

## **December 2004 Secretary's Report**

This report details the day to day activities of the ASCA Board of Directors and includes issues brought before the ASCA Board and communications done by mail, fax, e-mail and/or phone.

### **December 1 - 31, 2004**

#### **Misc. - Cell Phone**

Motion by Gray, seconded by Bryant.  
I move the ASCA Cell Phone be donated to:

[www.domesticviolence.net](http://www.domesticviolence.net)

The ship to address is:

SCDVC  
1425 N. Washington, Suite 209  
Spokane, WA 99201 509-487-6783

Comment: Put a note in with the phone saying the SCDVC is the beneficiary organization. We can ship the phone to them and get a tax write off. On their website is a receipt for cell phone donation write offs.

Directors voting: Approve: Unanimous. Motion is approved.

#### **93:03 ASCA EMPLOYEES - Email motion**

Motion by Walter, seconded by Davenport  
I move to approve the following email policy for the ASCA Business Office.

### **ASCA Electronic-Mail Policy**

#### **Purpose**

The purpose of this policy is to outline the acceptable use of ASCA computer equipment and systems. This policy exists to prevent the tarnishing of the public image of ASCA. Any email sent out from the ASCA Business Office is viewed by the general public as an official policy statement from ASCA. This policy covers appropriate use of email sent from an ASCA email address and applies to all ASCA employees, vendors, consultants and agents acting on behalf of ASCA.

These rules are in place to protect the employee and ASCA. Inappropriate use exposes ASCA to risks including virus attacks, compromise of network systems and services, and legal issues.

Electronic mail is an ASCA asset and is a critical component of the ASCA communication system. The email system is provided by ASCA for employees to facilitate the performance of company work. Although ASCA does not make a practice of monitoring these systems, management reserves the right to retrieve the contents for

legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from system failure.

Employees who receive any emails that do not follow these policies from any ASCA employee should report the matter to their supervisor immediately.

Use of the ASCA email system is limited to ASCA employees, officers, authorized vendors, temporaries, or contractors. Employees and authorized users are responsible to maintain the security of their account and their password. They should change their password quarterly and take precautions to prevent unauthorized access to their mailbox by logging off when possible if their terminal is unattended. (Unauthorized entry to an individual's account or mailbox poses system security issues for other users.) Email passwords should be at least 6 alphanumeric characters including at least one numeric character for email.

### **Efficient Usage**

Efficient use of the email system suggests that messages should be concise and directed to individuals with an interest or need to know. General notice bulletins may be sent to public groups, lists, junk mail, or specific work groups within the policies provided.

### **Misuses of Electronic-mail**

Misuse of email can result in disciplinary action up to and including termination:

- Obscene, profane or offensive material is prohibited from being transmitted over any ASCA communication system. This includes, for example, accessing erotic materials via news groups. Also, messages, jokes, or forms which violate ASCA harassment policy or create an intimidating or hostile work environment are prohibited.
- ASCA's email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.
- Use of ASCA communications systems to set up personal businesses or send chain letters is prohibited.
- Company confidential messages should be distributed to the ASCA Board and personnel only.
- Accessing copyrighted information in a way that violates the copyright is prohibited.
- Breaking into the system or unauthorized use of a password/mailbox is prohibited.
- Broadcasting personal views on social, political, religious or other non-business related matters is prohibited.
- Solicitation to buy or sell non-ASCA related goods or services is prohibited.
- Emails that impact the integrity of the network such as virus or Spam-related must be avoided.
- Internet-based email (i.e. Hotmail, Yahoo, AOL, etc) may not be accessed from the ASCA network.
- Unknown attachments or attachments from unknown senders should not be opened.

Directors voting: Approve: Aufox, Davenport, DeChant, Walter, Bryant & Hellmeister.  
 Disapprove: Hollen & Stevens. Abstain: Gray. Motion is approved.

**Approved:**

Corey R Lambert approved as ASCA Junior Showmanship Judge  
 Lizette Busquets appointed to the DNA & Genetics Committee

ASCA BUSINESS OFFICE MONTHLY REPORT –DECEMBER 2004					
REGISTRY		MEMBERSHIP		SHOW/STOCK	
IND. REGS	410	NEW-Single	76	SANC. PROC	24
NON BREEDING	54	NEW - Dual	20	RESULTS PROC.	34
LITTERS	196	NEW-Foreign	1	S&T SUBSCRIP.	13
TRANSFER	66	NEW-Canadian	1	CERTIFICATES	387
LEASE	11	NEW - Service	293		
LEP	0	LIFETIME	5		
DUPLICATES	27	RENEW-Single	220		
HARDSHIPS	0	RENEW-Dual	67		
PEDIGREES	79	RENEW-Foreign	13		
NEW KENNELS	6	RENEW-Canadian	12		
RENEW KENNELS	21	JR TIMES	1		
		AFFIL. – New	0		
JUDGES APPS	10	AFFIL – Renew	7		
DNA KITS MAILED	96				
DNA TESTS DONE	0				
SHOWS HELD:					
# OF CONF	15				
#OF OBED	6				
#OF STOCK	6				
#OF RANCH	1				
#OF AGILITY	14				
#OF TRACKING	0				

Respectfully submitted by,

*Ann B. DeChant*

Ann B. DeChant, Secretary