

AMERICAN SADDLEBRED REGISTRY, INC.

**Board of Directors Meeting
Monday, July 9, 2012 at Noon ET
Vanderbilt Room, USEF Headquarters, Kentucky Horse Park**

MINUTES

Members Present: Brian Curran
Minna Hankin
Chuck Herbert
Gail Kline
Sandra Lilly
Scott Matton
Margaret McNeese
Don Schilling
Judy Werner

Members Absent: Lynda Freseth

Others Present: Lisa Duncan, Registrar
Katriona Adams, staff

- I. Roll Call/Establish Quorum/Consider Agenda/Adopt Rules of Order**

Ms. Lilly called the meeting to order at 12:10PM. Ms. Duncan called the roll and noted that a quorum of directors was present. Mr. Herbert made a motion to adopt Sturgis Rules of Order, Mr. Schilling seconded and the motion was passed with all in favor.
- II. Introduction of Guests**

Ms. Lilly introduced guests: Scarlet Hall Accountant, Brice Carr Communications & IT and Fred Sarver Registry Committee Chair.
- III. Consideration of Prior Minutes**
 - a. May 17, 2012 Meeting**
 - b. June 22, 2012 Meeting**

Mr. Herbert moved approval of the draft minutes of the May 17, 2012 meeting, Mr. Curran seconded and the motion passed with all in favor.
Ms. Werner moved approval of the draft minutes of the June 22, 2012 meeting, Mr. Schilling seconded and the motion passed with all in favor.

Ms. Lilly suggested that the Online Forms Presentation be moved to the next item on the agenda.
- IV. Online Forms Presentation**

Mr. Carr explained that we are in the process of providing USEF with documentation for the new database including online forms. He has had several meetings with Registry staff to identify the fields and rules relating to the Application for Registration form and other registry related forms. He provided a presentation on the proposed format of the online application for registration

form and fielded questions from Directors. It was suggested that we look at sample online forms for other registries and associations such as the AQHA.

V. Registry Financials

a. Treasurer's Report

Mr. Herbert explained the Registry Financial statements as of May 31, 2012 which indicates that we are ahead of budget. A question was raised about programming fees and staff confirmed that our current database has been 'frozen' in anticipation of transitioning to a new system.

b. Signing Authority

A discussion took place regarding signing authority for Registry checks. After consideration of the issues, Mr. Herbert moved that Lisa Duncan, Registrar, and Gail Kline, Director be authorized to sign registry checks with the provision that any unbudgeted items be approved first by the Finance Committee, Ms. Hankin seconded and the motion was passed with all in favor.

c. \$25 Refund Processing Fee

Ms. Duncan questioned whether we should re-consider charging a \$25 refund processing fee for overpayments. Scarlet Hall, Accountant, explained the cost of processing refunds. After discussion, Mr. Herbert moved that this matter be tabled for now, Dr. McNeese seconded and the motion was passed with all in favor.

VI. Registrar's Report

a. Registry Statistics

Ms. Duncan explained the Registry Statistics dated July 2, 2012. She noted that staff has processed 137 more applications for registration and 156 more transfers of ownership than at the same time last year. We are currently working on Futurity foals for the Kentucky State Fair.

b. ASR Mission Statement

Ms. Duncan suggested that we appoint a sub-committee to review the ASR Mission Statement. Dr. McNeese and Mr. Curran volunteered to serve on the sub-committee to help develop a recommendation for the Board's consideration.

c. Non-Sufficient Funds Policy

Ms. Duncan read the non-sufficient funds policy for ASHA which includes a provision that membership could be cancelled. After discussion, it was agreed that we send a recommendation to the ASHA to review its policy and remove any references to the Registry. The ASR Finance Committee recommends that we adopt an office policy for the requirement of a money order, cashier's check, or credit card from customers that repeatedly submit non sufficient funds checks. They also recommend that we send a notice to the customer by US Postal Service Delivery Confirmation. Mr. Herbert moved approval of this policy, Mr. Curran seconded and the motion was passed with all in favor.

VII. Report of Registry Committee

a. Recommended Rule Change Proposals

i. Requiring Photos

ii. Names

iii. Blood Typing and DNA conversion

Mr. Sarver, Registry Committee Chair, explained the following rule change proposals recommended by the Registry Committee with a proposed effective date of January 1, 2013:

SECTION III. REGISTRATION

A. ELIGIBILITY AND REQUIREMENTS

10. It is strongly recommended that photos be submitted with all Applications for Registration. For any horse with white markings above the knees or hocks (such as pintos), four current photographs, showing both sides, front and rear, must accompany the Application for Registration. ***For any Application for Registration not received within 12 months of the foaling date, four current photographs, showing both sides, front and rear, must accompany the application.***

H. NAMES

1. Each animal for which Application for Registration is made must be given an acceptable name which does not conflict with the name of any other animal registered with the Registry, living or dead. A conflicting name is one which is judged to be too similar to an existing name either in spelling or pronunciation, e.g., Black Knight/ Black Night. ***Adding "A", "An" or "The" to an existing name is judged to be too similar. If the name of a living person is submitted as a name choice, a notarized affidavit signed by that person will be required before the name request will be granted.*** The Registry shall consider waiving this requirement for horses with the same or similar names with a foaling date of 40 years or more ago and do not have show records and do not have registered progeny.

Blood Typing and DNA conversion ~~\$75.00~~ **\$137.00**

(Stallions, Mares, Geldings, Foals)

This fee includes the cost of the kit, postage, blood typing and conversion to DNA. Staff costs will be donated.

He explained that the proposed fee increase for blood typing is as a result of a fee increase being imposed by the UK Lab. It was noted that this is the only parentage testing lab in the US that is still doing blood typing.

A discussion took place regarding using the name of a living person to name a horse and it was felt that this should not be in the rules but could be reviewed on a case by case basis.

After discussion, Mr. Herbert moved approval of the rule change proposals regarding 'Photos' and regarding 'Names' with the exception of removing the proposed new sentence regarding using names of living people, Mr. Schilling seconded and the motion was passed with all in favor.

Mr. Herbert moved approval of the rule change proposal regarding the fee for blood typing, Mr. Curran seconded and the motion was passed with all in favor.

- b. Recommended Policy Changes**
 - i. Signature & Statement of Signature Authority**
 - ii. Conditional Registrations**
 - iii. Policy regarding identity of Breeder when breeding dates overlap between two owners**
 - iv. Policy regarding mailing labels**

Mr. Sarver explained the following policy changes recommended by the Registry Committee with the effective dates indicated.

Statement of Signature Authority (proposed effective date January 1, 2013)
For Statements of Signature Authority that have been on file for 10 years or more, the Registry Committee recommends that staff send a letter asking if the signature(s) is still valid. The Statements of Signature Authority will be reviewed as applications for registration and/or requests to transfer ownership are received. Staff will enter the received date of authorities in the database as time permits.

A discussion took place regarding signature authorities and how often they should be updated. A suggestion was made that we require signature authority forms to be notarized, however, some felt that this was not necessary. Staff was asked to revise the proposed policy and refer it to the October Board meeting for consideration.

Conditional Registrations (proposed effective date January 1, 2013)
The Registry Committee recommends reverting to the prior office policy of only issuing conditional registrations for Futurity foals. Currently, conditional registrations are issued to all weanlings where all registrations requirements are met with the exception of DNA results.

Ms. Duncan explained the background on the rules regarding conditional registrations and how they were originally assigned only to Futurity weanlings. Staff sends notices to the foal owners to remind them that the DNA results are pending approximately five months after the conditional registration is issued. A discussion took place regarding the committee recommendation and after consideration it was agreed not to change the current policy of assigning conditional registrations to all applications for registrations for weanlings where the only item missing is the DNA results.

Breeding Dates (proposed effective date August 1, 2012)
In situations where breeding dates listed on a stallion service report and/or breeder's certificate overlap between two different owners, the Registry Committee recommends using the last breeding date listed to identify the breeder unless a Breeder's Designation form has been submitted.

The above recommended policy was discussed and all agreed that it should be implemented.

Mailing Lists (proposed effective date August 1, 2012)
The Registry Committee recommends that the fee be waived for requests from Affiliate State Futurities for mailing lists that would cost \$10 or less under the

current fee schedule. Note – there is a limit of one fee being waived per mailing list request from the same Affiliate State Futurity in a calendar year.

After discussion, Mr. Herbert made a motion to approve the above recommended policy, Ms. Kline seconded and the motion was passed with all in favor.

VIII. Kentucky State Fair Qualifying Report

Mr. Sarver explained the background on qualifying criteria for classes held at the Kentucky State Fair. A change was made this year which stated that if a class was added after the prize list was issued that the class would not count for qualifying. A discussion took place regarding ways to keep the qualifying criteria fair for everyone. Mr. Sarver agreed to discuss this matter at the Kentucky State Fair Fall meeting.

IX. Sport Horse Incentive Program – Administration Fees

Ms. Duncan explained that administrative fees are charged by the Registry for horses nominated in the ASR Futurities, Sweepstakes and the Grand National and a question was raised as to whether or not we should also charge administrative fees for the Sport Horse Incentive Program. After discussion, Mr. Matton made a motion to charge a \$6 administrative fee for each horse enrolled in the program with an effective date of January 1, 2013, Dr. McNeese seconded and the motion was passed with all in favor.

X. Grand National Proposal

Ms. Duncan explained a proposal from the Grand National Committee to end the Grand National Program. The committee is recommending that the program remain in place for 2012 and distribute remaining funds in the program to program participants starting in 2013. The payout amount will depend on the percentage of money that was paid into the program during 2002-2011 for each horse. The recorder and/or nominator will need to be an ASHA member in order to receive their payout. After discussion, it was agreed to send this back to the committee with a request to make accommodations to include all living nominated stallions.

XI. Competition Registration and Competition Results Policies

Ms. Duncan explained a recommendation from the Show Results Committee for standard policies for competition registration and competition results. The need for such policies arose when a request was received to track show results for Pinto Horse Shows. After discussion, Dr. McNeese made a motion to approve the policies as recommended, Mr. Schilling seconded and the motion was passed with all in favor.

XII. Election of Director

Ms. Lilly explained that the Board needed to elect a new Director to serve the remainder of the term for the seat recently vacated by Lisa Duncan when she assumed the role of Registrar. Ms. Werner made a motion to nominate Lisa Sideman as a Director to the ASR Board, Mr. Matton seconded and the motion was passed with all in favor.

XIII. Election of President

Mr. Herbert made a motion to nominate Scott Matton as President to serve the remainder of the term for this office vacated by Lisa Duncan, Mr. Schilling seconded and the motion was passed with all in favor.

XIV. Other Business

a. Prize Program Payment Schedule

A suggestion was made at the last Board meeting to develop a brochure highlighting ASR Prize Programs and related payment schedules. A discussion took place regarding costs and how to distribute the brochure. Ms. Hankin made a motion that we develop such a brochure and that the Registry cover the costs, Mr. Schilling seconded and the motion was passed with all in favor.

Mr. Matton asked that we look at developing a program whereby people can “rent/lease” a mare for breeding purposes. This matter was previously discussed at the 2010 ASHA Board retreat and at the February 2011 ASHA Board meeting. It could be called Mare Harmony and be linked to our Face book page. The concept is that a mare owner who is not using a mare for breeding could advertise her as being available to lease so that someone else could arrange for a breeding and be the owner of the resulting foal.

XV. Adjournment

There being no other business before the Board, Mr. Matton moved that that the meeting be adjourned, Dr. McNeese seconded and the meeting was duly adjourned at 3:00PM.

Submitted by:

Katriona Adams, staff