



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
Thomas F. Eagleton U.S. Courthouse
111 South 10th Street
St. Louis, Missouri 63102

EDWARD L. FILIPPINE
Senior District Judge

(314) 244-7640
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December 16, 2002

Honorable Richard G. Kopf
Chief Judge, U.S. District Court
Robert V. Denney Federal Building
and U.S. Courthouse
100 Centennial Mall North, Suite 586
Lincoln, Nebraska 68508-3803

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RICHARD G. KOPF
U.S. DISTRICT JUDGE

Dear Chief Judge Kopf:

This is a follow up to our telephone conversation concerning the United States Courts Learning Center. Space has been reserved on the first floor of the new Thomas F. Eagleton U.S. Courthouse in St. Louis for the Center which will provide needed education and information about our courts, their procedures and history. After much planning, this new and exciting project is being launched, beginning with the expansion of the Center's Board of Directors to include members from throughout the Eighth Circuit.

The board will also be augmented by an honorary committee consisting of high profile and prominent individuals as well as an education committee comprised of law school deans and other educators.

Enclosed is a packet of material which summarizes the project and describes the qualifications and responsibilities of the members of the board and committees. The two primary roles of the board at this time are to provide input into the project itself and to assist in raising the funds required to bring it to fruition. The active fund-raising campaign should start early in 2003 and be completed by year's end.

The Board would greatly appreciate if you and the judges of your court could give consideration to possible prospects for the board and its committees. Since the funds necessary to build and operate the Center will be obtained by private fund-raising, judges and court personnel cannot be considered. Please remember that the Board is seeking broad representation including attorneys, legal scholars, educators, political, civic, community leaders and others from your district.

Names of prospects for the board and committees may be sent to me and I will forward them to the board immediately upon receipt. Your assistance is appreciated. If you have any questions or suggestions, please contact me.

Sincerely,

Ed Filippine
Edward L. Filippine

United States Courts Learning Center

Project Description

The United States Court of Appeals for the Eighth Circuit, the United States District Court for the Eastern District of Missouri and the United States Bankruptcy Court for the Eastern District of Missouri now occupy the new Thomas F. Eagleton United States Courthouse in St. Louis.

Designed by the internationally renowned Hellmuth, Obata & Kassabaum, Inc., this twenty-nine story, one million square foot building was completed in 2000. Furthermore, this building was designed to be public in its purpose, dignified in its expression, efficient in accommodating the needs of the public and the court and a source of pride to the community and all those it serves.

On the first floor of the Courthouse, there is reserved a space of 2400 square feet off of the main entrance lobby for a center to be known as the United States Courts Learning Center. This Center will educate the public about the role of the federal courts in American society and the history of all the federal courts in our circuit. There is a keen and growing public interest in the new Courthouse and in the judicial functions which take place therein.

A professional team from the prominent design firm of Kiku Obata and Company of St. Louis has already completed the preliminary plan for the vision of this learning center where the mission and distinct role of each level (appellate, district, bankruptcy) of the federal courts will be graphically portrayed, where the history of these courts and the judges who have served on these courts can be told, where significant cases can be highlighted and where informative vignettes about the courts' role in an impact on the broader community can be presented in an understandable, exciting and interactive way.

In addition to the main focus on the history and role of the federal courts, a portion of the learning center will highlight the legal and political career of Senator Thomas F. Eagleton.

The design plan encompasses the following elements:

- A storyline about the courts for graphic presentation.
- A judicial learning center where visitors to the courthouse can go for orientation, information and tours.
- Displays of artifacts, documents, pictures, portraits and videos.
- A tour center for visiting individuals and groups.
- Interactive displays for hands-on learning.

A board of directors has been steering the project and now seeks to expand its membership to conduct the campaign to acquire funding from the private sector.

Selected drawings from the Obata plan are enclosed along with general information about the Eagleton Courthouse. Also attached are the following:

- Director qualifications and performance expectations.
- Personal responsibilities of board members.
- Center's support of board members.
- Director nomination form.
- List of present board of directors.
- Thomas F. Eagleton Courthouse descriptive brochure.

United States Courts Learning Center

Board of Directors

Overview

Members of the board of directors shall direct the management and operation of the affairs of the United States Courts Learning Center. The Center, incorporated as a non-profit corporation in the State of Missouri, is qualified as a 501(c)(3) organization under the Internal Revenue Service Code. The Board is self-perpetuating with no current maximum number of members. Directors may be elected to serve one, two or three year terms. The annual meeting is held the first Monday in October with special meetings called as necessary. The primary initial role of the Board is to conduct a campaign to raise the funds necessary to complete the Courts Learning Center in the Thomas F. Eagleton United States Courthouse in St. Louis, Missouri.

Board Candidate Qualifications

1. Member of, or strong association with the legal community, i.e., attorney, member of the judiciary, educator or legal scholar, author or journalist, civic, political or community leader.
2. Connected with and/or knowledgeable about potential donor prospects.
3. Committed to success of the project.
4. Willingness to contribute "time, talent and treasure."
5. Willingness to serve actively on a committee.
6. Willingness to identify and cultivate (not necessarily solicit) prospective donors.
7. Attend regular meetings and special meetings when possible.
8. Exercise oversight—monitor and assess performance.
9. Provide direction—mission, vision and planning.

Courts Learning Center

Personal Responsibilities of Board Members

Board members have a responsibility to one another and the work of the Center as follows:

To participate in meetings of the board regularly.

To participate in the annual meeting, board retreats, and special projects.

To accept responsibility for making informed decisions and policies.

To affirm critical thinking as a means of understanding and clarifying board thinking.

To commend the mission, programs, and policies of the organization to the constituency and public.

To invest personal energy, skills and resources in the purposes and goals of the Center.

To accept responsibilities as assigned by the board president.

To encourage the creativeness and unique gifts of other board persons and to respect the contributions that each is capable of making.

To support the Center financially and to encourage others to do so.

Accepted by: _____

Center's Support of the Board

1. Establish committee agendas.
2. Notify committee members of meetings.
3. Prepare committee meeting packets for advance distribution when appropriate.
4. Draft committee meeting minutes.
5. Meet with individual committee members to review committee purpose and opportunities for member involvement.
6. Prepare annual planning documents for committee review, including program elements and performance objectives.
7. Prepare policy recommendations for committee review and approval.
8. Regularly contact committee members to assist with their individual action-items.
9. Prepare donor prospect lists for committee members' review.
10. Provide materials and information to aid in the cultivation and solicitation of donors.
 - Fund raising priorities
 - Proposals
 - Correspondence
 - Biographical information on donor prospects
11. Provide training appropriate to a committee member's duties.
12. Establish working relationship and protocols with committee chair and members.
13. Serve as the liaison to constituents for fund raising purposes.
14. Coordinate events for cultivation, solicitation or recognition purposes.
15. Provide updated Center calendar of events.
16. Prepare committee reports for Board meetings.

**COURTS LEARNING CENTER
ST. LOUIS**

PROSPECTIVE DIRECTOR INFORMATION

1. **Candidate Name** _____
2. **Profession/Occupation** _____
3. **Office address** _____
4. **Home address** _____
5. **Corporate directorships** _____

6. **Philanthropic directorships/interests** _____

7. **Political association/activity (if known)** _____

8. **Membership in clubs, fraternal or other organizations and civic/community/
legal interests** _____

9. **Age** _____

10. **Area of expertise nominee would bring to the Center**

11. **Other benefits nominee would bring to Board** _____

12. **Prospect's perceived interest in/awareness of Center** _____

13. **Would this nominee be a pro-active advocate of the Center? Donor?
Solicitor?**

14. **Comments** _____

Recommended by _____

Date _____

United States Courts Learning Center

Board of Directors

Allen S. Boston

W. David Wells

Douglas D. Ritterskamp

William G. Guerri

F. William McCalpin

Veryl L. Riddle