

**AUSTRALIAN SHEPHERD CLUB OF AMERICA
SPRING BOD MEETING 2009
BRYAN, TX**

MEETING MINUTES

Thursday, March 12th

The regular Spring BoD meeting was called to order at 9:31 AM on Thursday, March 12, 2009 by President Patrick MacRoberts. Those present included: Mark Westerman/Treasurer, Rick Gann/Second Vice President, Michelle Berryessa/First Vice President, Pete Dolan/Secretary, Jerry Aufox/Director, Kristin McNamara/Director, Chuck Carnese/ASCA attorney, Jo Kimes/Executive Secretary and Mary Logue/Asst. Executive Secretary. Absent: Chris Davenport/Director. Quorum present.

ASCA BoD meeting called to order: 10:10 AM

Those present were: Mark Westerman, Rick Gann, Michelle Berryessa, Pete Dolan, Jerry Aufox, Patrick MacRoberts, Kristin McNamara, Chuck Carnese, ASCA attorney, Jean Miller, ASCA Office Manager, Jo Kimes/Executive Secretary and Mary Logue/Asst. Executive Secretary. Absent: Chris Davenport.

Business Office – Miller

Work Backlog

- ✚ Within 2 weeks on everything. Nothing is older than 2 weeks.
- ✚ Stevens dog transfers. (discussed on Saturday, March 13)

Staffing Profile and issues

Our full-time and part-time staff are being kept busy. We don't currently have need for additional headcount.

Documentation/overview

- ✚ Front Desk is complete.
- ✚ Mary Key is working on Conformation/Obedience and thinking about Stock.
- ✚ Jean committed to complete the documentation by the end of calendar 2009.

Accounting Procedures Manual documentation/overview

- ✚ Have a "Job Description" regarding the Bookkeeper. Jean has it and will pull together a plan to get the Accounting Manual done by Nationals Meeting. Westerman to assist.

Physical Plant Repair & Maintenance

- ✚ Plant is in overall good shape.

Motion: Motion by Aufox, seconded by Westerman: I move to authorize Office Manager to have gutter guards installed, not exceeding \$900, in accordance with the policy of obtaining three (3) quotes prior. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara, Gann; Absent: Davenport; Motion is approved.

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DNA issues

- ✚ No real outstanding issues. New swabs/instructions are forthcoming. Jean is in the process of revising the instructions in regards to how to perform a cheek swab in order to prevent problems.
- ✚ DNA resamples. We are now at the point that we (ASCA®) should not be paying for the tests.

Registry issues

- ✚ No new business

Financials – Westerman

Audit – Tom Wallis (1PM)

Financial Reporting to Membership via Aussie Times (AT)

- ✚ Tom advises that we make the Audit and Tax Return available to the membership in limited copies. If a member wants a copy, ASCA will provide it for a fair cost of reproduction and mailing.

Financial Reporting and Action Reports to Affiliates

- ✚ Three (3) communiqués should have been received. Audit report (letter of what's wrong and this is what needs to be fixed), letter to BoD of what the BoD should be asking accountant and an engagement letter
- ✚ Need engagement letter for ASCA Foundation.

IRS Tax Return Status & Info

- ✚ Will take in Foundation to do Tax Return as well.
- ✚ Fee will be a little larger this year. IRS changed rules—we need to report what needs to happen.

Affiliate clubs will not be a part of it this year. They may need to be included in the future. Due to IRS regulations changing, our affiliates should be prepared to provide ASCA with financial information regarding their operations (such as THEIR tax returns). Jerry Aufox to follow-up.

2009 Budget

Davenport teleconferences in to meeting: 2 PM

Fee changes:

Stock Finals increase in fees – Westerman

- ✚ Potentially revisit for Texas/Wisconsin based on Colorado.
- ✚ Leaving \$60 and \$75 for 2009/2010. Had an extensive discussion on what to do. The BoD consensus is that all Finals should work towards “self-sufficiency

\$.50 to \$1 per run/dog fee increase – Westerman

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- ✚ We've been "in the red" 4 years in a row, and are continuing. Based on the input from the membership, does the BoD keep the \$1/run; the Board discussed this—and ASCA is maintaining the fee increase. We don't come close to the cost of Venue for the competition, and we also pay the cost of insurance out of this. ASCA's insurance costs went up this year.

Report-outs to the Board:

Until we are current on QB—we really can't rely on the reports. The bookkeeper is about a month behind, so we can't get a "good picture" of where we are. We need to get within a week.

The treasurer to come down and work with Staff to fix the problem—going forward, he will strive to be able to send us accurate, timely quarterly updates.

The Treasurer will investigate how do we get "accurate" reports out, etc.

2008 Finals Reimbursement – Dolan

Motion: Motion by Dolan, seconded by McNamara: I move to reimburse SNAC in the amount of \$15,000 for expenses incurred by SNAC conducting the 2008 Finals.

Comment: The reimbursement package submitted by SNAC shows total expenses of \$39,934 and income of \$22,234 for a net loss of \$17,700. This is in accordance with the cap motion passed by the BoD at the 2007 National Specialty.

Approve: MacRoberts, Dolan, McNamara, Gann, Aufox, Davenport.

Against: Berryessa; Abstain: Westerman; Motion is approved.

Motion: Motion by Aufox, seconded by MacRoberts. I amend the motion by adding the following. ASCA communicate directly to Cox Communication and request that we are informed as to whether any monies are to be paid or have been paid to SNAC in connection with the 2008 Nationals held at South Point on November 7-15th, 2008. The letter is to be written by ASCA's attorney, Chuck Carnese. Such reimbursement of \$15,000 to be reduced by any amount disclosed in response to the aforementioned letter. Approve: Aufox, Berryessa, Dolan, McNamara, Gann; Against: MacRoberts; Abstain: Westerman; Motion is approved.

Going forward, we should expect expenses in the neighborhood of \$25-\$40k for the event. There's enough in what SNAC submitted, sufficient to make a determination of what the payment should be. Original motion ties us to "\$15k" reimbursement.

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Motion: Motion by Dolan as amended, seconded by McNamara: Approve: MacRoberts, Dolan, McNamara, Gann, Aufox, Davenport; Against: Berryessa; Abstain: Westerman; Motion is approved.

ASCA Investments – Westerman

Treasurer: Recommend putting ASCA investments in a more secure investment. We need to engage with WFB to have one relationship officer to cover our “bank fees”. Board agreed to stick with the investments as they exist today until the investment policy is complete.

✚ Treasurer to develop “Investment Policy” for the Board.
(June 1)

Legal – Carnese

Whether or not we have open microphones...

✚ Aid to secretary—need to reflect actions that were taken, but don’t need to have a record of information that doesn’t happen. We *do* need to have a record of things that “happen”. Anything we discuss is “fair” to note that it was discussed. Kristin to make a record retention policy regarding purposes and existence of recordings of ASCA Board meetings.

Pending/Open legal matters

Explanation form for DQ dogs

Motion: Motion by Aufox, seconded by MacRoberts: I move that pursuant to notification by Cascade ASC, CH Dancin’ Eyes Clever Counterfeit is DQ from competition. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara, Gann; Absent: Davenport. Motion is approved.

Animal Rights legislation: Carnese/Board

✚ There’s nothing that we can do as a core organization. We can’t lobby as an organization, but ASCA can encourage our members to become more actively involved in the efforts to oppose these laws. We can give information to people regarding the legislation—facts, etc. We can establish a committee to get facts regarding animal legislation and develop educational material put on the website.

Motion: Motion by Berryessa, second by McNamara. I move the BoD establish a committee to be run by our Committee Procedures to investigate Animal Rights Legislation and provide information to the

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membership via our website, e-mail group list and/or Aussie Times. This committee will be established within the next month by BOD appointment of 3-5 people, with the other members to be pulled from resumes to be submitted to the BOD by the 2009 Nationals. Temporary BOD liaison will be Jerry Aufox. Approve: Aufox, Westerman, Berryessa, Dolan, McNamara, Gann, MacRoberts Absent: Davenport; Motion is approved.

Director's Confidentiality Agreement – Advice for the Board

No advice at this moment. Problem is that as directors we owe a “duty of loyalty” and “fiduciary responsibility” to ASCA. However, we have to act in good faith—and there are situations that arise when acting in good faith that you feel you MUST disclose. We are governed by Washington law—and the state attorney general there is the ultimate arbiter.

Bylaws – Discussion, Publication & Membership Vote – Aufox

- + Discussion about publication of existing draft.
- + 8 “Continuous” years put in—so that you need to be the right person...
- + Foreign national as Director
- + Will hold publication.
- + Payment for reinstatement—Membership retention issues

Board Committees and Status

Status Updates:

- + Breed Standard status update – Gann
Re-staffed to pull together proposal by National Specialty. Berryessa (Chair)/McNamara/Gann

Motion: Motion by MacRoberts, seconded by Aufox. I move to eliminate the position of Copy editor from the Aussie Times. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara, Gann; Absent: Davenport. Motion is approved

- + Financial Advisory Committee status update –
Westerman/Dolan: Re-established as part of the work Mark is going to do with the Treasury/Accountant stuff.
- + Ethics Committee status update – Aufox
The committee has produced a couple of documents. Enforceability is currently a problem—ASCA needs to ensure that COE documents are enforceable in order to comply with laws that have been/may be enacted.

New potential committees (discussion)

- + History Committee – McNamara
Committee established. BoD to provide mission statement; "Membership Committee" – McNamara

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Need to come up with “Membership retention committee”. We lose 2000 people a year, full members.

Concerns about why and what the BoD can do about it and the value to renew—How to communicate it

Affiliate Council – McNamara

- ✚ Affiliate Council. McNamara has an idea regarding the AC “concept” and “how-to” documents. Determine “place to work together” like the old Affil-L. McNamara to send idea out to ASCA-L and get membership feedback (and maybe something will start up.)

Motion: Motion by Aufox, seconded by Westerman: I move that ASCA retain Ingram & Wallace as the ASCA tax accountants for 2009. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara, Gann; Absent, Davenport. Motion is approved.

Meeting suspended at 5:40 PM

Friday, March 13th

ASCA Board meeting resumed at 9:20 AM

Attending: McNamara, Berryessa, Westerman, Kimes, Dolan, MacRoberts, Aufox, Logue; Absent: Gann, Davenport; Quorum present

Friday, March 13th

Board Committees and Status (cont.)

Updated Strategic Committee Plans – Strategy Committee

Board Survey – McNamara

- ✚ Results sent to the Board. Figure out how the Board can be more effective.
 - a. Roles & Responsibilities
 - b. Keep Mission/Vision in view...

Based on the survey:

Board should be “policy setting” team. As long as we feel we need to be doing “day to day” ops, we won’t be functional. Internet etiquette is poor within the Board.

MacRoberts to schedule regular teleconferences once a month. An agenda will be sent out prior to the meeting. The BoD President will be the moderator. Minutes will be kept by the Executive Secretary and recorded. The recording will be deleted once the meeting minutes have been approved. April 6th, 9PM CDT first meeting.

Mentorship

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Educating new Board members is an issue: New Board members need orientation materials and help. Assign "Board Elect" folks as mentor.
Board Training Manuals – Dolan

Motion: Westerman, second by McNamara, I move the BoD purchase eight (8) additional copies of Board Member Manual, 20th Ed, for \$640 , and up to three (3) additional copies/yr for incoming Director elects. Approve: McNamara, Westerman, Dolan, Berryessa, Aufox, MacRoberts; Absent: Gann, Davenport. Will be ordered by Executive Secretary. Motion is approved.

✚ How-To Documents – McNamara
Committee: "How-to" committee document. McNamara to send draft out and push the idea forward.

Updated Business Plan & Updated Strategic Plan
The rest of the Board will get more involved with the development of the business/strategic plan.

- ✚ Westerman—leading the effort to fill out the accounting pieces.
- ✚ Aufox—Insurance
- ✚ Advertising/PR—McNamara
- ✚ Financial Documentation—Westerman
- ✚ Supporting documentation—MacRoberts
- ✚ Customer Service—Berryessa
- ✚ Physical security—MacRoberts

Office Computer Systems Report – Walter

ASCA.org services update –

ASCA website - membership renewals. Development has completed for this project.

Content Management System (Blaze) upgrade. Currently waiting for the ASCA webmaster to begin working on this project. A website make-over could and should be part of this project.

"My top list of things to fix in the computer" due to Maarten from Jean.

Web Site Status Report – Mobley

Current Status:

Update Schedule – Miller/Mobley; Patrick to work with Heidi on Blaze 2.0.

Judges on-line listings – Aufox; Have Jean work out the process with Heidi to publish to the ASCA website in the "members only" place. – MacRoberts

Chris Davenport checked in via conference call – 11:50 AM

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Mini-Aussies

Education Committee actions for Dog World ad – Berryessa;
Stay the course with what we had in process already. The education committee is working on material regarding Mini's.

Policy Book - Section 9.10 Resignations/Vacancies Rewrite – Dolan

Motion: Motion by Dolan, seconded by Berryessa. I move to change Section 9.10 of the Policy Book, Resignations/Vacancies to read: Upon receipt of a letter of resignation from a Director or should a vacancy occur because of removal or death of a Director and at least fifteen months remain in the term of such Director, an announcement will be published in the next available issue of the AUSSIE TIMES soliciting resumes from persons interested in filling the vacancy. This announcement will set a deadline for receipt of resumes. The deadline shall be no less than 30 days following publication in the AUSSIE TIMES. After the resume submission deadline, the Board of Directors shall select, by majority vote, one (1) candidate to fill the vacancy.

The Board may exercise its option to not fill a short duration vacancy (i.e., a vacancy occurs near the end of a Director's term and a replacement can not reasonably be selected prior to the start of the next election cycle).

Following selection of a candidate, the Executive Secretary shall, by letter, notify all candidates of the results. Approve: McNamara, Aufox, Westerman, Berryessa, Dolan, MacRoberts, Davenport. Absent, Gann. Motion is approved.

Committee Business – Committee Liaisons:

Liaison Duties document– Dolan

BoD will discuss it on the April conference call.

Rally Obedience status – Berryessa

Will not have Rally Obedience program in place for 2009 Nationals.

HOF committee – “can a person count titles earned before they received their Kennel name” – Westerman; Yes. Can and are being used.

Appointment of New Committee Members

✚ Anne Shope: Rally, Berryessa Approve: Unanimous, Absent: Gann

✚ Adrienne Tullier: Juniors, Berryessa Approve: Unanimous, Absent: Gann

✚ Maria Kremers: Agility, Dolan Approve: Unanimous, Absent: Gann

✚ Conformation: Full

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✚ Melissa Borde, Ann DeChant: Hardship, MacRoberts

Approve: All appointment of “new committee members:
Approve: MacRoberts, Aufox, Westerman, Berryessa,
Dolan, McNamara, Davenport. Absent: Gann

Chair Nationals stipends:

- ✚ Obedience: Mary Burlingame
- ✚ Heath & Genetics: Bill Dakin
- ✚ Tracking: Celeste Kelly
- ✚ Education: Chris Reedy
- ✚ Conformation: Glenda Stevenson
- ✚ Agility: Ally Bryant
- ✚ Nationals: Renee Reschenthaler
- ✚ SDC: Linda Mahoney
- ✚ DNA: Devonna Myrick

Executive Secretary position – Berryessa

Motion: Motion by Berryessa, seconded by Dolan, I move to hire Mary Logue for position of Executive Secretary, effective March 13, 2009. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara, Davenport; Absent: Gann. Motion is approved

“Exceptional Service Award” – Nominees this year:

BoD selected recipient to be awarded at 2009 Nationals at the Welcome Barbeque

Calendars out: Next year’s spring meeting.

b. April 1-3, 2010

The BoD ratified all E-mail votes from previous voting period(s).

Motion: MacRoberts, second by McNamara. I move that all e-mail votes prior to the Spring Board Meeting be ratified. Approve: MacRoberts, Aufox, Berryessa, Dolan, McNamara, Davenport; Absent: Gann Non-voting: Westerman. Motion is approved

Chris Davenport leaves conference call 3:15 PM

New Business

Cox Communication letter for Chuck—Aufox

Finals budget balancing—McNamara

Motion: Motion by McNamara, seconded by Berryessa; I move that It is the Board’s determination that all program Finals should have a goal of being self-supporting. In accordance with this determination, all committees are directed to propose a plan of action to the Board of Directors (including the creation or amendment of rules or fee schedules to this end –

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assuming average facility and equipment costs) in order to make this goal achievable, if not already in place, for Nationals Host Clubs. This plan should be proposed to the Board within six months, and accomplished within three years.

Comment: With this motion, the Board agrees that the intent of the Finals was to eventually be self-sufficient and the time has come for that in order to balance our financial responsibilities. Committees may consider, for example, raising recording fees and devoting a portion of that to Finals, they may rely on rule changes, entry fee changes, or mandated fund-raising activity supported by the program as a whole. **Approve:** MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara; **Absent:** Gann, Davenport. **Motion is approved.**

SDC \$1 per dog—Aufox

Motion: Motion by Aufox, seconded by Westerman; I move the BOD inform the SDC that the BOD has increased the additional event membership dues on program runs to \$1 per run, except for Stockdog runs. Since the fee on stock runs is already at \$1.00 and the Board has established as a long term goal to have Finals of all venues reach self sufficiency, the BOD seeks advice from the SDC as to whether it would want to continue the contribution from Stock Trials to Finals of \$0.50 per run or discontinue it and adjust event membership dues. **Approve:** MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara; **Absent:** Gann, Davenport. **Motion is approved.**

POLICY 24.3 Policy of destruction of documents, Minutes Recording
Motion—McNamara

Motion: Motion by McNamara, seconded by Aufox. I move to insert in the Policy Book, Section 24: Miscellaneous, section 24.3. Destruction of Minute Recordings. All recordings of and notes relating to ASCA Board of Directors meetings shall be destroyed after approval and release of the official minutes of such meeting. **Approve:** MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara, Gann; **Absent:** Davenport. **Motion is approved**

Legislation Committee: Aufox to contact members and talk about setting it up committee.

Junior Committee (Yahoo! Group): Juniors need to use their existing group for "official business".

Lori Faucett Letter—Logue

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ASC of Southern Florida request for name change – Logue

Affiliate Bylaws Committee: Reconstitute (Berryessa/McNamara)
Aufox/Westerman/Dolan appointed. Aufox Chair.

Section 3 policy book for Foundation policy book

**Motion: Motion by Dolan, seconded by Berryessa; I move to remove
Section 3 of the Policy book and renumber subsequent sections.**

**Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara;
Absent: Gann, Davenport. Motion is approved**

Suspended member registry motion—Aufox

**Motion: Motion by Aufox, seconded by MacRoberts: I move that all
transfers of dog ownership or other registry matters shall have as the
effective date of such transfer or other registry matter, the date it is
received by the Business Office. In the event such matters involved or
made by such member that has been suspended prior to the effective date,
such person may provide proof that such transfer or other registry matter
occurred prior to the effective date of the suspension. Proof may consist
of cancelled checks or other documentary evidence which is acceptable to
the Board. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan,
McNamara; Absent; Gann, Davenport. Motion is approved.**

Treasurer CD Motion

**Motion: Motion by McNamara, seconded by MacRoberts: I move to
remove the former treasurer, Kristen McNamara and add the new Treasurer,
Mark Westerman to the Investment accounts at Wells Fargo Bank.
Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara;
Absent, Gann, Davenport. Motion is approved.**

10-litter kennel policy book—Dolan; Need to update the policy book.
No motion required as it's an editorial change.

Old Business:

Junior Committee, do they need more management
(McNamara/Berryessa) No

ASCA Board meeting suspended at 5:30 PM

Saturday, March 14th

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ASCA Board meeting resumed at 10:00 AM

Attending: MacRoberts, Berryessa, Westerman, Kimes, Dolan, McNamara, Aufox, Logue; Absent: Davenport, Gann; Quorum present

New Business

ASCA Foundation Motion: Cee Hambo Motion—McNamara

Motion: Motion by McNamara, seconded by Dolan. I move to add the following to the Charter for the Cee Hambo Educational Scholarship Fund, section “Applicants”:

• Not have exceeded the age of twenty-five (25) on the date the application is received at the Business Office;

I further move to add the following to the Charter for the Cee Hambo Educational Scholarship Fund, section “Selection”:

c) Priority in selection shall be weighted as follows:

- Impact on the breed and activities within the ASCA community: 50%**
- Academic achievement: 20%**
- General competency as displayed in application: 20%**
- Demonstrated need: 10%**

I further move to amend the following:

The ASCA Foundation Board shall collect applications year-round and forward to the selection committee, which shall make the official decision one (1) month before the National Specialty. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara; Absent: Gann, Davenport. Motion is approved.

Financial Transfers

Motion: Motion by McNamara, seconded by MacRoberts; I move to add to section 20, 20.7 Financial Authorization

The President and Treasurer of the Australian Shepherd Club of America (ASCA), or either of them, during their respective terms, be, and they hereby are, the only representatives of ASCA who are authorized to transact ASCA's business with investment and banking accounts and in such capacity to handle all of ASCA's accounts with them. In turn, these organizations are authorized and directed to deal directly with said President and Treasurer with respect to all of such accounts.

Further, the ASCA Office Manager hereby is authorized and directed to provide to these organizations the current names, addresses, contact information, and length of term of the President and Treasurer of ASCA immediately after the Annual Meeting in each year. Further, the Secretary shall make note of the above, using officer names, in the minutes.

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**Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara;
Absent: Gann, Davenport. Motion is approved.**

History Committee Motion—McNamara

Motion: Motion by McNamara, seconded by MacRoberts: I move to create a standing ASCA History Committee whose goal it is to foster preservation and documentation of ASCA, its role, and the Australian Shepherd.

Its goals shall be as follows:

- **centralizing and consolidating historical data of the Australian Shepherd**
- **working closely with the business office to ensure historical data owned by ASCA is backed up and properly catalogued**
- **contacting individuals with significant influence on the breed for interviews and historical data**
- **obtaining and responsibly storing relevant, important historical documents through purchase (as approved by the Board of Directors), gift, or trust**
- **working with the Board of Directors and all ASCA committees and personnel toward education and interpretation of historical points of interest of the breed**
- **overseeing production of historical documents (e.g. yearbooks, texts, displays, etc)**
- **promote and assist third parties in their search for information on the breed and/or the club.**

Its first order of business is to create a mission statement that reflects this. The Board temporarily appoints Patrick MacRoberts as Liaison and Jeanne-Joy Hartnagle as Chair until the committee has an opportunity to elect the positions. Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara; Absent: Gann, Davenport. Motion is approved.

Dog Bite consistent remediation policy discussion—Aufox

A minimum criterion should be set. Review by judges; Aufox to draft by April meeting.

March Motions

First in Flight - Returned to applicant for completion. Logue

Meeting adjourned at 12:15 PM: Motion by Berryessa, second by Aufox.
Approve: MacRoberts, Aufox, Westerman, Berryessa, Dolan, McNamara;
Absent: Gann, Davenport

Executive Secretary

Date of Approval