

MINUTES

Eighth Circuit Bar Association

Meeting of Officers and Directors

July 11, 2006

(by conference call)

Present: Craig Eichstadt (president); Margaret Callahan (secretary); Barry Pickens (treasurer); Lajuana Counts (at-large); Jeffrey Ellis (E.D. Ark.); Tom Kieklak (W.D. Ark.); Angela Campbell (S.D. Iowa); Diane Bratvold (Minn.); Larry Friedman (E.D. Mo.); Jeremiah Morgan (W.D. Mo.); Bob Rossiter (Neb.); Mark Marshall (S. Dak.).

Absent: Tom Weaver (president-elect); Tom Boyd (at-large); Julie Cullen (at-large); Diane Kutzko (N.D. Iowa); Doug Bahr (N. Dak.); Krista Kester (past president).

Association President Craig Eichstadt called the meeting to order shortly after 9:30 a.m.

The Board unanimously approved the minutes of the June meeting, as previously circulated.

Treasurer Barry Pickens reported little activity in Association accounts. He said the checking account balance was down to about \$16,000, with some membership renewal dues received but not yet deposited. Barry noted that the Association had retained the same CPA as in the past to prepare the Association tax return and that an extension, until November 15, 2006, had been obtained. The Board unanimously approved the treasurer's report.

Mark Marshall reported for the membership committee that 155 renewals had been received to date, out of a total of 315 members for the past member year (July 2005-June 2006).

Mark reported three new members. Craig said renewals seemed to be proceeding at about the same rate as last year and suggested that, similar to last year, the Association wait a couple of months before sending the follow-up letter to non-renewing members. Mark suggested that the letter be sent sometime in August. Mark also asked for guidance on record retention, noting that he to date had been retaining all paper copies of membership renewal forms. Barry volunteered to ask the CPA about any tax-related record retention requirements, and the issue will be discussed further at the next Board meeting. The Board unanimously approved the membership report.

Craig asked if there was any report regarding possible revisions to the Association web site. Director Angela Campbell, who is leading this project, noted that someone had promised to contact the Association's liaison with web host University of Arkansas-Little Rock School of Law about technical issues, but that she had not yet heard anything. Craig said he would provide Angela with a name and number so she could make the contact direct.

Director Jeremiah Morgan reported that he had met with Eighth Circuit Clerk of Court Michael Gans about the proposed mentoring project. He said Gans suggested sending a flyer, at the time of admission, to the 500 to 600 attorneys who become admitted to practice before the Eighth Circuit each year. The Association is to develop a draft of appropriate literature, and Gans will present it to the Eighth Circuit judges for their approval. Jeremiah circulated to the Board a proposed letter of introduction, which is attached at the conclusion of these minutes. Jeremiah raised the issue of how to identify the specific volunteer mentors tentatively to be named in each letter of introduction. Board members discussed the possible value of distinguishing between civil and criminal mentors and/or looking at geographic proximity between mentors and recipients of the potential letters of introduction. Secretary Margaret

Callahan noted that recipients potentially could be referred simply to a list or source of mentor names, rather than to two or three specific mentors. Craig noted that the sending of the proposed letter of introduction to attorneys newly admitted to practice before the Eighth Circuit might even result in new Association memberships. Jeremiah raised the possibility of promoting the mentor program also to attorneys at the time their cases were assigned for argument, because newer attorneys might have specific additional questions at that time. Jeremiah will continue to pursue the mentoring program and will report at the next Board meeting.

Craig raised the issue of whether the Association needed to look at planning any events, for example, in cities other than St. Louis and Saint Paul in which the Court might be sitting. Margaret reported that Michael Gans told the newsletter the Court will be sitting in both Omaha and Kansas City during the coming court term. She said Gans also told the newsletter the next judicial conference likely will not be held until sometime in 2008. Director Bob Rossiter noted that the Association has held a function in Omaha within the past few years; he added that Judge Riley usually takes the initiative in contacting the Association when the Court is interested in an Omaha event. Margaret suggested the possibility of doing a CLE program in conjunction with one of the "non-traditional" sittings, noting that Kansas City has one of the larger attorney populations in the Circuit but has not hosted an Eighth Circuit CLE. She wondered whether UALR might even consider doing its Eighth Circuit Institute in Kansas City for a change. When Margaret next speaks with Michael Gans on newsletter business, she will see if the actual dates have been determined for the coming term's Kansas City and Omaha sittings.

The next Association Board meeting will be August 8, 2006, at 9:30 a.m. by telephone.

The meeting adjourned just before 10:00 a.m.

[DATE]

[ADDRESS]

Dear Counsel:

It is our pleasure to welcome you as a member of the Bar of the United States Court of Appeals for the Eighth Circuit. As members of the Eighth Circuit Bar Association, it is our aim to assist and improve the advocacy and administration of justice in the Eighth Circuit. To this end, you can find useful insights, numerous resources and practice information at our website: www.law.ualr.edu/eighthcircuitbar.

In addition, we want to offer the collective experience of some of our members in the event that you have questions or inquiries that might not be answered by reference to the Federal Rules of Appellate Procedure, Eighth Circuit Rules and Procedures and Eighth Circuit Internal Operating Procedures. For this purpose, we have included below the names of three members of the Eighth Circuit Bar Association who have volunteered to answer questions or inquiries:

[NAME, PHONE NUMBER & E-MAIL]

[NAME, PHONE NUMBER & E-MAIL]

[NAME, PHONE NUMBER & E-MAIL]

You are welcome to contact one or more of these attorneys while keeping in mind that their time is voluntary. We hope that you will take advantage of the collective experience and insights of an Eighth Circuit practitioner to assist in the presentation of cases to the Eighth Circuit.

Sincerely,

[BAR ASSOCIATION PRESIDENT]