

## Component Event Template

Event Name:

Sixth Circuit Chapters Leadership Conference

Event Date:

Annual Event (Inaugural in July 2012; Second in July 2013): Both in Cincinnati, Ohio (6<sup>th</sup> Circuit Seat)

Chapter(s) Participating:

All Sixth Circuit Chapters: Eastern District of Michigan, Western District of Michigan, Northern District of Ohio, Columbus (Ohio), Dayton (Ohio), Cincinnati (Ohio)/Northern Kentucky, Kentucky, Chattanooga (Tennessee), Memphis/Mid-South (Tennessee), Nashville (Tennessee), Northeast Tennessee.

Section/Division(s) Participating:

Federal Litigation Section

Brief Description of the Event:

The purpose of this event is to bring the Chapter leaders of each of the Chapters within the Circuit together to meet each other and to discuss, among all Chapters of the Circuit, the programs and efforts each has undertaken over the past year in their legal communities, or the public, in advancing the goals of the FBA to assist the needs of the federal practitioner, contribute to the community, and to provide support and collaboration among the Circuit Chapters.

Total Number of Attendees:

Approximately 15-20 (18 Chapter attendees in 2012 in person or by teleconference; 19 in 2013 . . . plus participation by one or more Circuit Judges at Conference meeting and dinner at each).

Target Audience:

All of the Federal Bar Association Chapters of the Circuit.

Description of Marketing Efforts:

As a Chapter Leadership Conference, there is no formal marketing effort to the legal community or general public. Encouragement of Chapters to participate is undertaken by the Circuit Vice Presidents in e-mail communications to the Presidents of the Circuit Chapters. For both past events (2012 and 2013), participation has been close to unanimous among the eleven Sixth Circuit Chapters: In 2012, nine of the eleven Chapters were represented in Cincinnati with one or more representatives (and a tenth by teleconference for much of the day); in 2013, also nine of the eleven Chapters sent one or more representatives to Cincinnati (with a tenth participating for a portion of the event by teleconference).

Total Budget Amount:

As the SCCLC is not intended as a revenue-generating event, there is no formal "event budget." The costs of the event are undertaken by the in-person participants (or their Chapters). For the 2012 Conference, underwriting of travel and lodging expenses of public sector participants was obtained through a per-person capped grant from the FBA Litigation Section. For both Conferences, dinner meal expenses (for both the first night informal dinner gathering and the next-day "formal" dinner with the Chief Judge of the Sixth Circuit) were undertaken by the participants. Breakfast and lunch for the working "Conference Day" was generously provided by the host Chapter.

Advice for Those Replicating the Program:

This event description is suggested primarily to Circuit Vice Presidents as a great opportunity to bring the Chapters within your Circuit together to share ideas and to get to know each other. For each year, it has been a wonderful, fun, and productive event.

Event Contact Person:

James W. Satola (FBA Vice President for the Sixth Circuit).

Sample Attachments (Marketing Emails, Agenda, Speaker Invitation Letter, Program, etc):

Attached are copies of the Agenda from the 2013 Sixth Circuit Chapters Leadership Conference, and a Memorandum by FBA Sixth Circuit Vice President James W. Satola, prepared after the 2012 Inaugural SCCLC, sent to each of the Circuit Vice Presidents describing the Conference.



# **FEDERAL BAR ASSOCIATION**

## ***SIXTH CIRCUIT CHAPTERS LEADERSHIP CONFERENCE***

**July 24, 2013  
Cincinnati, Ohio**

### ***AGENDA***

#### **Tuesday, July 23:**

##### **Meet and Greet Cocktails (Casual)**

Meet at 7:00 pm in the Lobby of the Queen City Club, 331 East Fourth Street. Our host, Greg Ahrens will then lead us to an establishment of his choosing.

#### **Wednesday, July 24:**

##### **Sixth Circuit Chapters Leadership Conference**

Wood, Herron & Evans  
441 Vine Street, Suite 2700

##### **Call-In Information:**

Call-In Number: 1 (888) 204-5987  
Access Code: 486658

**8:30 am      Continental Breakfast**

**9:00 am      Discussions Begin**

## **Welcome and Introductions**

*Jim Satola, FBA Sixth Circuit Vice President*

**Discussion Topics for the Day (Approximately 45 minutes each). Lunch will be served in-house. Breaks will be taken as appropriate or needed.**

Resources and Support from National FBA

*Discussion Leader: Jim Satola, FBA Sixth Circuit Vice President*

Educational Programming

*Discussion Leader: Dave Butler, FBA Columbus Chapter*

Community and Civic Outreach, Pro Bono, Law Schools

*Discussion Leader: Craig Cowart, FBA Memphis/Mid-South Chapter*

Speakers Programs and Special Events

*Discussion Leader: Katharine Gardner, FBA Chattanooga Chapter*

Building Membership, Diversity, YLD

*Discussion Leaders: Mike Lee, FBA Eastern District of Michigan Chapter,  
Glen McMurry, FBA Dayton Chapter & FBA Sixth Circuit  
YLD Chapter Liaison*

Membership Communications, Newsletters, Websites, Social Media, Blogs

*Discussion Leader: Jason Hill, FBA Northern District of Ohio Chapter*

Open Discussion of Areas Not Previously Covered, National Meeting and Topics

*Discussion Leaders: Jim Satola, FBA Sixth Circuit Vice President,  
Hon. Mike Newman, U.S. Magistrate Judge (S.D. Ohio),  
FBA Board of Directors, FBA Dayton Chapter*

**4:00 pm Dinner & Reception with Sixth Circuit Chief Judge Alice M. Batchelder,  
Queen City Club Private Dining Room**

*Reception at 4:00 pm, Dinner Served at 4:30 pm*

## MEMORANDUM

TO: The Federal Bar Association Circuit Vice Presidents

FROM: James W. Satola (Circuit Vice President for the Sixth Circuit)

RE: **Report on Recent Sixth Circuit Chapters Leadership Conference  
(Cincinnati, Ohio, July 23-24, 2012)**

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On July 24, 2012, representatives from ten of the eleven FBA Chapters within the Sixth Circuit, along with both Sixth Circuit Vice Presidents, gathered in Cincinnati, Ohio for the first ever “Federal Bar Association Sixth Circuit Chapters Leadership Conference.” The purpose of the conference was to create a forum for the leadership of each of the represented Chapters to share their experiences and ideas to assist in the strengthening and expansion of each Chapter, as well as for each of the attendees to get to know each other on a personal level. In all, eighteen Chapter leaders (for the most part, the current Chapter President and the next in line) participated in the event. Fifteen attended the all-day conference in person, and three participated by teleconference for a portion of the presentations.

### Planning the Conference

The conference was organized by Tom McNeill, the current President of the Eastern Michigan Chapter, and Sixth Circuit Vice President Jim Satola. The idea for the conference grew out of a breakfast meeting, initiated by Tom McNeill, preceding the Saturday events of the FBA’s New Chapter Leadership Training Seminar, held this past April in Arlington, Virginia. Those attending the breakfast meeting were Sixth Circuit Vice President James Satola, incoming Eastern District of Michigan Chapter President Thomas McNeill, incoming Chattanooga Chapter

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President Katherine Gardner, incoming Cincinnati-Northern Kentucky Chapter President Gregory Ahrens, and incoming Northern District of Ohio Chapter President Virginia Davidson.

Over the course of the next three months, a planning committee (comprised of Circuit VP Jim Satola, Eastern District of Michigan Chapter representative Tom McNeill, Cincinnati-Northern Kentucky representative Greg Ahrens, Chattanooga Chapter representative Kathy Gardner, Northeast Tennessee Chapter representative Nikki Pierce, Northern District of Ohio Chapter representative Gina Davidson, and Western District of Michigan Chapter representative Jennifer McManus) met by teleconference approximately every two weeks, as well as through e-mail exchanges, to plan the agenda and to share ideas on how to make the event a rewarding one for all of the attendees.

### **Sixth Circuit Chapters Leadership Conference**

The July 24<sup>th</sup> Sixth Circuit Chapter Leadership conference began the evening before, with a “meet and greet” organized by event host and Cincinnati-Northern Kentucky incoming Chapter President Greg Ahrens, attended by nine of the conference participants. After gathering in the lobby of Cincinnati’s Queen City Club (where many of the attendees were staying for the conference), the group went for dinner and drinks to the nearby Christian Moerlein Brewing Company, in Cincinnati’s “Over-the-Rhine” neighborhood, near the Cincinnati Reds’ “Great American Ball Park.”

The next morning, all of the conference participants gathered at 8:30 am, at the offices of Wood, Herron & Evans (the law firm of conference host Greg Ahrens, incoming President of the Cincinnati-Northern Kentucky Chapter).

Attending the conference were:

**FBA CIRCUIT VICE PRESIDENTS:**

In Person:

James W. Satola (resident Chapter, Northern District of Ohio Chapter)

Tonya Kennedy Cammon (resident Chapter, Chattanooga Chapter)

**MICHIGAN CHAPTERS:**

**Eastern District of Michigan:**

In Person:

Thomas G. McNeill (President)

Michael K. Lee (President-Elect)

**Western District of Michigan:**

In Person:

Jennifer McManus (President-Elect)

**OHIO CHAPTERS:**

**Dayton:**

In Person:

Glen R. McMurry (President & FBA Sixth Circuit Liaison for YLD)

J. Steven Justice (Secretary)

By Teleconference:

Magistrate Judge Michael J. Newman (President-Elect & FBA Board)

**John W. Peck Cincinnati-Northern Kentucky:**

In Person:

Gregory F. Ahrens (Vice President & Conference Host)

**Northern District of Ohio:**

In Person:

Virginia A. Davidson (President-Elect)

By Teleconference:

Diana M. Thimmig (President)

**KENTUCKY CHAPTERS:**

**Kentucky:**

By Teleconference:

Robert M. Duncan, Jr. (President)

**TENNESSEE CHAPTERS:**

**Chattanooga:**

In Person:

Christopher T. Varner (President)

Katherine Gardner (President-Elect)

**Memphis/Mid-South:**

In Person:

Craig A. Cowart (Vice President)

**Nashville:**

In Person:

Martin D. Holmes (Chapter Board)

## **Northeast Tennessee:**

### In Person:

Nikki Pierce (President)

Mark Dessauer (Vice President)

The only Sixth Circuit Chapter not represented at the Sixth Circuit Chapters Leadership Conference was Ohio's Columbus Chapter.

The meeting, which was enormously productive for all who attended, lasted approximately eight hours, from 8:30 am to 4:30 pm, with breakfast and lunch served in-house.

The conference began with a breakfast, at which the group was joined by Judge David W. McKeague, of the United States Court of Appeals for the Sixth Circuit. Approximately one month prior to the meeting, Sixth Circuit Vice President Jim Satola wrote a letter, distributed to each of the Circuit Judges and District Judges sitting by designation the week of July 23 in Cincinnati, inviting each of the judges to meet with the gathered Sixth Circuit FBA leaders. Judge McKeague was also extended a personal invitation by Western Michigan Chapter President-Elect Jennifer McManus, a former law clerk to the judge. A primary reason for seeking the attendance of the Judges of the Sixth Circuit was to find out from them how the Sixth Circuit FBA Chapters, both collectively and individually within each Judge's home district, might be of assistance to the Court of Appeals, in particular, helping in the planning and programming of the bi-annual "open" Sixth Circuit Judicial Conference (held in even-numbered years; odd-numbered years are "Judges Only").

At the breakfast portion of the meeting, Judge McKeague discussed a number of issues pertinent to Sixth Circuit Court of Appeals practitioners, including the Circuit's recent transition to all electronic filing of briefs and the record. Immediate value came out of the conference, as it was related to Judge McKeague that while the electronic record can be searched freely by the

Court by page number, that ability is lost when users, in particular public sector agencies such as the U.S. Attorney's Office or the Federal Public Defender's Office, download the initial cost-free copy of a filed document onto their computers. The ability to search the record by electronic page is not available outside of an active connection to the court's PACER (Public Access to Court Electronic Records) system, a service for which users must pay a per-page access fee after delivery of the first-sent ECF (Electronic Case Filing) copy of a document. Judge McKeague indicated that he would look into the issue to see if a solution might be found.

Judge McKeague's presentation, which included a question and answer session with the group, lasted approximately an hour and a half.

The presentation portion of the conference began with a Welcome and Introduction by Circuit Vice Presidents Jim Satola and Tonya Cammon, followed by a presentation on FBA "national" topics given by Circuit Vice President Jim Satola. This portion of the program also included a presentation by U.S. Magistrate Judge Michael Newman (President-Elect of the Dayton Chapter and a member of the FBA National Board of Directors) on FBA Board activities and other subjects of FBA national business. Among the topics covered were Chapter Awards, the Chapter Activity Fund, Section and Division membership (including a presentation by Eastern District of Michigan Chapter President and Federal Litigation Section Board Member Tom McNeill on the Federal Litigation Section), Section and Division programming and grant funding, the Foundation of the Federal Bar Association Fellows program, Fellows grant funding, The Federal Lawyer, Circuit Vice President activities (including "Capitol Hill Day" and Chapter Leadership Training), the FBA Annual Meeting and Midyear Meeting, and the FBA Board's interviewing process in connection with the selection of a new Executive Director.

Discussion among the gathered Chapter Leaders and Circuit Vice Presidents continued throughout the day, with presentations lead by members of the planning committee, divided into

seven topic areas (including that described in the preceding paragraph). The overall meeting was Chaired and moderated by Sixth Circuit Vice President Jim Satola.

The presentations, each lasting approximately 45 minutes and planned as an open discussion among all the participants guided by a discussion leader, covered the following topic areas:

- ▶ *Resources and Support from the National FBA and Developments at National*  
(Discussion Leaders: Jim Satola (CVP)  
Michael Newman (FBA Board))
- ▶ *Educational Programming*  
(Discussion Leader: Jen McManus, W.D. Michigan Chapter)
- ▶ *Community and Civic Outreach, Pro Bono Activities, Law Schools*  
(Discussion Leader: Gina Davidson, N.D. Ohio Chapter)
- ▶ *Speakers Programs and Special Events*  
(Discussion Leader: Nikki Pierce, Northeast Tennessee Chapter)
- ▶ *Building Membership, Diversity, Younger Lawyers Initiatives*  
(Discussion Leader: Greg Ahrens, Cincinnati-N. Kentucky Chapter)
- ▶ *Membership Communications, Newsletters, Web Sites, Social Media, Blogs*  
(Discussion Leader: Tom McNeill, E.D. Michigan Chapter)
- ▶ *Open Discussion of Areas Not Otherwise Covered*  
(Discussion Leader: Jim Satola (CVP))

The meeting concluded at approximately 4:30 pm.

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### **Post-Conference Dinner**

Following the conference, all of the attendees gathered at the Queen City Club at 5:30 pm for a dinner with Chief Judge Alice M. Batchelder of the Sixth Circuit Court of Appeals. The dinner was hosted by Circuit Vice President Jim Satola (who has known Judge Batchelder for close to 23 years, from the time Northern District of Ohio Judge Batchelder had her courtroom and chambers next door to that of United States District Judge John M. Manos, for whom Satola served as a law clerk).

During the dinner, each of the gathered attendees introduced themselves and their Chapters. Judge Batchelder spoke on various Sixth Circuit issues, including the subject of how the FBA Chapters might be of assistance to the Sixth Circuit Court of Appeals. An idea that grew out of the dinner discussion was to perhaps have the FBA Chapters, working with the Sixth Circuit Executive, lead the effort in producing an on-line video presentation to be posted on the Sixth Circuit's web site on the electronic filing process and record preparation. That effort will be lead by Northeast Tennessee Chapter President Nikki Pierce (of the Federal Public Defender's Office, in Greenville, Tennessee) and Western District of Michigan Chapter President-Elect Jen McManus (of the U.S. Attorney's Office, in Grand Rapids, Michigan).

### **Concluding Thoughts**

The conference was a tremendous success, with each of the participants sharing their experiences, strategies, and results for consideration by each Chapter. It was the expressed desire of each of the participants that the Sixth Circuit Chapters Leadership Conference become an annual event, with future meeting to be held during the summer, in odd-numbered years, at either one of the Chapter's home district or again in Cincinnati (the seat of the Sixth Circuit Court of Appeals and a city central to the four states comprising the Sixth Circuit), or, in even years, in the spring in connection with the "open" Sixth Circuit Judicial Conferences.

It is hoped that the Sixth Circuit Chapters Leadership Conference can serve as a model for each of the Circuits. Such a conference among the Circuit Vice Presidents and the Chapter leaders not only allows each of the participating Chapter leaders an opportunity to interact with one another to share ideas and topics of interest to all the Chapters, it also allows Circuit Vice Presidents an opportunity to provide direct assistance and advice to the Chapters on issues of importance to the FBA nationally. I believe that it is the type of program that the FBA should encourage, foster, support, and underwrite where appropriate, understanding that reasonable minds may differ on whether such underwriting support come from the FBA National general budget, the Chapter Activity Fund budget, or that of the Circuit Vice Presidents or the Sections and Divisions, or a combination of one or more of these sources.

Detailed notes of the conference were taken by Tom McNeill of the Eastern Michigan Chapter. Once these notes have been transcribed, Tom McNeill and Sixth Circuit Vice President Jim Satola intend to write an article on the conference for either *The Federal Lawyer* or the Federal Litigation Section's *SideBar* newsletter.

*J.W.S.*

*(August 1, 2012)*