

**AMERICAN SADDLEBRED REGISTRY, INC.**

**Board of Directors Meeting  
Wednesday, October 31, 2012 at 1:30 p.m. ET  
Griffin Gate Marriott Resort & Spa**

**MINUTES**

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

**Members Absent:** Lynda Freseth

**Staff Present:** Lisa Duncan, Registrar  
Karen Winn, Executive Director  
Scarlet Hall, Controller  
Cynthia Lowell, Technology  
Patricia Edwards, Prize Programs  
Katriona Adams, Assistant Registrar

**I. Roll Call/Establish Quorum/Consider Agenda/Adopt Rules of Order**  
Mr. Matton called the meeting to order at 1:25 p.m. He called the roll and introduced guests. A quorum of directors was present.

**II. Financials**

**a. Treasurer's Report, Registry & Financial Statements as of September 30, 2012**

Mr. Herbert explained the Registry Financial Statements as of September 31, 2012, and also reported that per a recommendation from the ASR Finance Committee that funds were moved from a Merrill Lynch Money Market cash account to an Investment account. Ms. Hall explained some in-office changes to accounting practices which should help us have more current and accurate financial statements moving forward. After discussion, Mr. Schilling made a motion to approve the Treasurer's report, Mr. Curran seconded and the motion was passed with all in favor.

**b. ASR Investment Fund Policy**

Mr. Herbert reported that the ASHA recently changed their investment fund policy and reported that the ASR Finance Committee recommends that the ASR adopt a similar policy. Mr. Holden has agreed to add appropriate language to reflect the Registry and a draft will be presented to the Board in February.

**c. Tax Return**

Mr. Herbert noted that Directors are responsible for reviewing the tax return and this is why a copy was being provided. No questions or issues were raised.

**III. President's Report**

**a. Mare Harmony**

Mr. Matton explained an idea for a proposed program regarding broodmares that are available for lease. The concept is that owners of broodmares that are not being used could complete a form saying they are available and then a list of those mares would be posted on the website. After discussion, it was agreed to appoint a committee to develop this concept. Committee members are Gail Kline, Brian Curran and Don Schilling. The staff liaison is Cynthia Lowell.

**IV. Registrar's Report**

**a. Statistics as of September 28, 2012**

Ms. Duncan reported on Registry Statistics as of September 28, 2012. Most of the applications received during amnesty last year have been processed so the numbers processed are beginning to level out.

**b. Journal of the American Saddlebred**

Ms. Duncan reported that the Reference Directory is being renamed the Journal of the American Saddlebred, and will contain similar information but will have a hard cover. She asked the Board to consider whether the Four-Year-Old Sweepstakes classes, including Fine Harness, Five-Gaited and Three-Gaited should be added to the Kentucky State Fair World Champion classes located on the General Sire list page. A question was also raised about whether Three-Gaited and Five-Gaited ponies be added, which would qualify their dams for the Broodmare Hall of Fame. After discussion it was agreed to table this matter for now and to refer to the Breeder's Committee.

**c. 2013 Budget**

Ms. Duncan reported that she has started working with Ms. Hall on the 2013 budget and hopes to have a draft by the end of November.

**d. Liens**

Ms. Duncan reported that we are receiving a lot of liens. Many of these are "self help" liens where individuals try to comply with their State

Statutes. They take a lot of staff time and end up costing the Registry money as we need to consult our attorney. After discussion it was agreed to get a legal opinion on liens including the definition of a Stableman's Lien and report back to the Board in February.

**e. Paperwork submitted without fees**

Ms. Duncan reported on cases where applications for registration and requests to transfer ownership are received without fees. A discussion took place regarding how to determine what fees are owed and what to do with the paperwork. It was agreed that paperwork should not be processed until fees are received and that the amount owing for the registration or transfer fee will be determined based on the date that the fees are received. This is effective for any paperwork received as of November 1, 2012.

**f. Non-Sufficient Funds**

**B. PAYMENT OF FEES**

Fees must accompany Registry transactions and are payable by check or money order, in U.S. funds only. Visa and MasterCard are also accepted. The maker of any checks payable to the Registry, which is dishonored, is prohibited from transacting business with the Registry until such check is collected, including a penalty of \$25 per dishonored check. Any person owing money to the Registry which remains unpaid for 30 days after written request by the Registry to such person for payment is prohibited from transacting any business with the Registry until the amount due is paid in full. ***Individuals who repeatedly submit checks that are dishonored will be required to submit a money order, cashier's check or credit card for future registry transactions. Notice to the customer should be sent by US Postal Service Delivery Confirmation.*** The Registrar may waive the requirements of this rule if he/she finds its enforcement to be unduly prejudicial to an innocent party.

Ms. Duncan reported that the above bolded language was approved by the Board as a policy and now we would like to add it to our rules. Mr. Herbert moved approval of this rule change, Mr. Schilling seconded and the motion was passed with all in favor. The effective date is November 1, 2012.

**g. Cloning**

Ms. Duncan reported for informational purposes that we had received an inquiry about whether or not we allowed registration of horses produced by cloning. Ms. Duncan read the current ASR rule on Cloning which prohibits this.

**h. Unregistered foal transfers**

**PROCEDURE TO RECORD TRANSFER OF OWNERSHIP**

For animals not yet registered, transfer endorsement completed in the handwriting of the seller (or the seller's authorized agent(s)) is to be made on the Unregistered Foal Transfer Report on the Application for Registration form. If the Unregistered Foal Transfer Report is completed ~~in the calendar year~~ *within 12 months of* the foal's birth, there is no charge for transfers made prior to the registration of the horse. If, however, the Unregistered Foal Transfer Report is not completed and filed with the Registry ~~until after the end of the calendar year in which the foal was born, a chain of ownership must be completed under the Registry's regular transfer process with applicable fees paid~~ *within 12 months of the foaling date, a \$50 unregistered foal transfer fee must be paid for each unregistered foal transfer report.*

**REGISTRY TRANSACTION FEES**

*Unregistered Foal Transfer Fee* **\$50.00**

*(If not filed with the Registry within 12 months of the foaling date)*

Ms. Duncan explained that the current rule regarding charging a \$50 fee for unregistered foal transfers requires a \$50 fee if the application is not received within the calendar year in which the foal is born. Staff is proposing that this rule be amended so that the fee is charged if the unregistered foal transfer is not received within 12 months of the foaling date. Ms. Kline moved approval of this rule change, Ms. Lilly seconded and the motion was passed with all in favor. The effective date is January 1, 2013.

**i. Technology/Computer Upgrade Project**

Ms. Lowell explained the Technology/Computer Upgrade project. We have received a Statement of Work from USEF for the proposed project. It includes a re-design of the website and hosting of the server as well as development of a new database. Ms. Lowell is working on a temporary "face-lift" for the website until then. The USEF proposal includes online forms for items such as applications of registration, stallion service reports, etc. The project will cost \$265,625 and payments will be made over a 36 month period. The ASHA Board has already approved this. It is being proposed that the Registry cover 50% of the costs. After discussion, Ms. Lilly made a motion to approve the database project with a 50/50 split of costs between the ASHA and the ASR, Ms. Kline seconded and the motion was approved with all in favor.

**j. Appointment of Joint ASR/ASHA Technology Fundraising Committee**

Mr. Matton explained that a Joint ASR/ASHA Technology Fundraising Committee was being appointed with two ASHA Directors and two ASR Directors. He asked for volunteers to serve on this committee. Ms. Lilly and Ms. Werner agreed to serve.

**k. Fundraising Initiative**

Ms. Duncan explained her idea for a fundraising initiative for the technology upgrade that will enhance the ASHA/ASR website and help to promote the breed. The concept is that you would pay a \$200 donation to honor your horse with a sponsorship of a nameplate to be featured on our new website. The nameplate will include the horse's name along with the name of the donor. All agreed this was a good idea.

**V. Grand National Recommendation**

Ms. Duncan explained some recommendations from the Grand National Committee. The committee requests that the Board consider a reduced administration fee. Currently the administration fee is \$6 per horse. After discussion, Ms. Sideman made a motion to charge a \$3 administration fee and to donate the funds to the technology upgrade project, Ms. Schilling seconded and the motion was passed with all in favor.

The committee is also recommending that any payouts to nominators and/or recorders who are non-members of ASHA or who are deceased or cannot be located should remain in the overall final payout. After discussion, Ms. Sideman moved approval of this recommendation, Mr. Schilling seconded and the motion was passed with all in favor. Suggestions were made to ask individuals if they would donate their refund to ASHA for the Technology Upgrade.

**VI. Prize Program Schedule**

Ms. Duncan reported on a new brochure regarding ASR Prize Programs. The brochure is being included with all certificates mailed. A discussion took place regarding our National Futurity and concerns about participation being down. Some ideas were discussed for increasing participation in the program including the possibility of allowing late nominations provided a late fee is paid. A suggestion was made to send a notice to the owners of mares listed on stallion service reports. It was agreed to refer this matter to the Futurities Committee.

Suggestions were made to have a forum at our convention about breeding and pedigrees and also have something at the Youth Convention. It was noted that we don't have enough information out there about tax incentives for breeding.

**VII. Mission Statement**

**The American Saddlebred Registry shall guarantee the purity of the breed through the establishment, maintenance and publication of an accurate register for the recording of pedigrees and the transfers of ownership of the American Saddlebred Horse. The Registry shall, in addition, administer the recognition and prize programs associated with the breed.**

Ms. Duncan explained that the ASHA has drafted a new mission statement and that we would like to do the same. An ASR Board sub-committee worked on this draft. The goal was to adopt a concise statement that reflects the purpose of the organization. A suggestion was made to add “horse” after “ownership of the American Saddlebred.” Mr. Schilling moved approval of the mission statement with this amendment, Ms. Lilly seconded and the motion was passed with all in favor.

**VIII. Signature Authority Policy**

*Statements of Signature Authority that are already on file will be reviewed as applications for registration and/or requests to transfer ownership are received. For Statements of Signature Authority that have been on file for 5 years or more, staff will send a letter asking for an updated signature authority form to be submitted. Registry transactions will not be held pending receipt of an updated form.*

Ms. Duncan explained that staff has revised the policy regarding Statements of Signature Authority as requested by the Board. Mr. Herbert made a motion to approve the revised policy, Ms. Kline seconded and the motion was passed with all in favor. The effective date is January 1, 2013.

**IX. Rule regarding Colors**

Mr. Matton explained that we cannot implement the new colors rule until the new database is ready to use. Dr. McNeese moved that we remove the effective date, Ms. Lilly seconded and the motion was passed with all in favor.

**X. Other Business**

Mr. Matton explained that we have received a request to see if we could register rescue horses. Ms. Duncan explained that it will become easier to identify horses as more of them are DNA tested.

**XI. Adjournment**

There being no other business before the Board, Ms. Werner moved that that the meeting be adjourned, Ms. Lilly seconded and the meeting was duly adjourned at 3:45 p.m.

Submitted by:

Katriona Adams, staff