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Secretary's Report

September 1-30, 2000

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

93:19 BOARD POLICIES--Policy Motion

Motion by Trumbull-Clark, second by Toft

I move to delete ASCA Board Policies #: 33, 35, 41, 52, 54, 55, 64, 112, and amend ASCA Board Policy #51 to read:

PROCEDURES FOR MOTIONS/VOTING

Face to face Board meetings and telephone conference call Board meetings shall be conducted in accordance with Roberts Rules of Order Newly Revised. Business that must be handled by postal service shall be handled on a case-by-case basis. E-mail or faxed business will be conducted in accordance with the following:

1. All motions must be sent to the Executive Secretary for distribution to the Board of Directors by e-mail or fax.
2. A motion will not be sent to the Executive Secretary without a second.
3. Explanation of the motion or author's comments may be in a "Comments" portion, which shall be included immediately after the main motion. Any motion's comments will be included in the Secretary's Report for the benefit of the membership.
4. Motions affecting the ASCA Business Office, Aussie Times Editor, ASCA Executive Secretary, any Program Committee and/or the ASCA Webmaster will be sent to the affected office/committee or individual prior to the start of the Board comment period. The office, committee or individual will have three (3) business days to forward comment(s) to the Executive Secretary for inclusion with the main motion when distributed to the Board.
5. The Executive Secretary will forward all motions which are ready for Board comment to the Board and the ASCA Webmaster (except for those dealing with confidentiality) by the following business day. The Webmaster shall post the motions as soon as possible to the website.
6. There will be a five (5) day "Comment Period" for each motion (unless it is an Emergency Motion). The Executive Secretary will indicate the date on which the Comment Period ends when sending the original motion.
7. Directors are encouraged to comment early during the Comment Period so there will be ample time for response from the author or committee (if the motion is committee generated).
8. Amendments may be approved by general consent (unanimous agreement). If that fails, the amendment may be pursued using Robert's Rules of Order for amending a motion. When voting is complete on the amendment, the Executive Secretary shall immediately call for votes on the main motion, giving three (3) business days for this vote.
9. Amendments or withdrawal of motions must be made prior to the call for votes.

10. The next business day following the end of the Comment Period, the Executive Secretary will issue a call for votes. The "Voting Period" will be three (3) days for each motion (unless it is an Emergency Motion). The Executive Secretary will indicate the vote deadline date. Votes received after midnight on the deadline date will not be counted. Votes received with contingencies or conditions will not be counted. Votes may be registered via e-mail, fax or phone.

a) Voting by phone to the Executive Secretary is acceptable. Within 36 hours of receiving the phone vote, the Executive Secretary shall send by e-mail or fax a note conforming the vote to the Director which shall read: "Your vote on the above mentioned motion (as stated in the "Subject" line) has been counted as [approve or disapprove]."

11. If a Director chooses to write a "Letter of Dissent" it must be included with their vote and titled "Letter of Dissent". All Letters of Dissent will be included in the Secretary's Report.

12. The Executive Secretary will tally all votes received by the deadline date and notify the Board of Directors and the ASCA Webmaster of the voting results the following business day. The ASCA Executive Secretary will not disclose directors vote prior to voting deadline. The Webmaster shall post the voting results of motions previously posted to the Website on ASCA's Website as soon as possible.

13. Saturdays, Sundays and U.S. National holidays shall not be included in the five day Comment Periods, the three day Voting Periods (unless it is an Emergency Motion) or the reporting of vote results.

Comments: We have numerous policies dealing with procedures for handling motions, comment periods and voting scattered through our policy book. The still relevant parts of the above named policies that are to be deleted are included in the proposed motion. By combining several policies into one in outline, step by step format, should make the whole process less confusing. The major changes made in this proposal are: allowance of time for offices or committees to comment on motions that affect them has been made consistent; procedure allowing for amendments using e-mail has been added; written notification of a phone vote has been changed to have the Executive Secretary send notification rather than a

Director sending in confirmation of the vote: that the three day voting period shall not include weekends or holidays as has been previously required.

Voting:

Approve: Toft, Trumbull-Clark

Disapprove: Berryessa, Gray, Warren

Non-voting: Hawley, Martin, Rossy, Tubbs

Motion is defeated

97:14 DNA & GENETICS COMMITTEE--Gene Bank Enrollment and Selection
Procedure

Motion by Gray, second by Warren.

Please note this Gene Bank motion has 2 sections:

1)Member-supported Gene Bank Enrollment (Specifies process by which members may request enrollment...paid for by ASCA members)

2)ASCA-Supported Gene Bank Selection Procedures (Specifies the process and the criteria that are used for the selection of the 25 dogs per year admitted into the Gene Bank and pay for by ASCA.) Refer to funding motion passed by the BOD allowing 25 dogs per year.

Thanks,

Pete Adolphson

ASCA DNA and Genetics Committee Chair

I move the following Gene Bank motion from the DNA & Genetics Committee be approved and included in the Business Office Procedures.

Gene Bank Revisions Effective Date: 30 days after publication in the Times

Section I: Member-supported Gene Bank Enrollment:

Any ASCA registered dog may be included in the ASCA Gene Bank if the following criteria are met:

- 1) Owner(s) submit blood sample to ImmGen for DNA parental verification.
- 2) Owner(s) submits Gene Bank enrollment application and the appropriate fee to the ASCA Business Office.
- 3) Owner(s) submit Signed Sample Transfer Authorization form allowing only authorized researchers, conducting validated genetics projects, access to sub-samples of the dog specified in the enrollment application. There will be no additional charge for the transfer should researchers request samples.

Any dog may be included in the gene bank but if the dog has a disease which is known or suspected to be inherited, the owner(s) are requested to submit written verification/documentation of genetic disorder from a qualified professional, laboratory or health registry to ASCA Business Office (e.g. lab results, veterinarian reports, CERF, OFA or PennHip reports etc.)

Processing:

- 1) Submissions shall be received and processed by designated ASCA staff members who shall be responsible for maintaining the confidentiality of the submissions and recording them in such a manner that they can readily be retrieved if needed.
- 2) Except as outlined elsewhere in this motion, submissions shall be processed in the same manner as submissions to the DNA Parentage Verification program and shall receive any DNA title for which they qualify.
- 3) If a submission is listed as having a disease known or suspected to be inherited, (a field shall be included in the database record so) the record can be cross-referenced by the diagnosis for easy retrieval. The DNA & Genetics Committee shall assist staff by developing a classification system for cross-referencing submissions. If staff is uncertain how a submission should be classified, a copy shall be sent to the Chair of the DNA & Genetics committee with all identifying information (dog's name, names/addresses of people) blacked out. In recognition of the fact that staff are not trained in veterinary medicine and the Chair and members of the DNA and Genetics Committee may not be, a veterinarian or other qualified individual may be contacted by the DNA & Genetics Committee Chair to aid in classifying the submission.
- 4) Any dog which already has had a blood sample submitted to the DNA parentage verification program may be enrolled in the Gene Bank if the owner completes the enrollment application. There will be no additional charge (to the applicant).
- 5) Samples and documentation released to bona fide and approved researchers shall include all information submitted by the owner(s) plus a five-generation pedigree.
- 6) Any costs for administration, preparation and shipping of sample material will be borne by the researcher requesting such samples.

Note: Members should be made aware that if a submitted dog has been diagnosed with a disease which is known or suspected to be inherited, a CERF, OFA or veterinary report supporting this accompanying the sample at the time of submission would be useful, although not required. At any future date, should the dog develop any known or suspected genetic disorder, a written update from the owner with supporting documentation of the change in health and/or diagnosis is requested, although not required.

Section II: ASCA-Supported Gene Bank Selection Procedures:

In order to encourage participation in ASCA's Gene Bank, the Board has elected to fund 25 submissions per year. Qualification for individual dogs shall be determined and selection made using the following procedure:

- 1. The ASCA DNA Committee will recommend to the Board which specific conditions or criteria will qualify for ASCA-funded entry into the Gene Bank. In recognition of the fact that disease incidence can change in a population over time, the Committee may, from time to time, present to the Board a motion to revise the list.
- 2. The currently accepted qualifying conditions (in order of preference) shall be:
 - a. Idiopathic (Primary) Epilepsy
 - b. Collie Eye Anomaly
 - c. Cataracts, exclusive of those determined to be due to trauma or secondary to other disease conditions.
 - d. Hip Dysplasia
 - e. Cancer (any type)
 - f. Auto-immune diseases, including but not limited to thyroiditis, lupus (discoid or erythmatosus) and generalized demodecosis.
- 3. Qualifying submissions must include:

- a. A blood sample submitted per the procedure set forth for such samples in ASCA's DNA Parentage Verification Program.
- b. A Gene Bank enrollment application form, completed in full and signed by the owner, clearly stating the hereditary condition(s) with which the dog is affected or proven to be a carrier. (1)
- c. Copies of diagnostic documents supporting the diagnosis. (CERF forms, OFA or PennHIP results, lab results, etc.)
- d. A signed waiver and (DNA sample) transfer form allowing a portion of the sample and the supporting documentation, including a pedigree, to be supplied to bona fide researchers per the ASCA sample transfer policy.
- e. The processing fee, which will be refunded if the submission qualifies for funding by ASCA as outlined below.

4. For the first year of the program (2000) the following shall be included in the ASCA-funded submissions:

- a. Dogs belonging to individuals who contacted DNA Committee Chair Pete Adolphson at the 1999 ASCA National Specialty who requested that such a database be set up. In order to preserve requested confidentiality, Mr. Adolphson shall contact these individuals and advise them of the program and how to enroll their dogs. In order to have their submissions funded by ASCA they must contact the office for kits and enrollment forms, returning same within 60 days of being contacted by Mr. Adolphson. Mr. Adolphson will notify the office of when and with whom he has made contact.)

- b. The balance of the funded submissions will be allocated as evenly as possible over the remaining months of the year. The first eligible submissions received in any calendar month up to the number available for that month, will be supported by ASCA and fees waived to the owner.

- c. Should fewer submissions be received than are fundable in any given month, except December, the funding will roll-over to the following month. Funds for submissions, which have not been utilized by the end of December, will revert to the Treasury.

4. For the second and all subsequent years (2001 onward) all qualifying submissions shall be randomly selected as follows:

- a. The first three qualifying submissions received in January and the first two qualifying submissions in any subsequent calendar month will eligible for ASCA-supported funding and fees waived to the owner.

- b. Should fewer submissions be received than are fundable in any given month, except December, the funding will roll-over to the following month.

- c. Funds for submissions, which have not been utilized by the end of December, will revert to the Treasury.

5. Determination of eligibility for ASCA funding will be made by the DNA & Genetics Committee Chair.

- a. Staff will forward copies of all submissions which appear to belong to one of the qualifying categories and those for which they are uncertain of qualification status. All identifying information (dog's name, owner's name/address, etc.) shall be blacked out to ensure confidentiality. The date the submission was received at the ASCA Business Office will be noted clearly on the form, as shall an identification code, which the staff shall have affixed to the original document.

- b. In recognition of the fact that the Chair is unlikely to be trained in veterinary medicine and that he/she may need assistance in determining qualification of a submission, the Chair may contact a veterinarian or other qualified individual to assist in determining whether the submitted condition qualifies for ASCA-supported funding. If copies of documents are presented to the vet or other individual, any identifying information (Owner's name, dog's name, location, etc.) must be blacked-out to maintain confidentiality.

- c. When a determination has been made that a submission qualifies for funding, the chair shall notify staff of the identification code for the qualifying submissions.

6. The funding program shall continue indefinitely, unless terminated on the recommendation of the DNA & Genetics Committee and/or a majority vote of the Board.

(1) Where mode of inheritance is unknown, "proven carriers" shall be parents of affected offspring.

Additional Comments:

I didn't include a pedigree in the required documentation because they will need to give the dog's ASCA Reg #. If a pedigree is needed, I'd far rather it was pulled from the registry records than we depend on something submitted by the owner, which may contain errors or be incomplete. But it is also important that staff be able to identify other Gene Bank dogs that are within at least two steps of relationship of an affected dog, whether the problem listed for that particular dog is listed on the related dog or not. (For DNA work, they need unaffected relatives as well as the known affected individuals.)

Motion by CA Sharp, Second by George Johnson

Votes:

In favor: Laura, CA, Joan, Kris, George, Pete, Ann, Kim, Chris, Susan, Sally, and Peter

Opposed: None

Non-voting: None

Abstain: None

Board voting:
Approve: Unanimous
Motion is approved

APPROVED: DNA Corrective Measures Rule ad for the Aussie Times Reimbursement to ASC of Washington for 1999
Stockdog Finals expenses
Texas Australian Shepherd Association bylaws changes
Tony Padgett as Provisional Stockdog Judge
New Affiliate Club---Heart of New York ASC

BUSINESS OFFICE REPORT

REGISTRY	MEMBERSHIP	SHOW/STOCK
Ind 464	New-Single 43	Sanc Rec'd 30
NFB 48	New-Dual 9	Sanc Proc'd 24
Litter 235	New-Foreign 1	Sanc Pend 3
Trans 65	New-Canadian 0	Results Rec'd 30
Lease 5	Renew-Single 231	Results Proc'd 23
LEP 6	Renew-Dual 60	Results Pend 2
Dups 19	Renew-Foreign 6	Certificates 514
Hardship 10	Renew-Canadian 9	S & T subscriptions 16
Pedigree 63	Jr. Times 8	
New Ken 10	Affiliate 1	
Renew Ken 7		

Judges Apps	SHOWS HELD
1	Conf/Obed shows 48
Email 1122	Stock 29
DNA Kits 24	Ranch 3
DNA Tests 12	Agility 16
	Tracking 1

Kris Toft, Secretary