six weeks out.

Ms. Greenbaum related that she had recently responded to letters from the IRS addressed to the Historical Society. The letters questioned whether certain Historical Society filings had taken place. She said that they had in fact taken place, so it was simply a matter of responding with the e-filing receipts. Ms. Greenbaum requested permission to reimburse her firm, which handles the Society's filings at no charge, the cost of postage. Ms. Greenbaum noted that Secretary Voelker had been tracking the correspondence and that she had shared her response letter to the IRS and the postage receipt with Ms. Voelker prior to the call. President Lyford granted permission to write the reimbursement check.

Board meeting and History workshop, Tues., May 3, 1:15-2:45

President Lyford asked if there were any questions or comments about the board meeting and workshop room set up and draft agendas, as conveyed in the Executive Committee agenda and attachments prior to the executive meeting. Everyone thought they looked fine, with discussion ensuing.

a) Current registration count

Ms. Voelker reported that the current registration count for the history workshop was 140, or

26% of the 525 registered for the Judicial Conference. It was agreed that it would be a good idea to pass around a sheet so that attendees could record their names and contact information.

b) Set up

Ms. Voelker said that in addition to the furniture and AV requests listed on the agenda, she had requested a remote for the projector.

c) Draft agendas

Ms. Voelker asked if anyone had objections to her submitting a written secretary's report, and there were none. It was discussed that Mr. Lyford, as moderator, will keep the agenda on track.

d) Communication with speakers

Mr. Lyford said that he had sent letters to the presenters outlining the format and time allocations and that Ms. Voelker had emailed them to ask their presentation needs.

e) Written presentations and handouts on [Historical Society website](#) received to date

Mr. Lyford mentioned that the FJC was providing 150 copies of its booklet *Initiating a Federal Court Historical Program* for distribution at the workshop.

Mr. Lyford said that he will also provide an evaluation form for attendees to fill out.

Next meeting

The date of the next conference call meeting was discussed and agreed upon as **Wednesday, July 6, 2016, at 1:30 p.m.**

There being no other business, the conference call meeting was adjourned.

Respectfully submitted,



Joan Voelker, Secretary