

# AMERICAN SADDLEBRED REGISTRY, INC.



## **Board of Directors Meeting Tuesday, April 22, 2014 at 11:00 a.m. Lexington, Kentucky**

### **MINUTES**

**Directors Present:** Dr. Margaret McNeese, Susan Aschenbrenner, Brian Curran, Carl Holden, Gail Kline, Kim Skipton, Judy Werner and Kenny Wheeler.

**Others Present:** Lisa Duncan, Registrar; Karen Winn, ASHA Executive Director; Katriona Adams, Assistant Registrar.

#### **I. Roll Call/Establish Quorum/Consider Agenda**

Dr. Margaret McNeese, ASR President, called the meeting to order at 11:00 a.m. on Tuesday, April 22, 2014. Ms. Duncan called the roll and noted a quorum was present.

#### **II. Registry Statistics as of March 31, 2014**

Ms. Duncan reported on Registry Statistics as of March 31, 2014. In comparison to the same period in 2013, registrations processed are up by 45 registrations and transfers processed are down by 47 transfers. Transfers from the Robertson Sale were received yesterday which will improve the numbers.

#### **III. Staffing Update & Proposal for Job Study**

Dr. McNeese reported on discussions by the Human Resources and Compensation Committee to conduct a job study. Employee job descriptions were updated last year for the employee manual. The ASHA Board has already approved the study and is asking the Registry to pay for half the costs. They would look at salary ranges and advise on whether they need to be changed. Discussion took place regarding getting bids from more than one company as well as whether job descriptions are expected to change much as a result of the new database. Questions were also raised regarding the number of positions that the study would cover. Two positions are currently vacant and a hiring freeze is in place. After consideration of the issues, Mr. Wheeler made a motion to do the job study after our new computer system is implemented as well as investigate possible less expensive options for the study, Ms. Skipton seconded and the motion was passed with all in favor.

{Addendum to minutes: After the meeting, the Board voted by email and approved doing the job study now due to the fact that a hiring freeze was in effect which could impact the Registry's ability to provide timely turnaround on registrations and transfers.}

**IV. Registry Logo**

Ms. Duncan provided an update on development of a new logo for the Registry. The concept was taken from the Breeder's Awards Medallions. After discussion, it was agreed to go with the black and white logo and add red in the outer circle.

**V. Election of 2014 Nominating Committee**

Ms. Duncan reported that the Board needs to elect the ASR Nominating Committee for 2014. Although the Board had previously discussed the policy of having outgoing Directors on the committee, since this is the first term for all Directors, all are currently eligible to serve another term. The Board agreed that this policy would not work best until Directors are done serving a second term and therefore not eligible to serve again. Ms. Kline nominated Kenny Wheeler to serve on the 2014 Nominating Committee, Mr. Holden nominated Judy Werner and Dr. McNeese nominated Chuck Herbert to serve as the committee chair. A motion was made and seconded to close nominations and a vote was taken with all in favor of those nominated.

**VI. Revised Committee Policies**

Ms. Duncan asked for volunteers to serve on a sub-committee to review committee policies. Ms. Kline and Ms. Skipton offered to serve on the sub-committee.

**VII. Financials**

Mr. Holden explained the emailed report for the January and February Financials as follows:

Income Statement: January and February both fell short of the budget with February YTD net results performing unfavorably by \$10,614 but favorable compared to prior year by \$5,570. The YTD shortfall is entirely related to revenue as the expenses are right on the budgeted amount. Even though the number of transfers received is 58 less, February YTD compared to prior year, the 2014 revenue is favorable by \$3,970. This favorability is due to the fee increase (\$15) that went into effect in the 2<sup>nd</sup> quarter of 2013. Had ASR had the additional transfers in 2014 that were received in 2013, this would have yielded additional revenue of \$3,770. We will see a slight improvement in transfer activity in March, but still will fall below prior year by 87 YTD. We hope to see increased activity of transfers in April due to the Robertson Sale. The YTD registration revenue is slightly below budget by \$2,260, but favorable compared to prior year by \$1,698. The actual registrations received February YTD

were 3 less than 2013, as such; most of this variance is related to the various registration fees collected based on foal age as opposed to the number of transactions received. Likewise DNA revenue is unfavorable to budget by \$5,540, but favorable to prior year by \$1,153. This variance is not only related to the number of registrations received but also affected by the process and invoice timing of the labs which appears to have had the largest impact thus far. While the overall net result is unfavorable to budget, we have seen improvement from January to February which is the typical nature of the timing of the transactions received. As previously stated, the good news is, overall 2014 is favorable compared to the prior year. If the trends continue similar to prior year, net results will also improve over the span of the year.

Balance Sheet: The overall balance sheet is stronger than prior year showing an improvement in the cash position by \$30,368 and an improvement in the value of investments by \$33,536. Investment performance from December 2013 to February 2014 also shows positive growth of \$2,109. This helps strengthen the overall position of the Registry. He will ask the Finance Committee to review the financials and the investments once the March reports are ready.

**VIII. February 2015 ASR Board meeting**

It was agreed that we should try to coordinate with the Museum Event for a meeting in the Museum Library when scheduling the February/March 2015 ASR Board meeting. The ASHA is also looking at having a Youth Convention around that time. The July ASR Board meeting will be held on Monday, July 7<sup>th</sup> at Noon at the USEF office.

**IX. American Horse Council**

Ms. Duncan reported that every year the Registry pays \$1,000 for the American Horse Council membership and questioned why the Registry was paying for this. It was noted that reports from the AHC go to the Association Board and not to the Registry Board. After discussion, Ms. Werner made a motion that membership with the American Horse Council be moved to the Association and paid for by them, Ms. Kline seconded and the motion was passed with all in favor. It was agreed that the Registry Board would look at some other membership organizations such as NPLC at the July Board meeting.

**X. Registration Certificate**

A discussion took place regarding the type of case to be used on registration certificates once we move over to the new database, i.e. upper case or sentence case. After discussion it was agreed that the Board should be provided with some samples to review before making this decision.

**XI. Discount on multiple registrations**

Ms. Duncan reported that we have had several requests to offer a discount on multiple registrations. After discussion, it was agreed that staff should research if any other Registries offer such discounts and run some numbers to determine what impact this would have. This item will be on the agenda for the July Board meeting.

**XII. 2014 Points of Emphasis**

The 2014 Points of Emphasis document has been updated to reflect new rules effective April 1, 2014 and has been approved by the ASHA Board. After discussion, Ms. Werner made a motion to approve the Points of Emphasis, Mr. Curran seconded and the motion was passed with all in favor.

**XIII. New requests for the Database**

Ms. Duncan reported that we have been notified by USEF that any new requests for the database will be subject to a fee of \$125 an hour. Staff will improvise by the using notes sections of the database.

**XIV. Other Business**

**a. Breeder's Medallions**

Ms. Duncan reported that the American Saddlebred Museum is sponsoring the Breeder's Medallions for the Kentucky State Fair. She was asked to send "formal" thanks to the Museum.

**b. Survey**

She also reported that we are working on preparations for the survey. It was agreed that should be a top priority once it is ready.

**c. Registry Transactions**

Discussion took place regarding pending transactions and monitoring the turnaround time on them. Easier notification of pending items is on the list for the new database. The Board directed staff to make sure this happens.

**XV. Adjournment**

With no other business before the Board, the meeting was duly adjourned at 12:20 p.m.

Submitted by:  
*Katriona Adams*  
Assistant Registrar