



**AUSTRALIAN  
SHEPHERD  
CLUB OF  
AMERICA, INC.**

## **EXECUTIVE SECRETARY'S REPORT**

December 2021



This report details the day-to-day activities of the ASCA Board of Directors (the Board). It includes results of motions voted on via email, meeting minutes, and any other non-confidential issues brought before the Board. Please contact [asca.execsec@gmail.com](mailto:asca.execsec@gmail.com) with any feedback.

### **ANNOUNCEMENTS**

**New ASCA Judges:**

Senior Rally Judge Sue Graham (California)  
Apprentice Supervising Agility Judge Sherry Butler (Arizona)  
Agility Judge Lou Brannick (Arizona)  
Agility Judge Susan Byrne (Texas)

The show/trial sanctioning deadline increased to 60-days on November 1. **Any affiliates in areas still affected by COVID-19 related restrictions may contact the Board for special consideration.**

**Miscellaneous:**

The Board approved a requested change to Working Australian Shepherd Club of Oklahoma's bylaws.

**New Committee Members:**

MVA Committee - Nita Gandara (region 3)  
Nationals Advisory Committee - Terri Morgan

## **ASCA Board Meeting Minutes**

President Busquets called the meeting to order on Thursday, December 9, at 6:00 pm via online meeting service GoToMeeting and it was adjourned at 8:16 pm.

**In attendance:** President Liz Busquets, 1st Vice President Gina Larson, 2nd Vice President Rick Gann, Treasurer Jan Wesen, Secretary Ann McCabe, Director Susan Byrne (joined at 6:45 pm), Director Denise Creelman, Director Carol Gerken, Director Jean Roberts, and Executive Secretary Kalla Jaco.

Discussions of Open Session topics were recorded and may be listened to on ASCA's [Website](#) and [YouTube Channel](#).

### **Treasurer's Report**

This discussion was held in **Executive Session** from 6:00 pm to 6:15 pm. The financial reports for periods ending October 31, 2021, and November 30, 2021, were presented by Treasurer Wesen and she updated the Board regarding ASCA's current fiscal condition and projections for the future. Members can find the Treasurer's report and analysis in the member's only section of ASCA's website.

### **Excused Dog**

This discussion was held in **Executive Session** from 6:15 pm to 6:21 pm. The Board voted to disqualify dog T11384 VE-LIN'S SILVER MAGIC MICAH RN owned by Lynn Conger from all ASCA programs.

### **Excused Dog**

This discussion was held in **Executive Session** from 6:21 pm to 6:53 pm. The Board reviewed the circumstances surrounding two excusals received by a dog and determined to take no action at this time.

### **Counsel's Retainer**

This discussion was held in **Executive Session** from 6:53 pm to 7:00 pm. The Board approved adding \$15,000 to Counsel's retainer for legal services in 2022.

## **November 2021 Email Business**

Due to the requirements of Washington State Law, all legal business of ASCA must be conducted via face-to-face meetings or telephone conference call meetings. To meet this requirement and continue to conduct business via email, each face-to-face meeting or conference call meeting includes a motion to ratify all business conducted via email since the last face-to-face meeting or conference call meeting.

### **BD.21.122 November 2021 Email Business**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen. Disapprove: None. Abstain: None. Absent: None.

Motion by Creelman to ratify all business conducted over email in November 2021. Second by Wesen.

## **System Upgrade Report**

Liaison Larson reported on the status of the database migration/system upgrade project ongoing with Inventive since 6/15/2021. The ASCA and Inventive teams have been working long hours with multiple daily meetings. They are currently working on titles, title progressions, and business rules for all programs. The teams are aware of the problems in the current system and will have those issues resolved for the rebuild.

The ASCA Webmaster is also putting together a plan to redesign the ASCA WordPress site.

A long-term goal is for the Business Office to go paperless, so members will be encouraged to print their own membership cards, certificates, etc. and the Board will consider implementing a \$5.00 fee for the Business Office to print a replacement.

Following discussion over email, the Board voted on printing full page certificates for championship level titles. They are currently printed on half pages. Lower-level titles are to still be printed on half pages.

### **BD.21.123 Championship Level Title Certificates**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen. Disapprove: None. Abstain: None. Absent: None.

Motion by Byrne to make it so all championship level titles are printed on a full-sized certificate to recognize the difficulties in earning those achievements. Second by Roberts.

## **Virtual Titling**

The Board considered whether to include the virtual titling program in the system rebuild or to continue with the current process with Heidi Mobley as the Virtual Titling Secretary. It would be approximately fifteen hours of work at two hundred dollars per hour for programming. Their decision is to continue with Ms. Mobley and not include in this phase of the system rebuild.

The contract with the Virtual Titling Secretary will need to be renewed in March 2022. During the Nationals meeting, Ms. Mobley had recommended the program be allowed the end.

## **Nationals Storage Unit**

The 2022 Nationals budget covers the cost of a storage unit for Nationals equipment/supplies beginning in May 2022, so the Board needs to vote to cover the cost from now until then.

Director Byrne was to investigate the possibility of purchasing a storage unit to keep on our Business Office property, but concerns were raised about zoning, and she was not able to research further.

### **BD.21.124 Nationals Storage Unit Rental**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen.  
Disapprove: None. Abstain: None. Absent: None.

Motion by Byrne that the BOD pays for the remainder of the six-month rental on the current storage unit.  
Second by Larson.

### **Leftover 2021 Nationals Merchandise**

Liaison Gann presented a request from the 2021 Nationals Chair to distribute leftover merchandise from the 2021 Nationals to Affiliate Clubs that hosted pre-shows/trials. Some Directors thought it was more appropriate to keep the merchandise in storage and sell it at a discounted price out of the Business Office and during the 2022 Nationals. Opportunities to purchase the merchandise have been made public on several occasions, so what is leftover now might not get sold.

### **BD.21.124 Leftover 2021 Nationals Merchandise**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen.  
Disapprove: None. Abstain: None. Absent: None.

Motion by Gann that all leftover 2021 Nationals merchandise be divided evenly between all Affiliate Clubs that hosted pre-shows/trials at the 2021 Nationals as a thank you for their service to ASCA (items will not be shipped). Second by Wesen.

### **2022 Nationals Premium**

Liaison Larson presented the final draft of the premium for the 2022 Nationals for the Board's approval. Typically, there are minor changes that need to be made before the premium is sent to the Aussie Times editor in January, but the Board can approve the premium with those changes anticipated.

### **BD.21.125 2022 Nationals Premium**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen.  
Disapprove: None. Abstain: None. Absent: None.

Motion by Larson to approve final draft of 2022 Nationals Premium as submitted by the 2022 Nationals Chair, subject to final corrections. Second by Gerken.

### **Updated 2022 Nationals Budget**

The Board approved the budget for the 2022 Nationals during their meeting at the 2021 Nationals, however, Liaison Larson has an updated budget for the Board's approval. Several notes were brought up by Directors over email and those have been addressed.

### **BD.21.126 Updated 2022 Nationals Budget**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen.  
Disapprove: None. Abstain: None. Absent: None.

Motion by Larson to approve the 2022 National Specialty budget as submitted by the Nationals Chair. Second by Gerken.

### **2023 Nationals Committee**

Liaison Gann presented a recommendation from the Nationals Advisory Committee to make several changes to the Nationals Committee positions and to send out the announcement requesting applicants for 2023. To

help with the budget, the Nationals Advisory Committee combined several positions and lessened some of the travel related expenses ASCA is reimbursing.

### **BD.21.127 Changes to 2023 Nationals Committee Positions**

Motion *carries* (9-0) - Approve: Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen. Disapprove: None. Abstain: None. Absent: None.

Motion by Gann to accept the 2023 Nationals Committee changes that have been presented by the Nationals Chair and the NAC. Second by McCabe.

Link to the updated position descriptions: <https://tinyurl.com/4km46ztb>

### **DNA Lab for Members Outside the United States**

Director Larson reported that Paw Print Genetics receives samples from people outside the United States every day without issue. They recommend samples are sent via DHL or FedEx Express (not Ground), so the sample does not get held up in customs.

*Motion by Larson to adjourn the meeting at 8:16 pm. Second by Gerken.*

## **Motions via Email**

### **Director Recommendations**

#### **BD.21.116 Affiliate Renewals and Sanctioning**

Motion *carries* (9-0) - Approve: 9 (Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen). Disapprove: None. Abstain: None. Non-voting: None.

Motion by Wesen to make the following changes to the ASCA Policy Book regarding affiliate renewals and sanctioning requests. Second by Gerken.

#### **Current Wording:**

#### **Section 4.2 Renewal Notification**

All Affiliate Clubs will be notified on or before December 1, of expiration of the deadline for renewal. Letters will be sent to the Affiliate President and Affiliate Representative, if they are not in the same household, giving them a final deadline of February 15 to renew. If renewal is not received by February 15, the Affiliate Club must submit the annual renewal fee and a \$100 late fee to be processed and returned to good standing. Additional Officers of the Affiliate Club will receive a copy of the letter if the Affiliate President and Affiliate Representative are in the same household. All applications for sanctioning for events between January 1 and February 15 will be held until renewal is received. This policy will accompany all Affiliate Club renewals.

#### **Proposed Wording:**

#### **Section 4.2 Renewal Notification**

All Affiliate Clubs will be notified on or before December 1, of expiration of the deadline for renewal. Letters will be sent to the Affiliate President and Affiliate Representative, if they are not in the same household, giving them a final deadline of February 15 to renew. If renewal is not received by February 15, the Affiliate Club must submit the annual renewal fee and a \$100 late fee to be processed and returned to good standing. Additional Officers of the Affiliate Club will receive a copy of the letter if the Affiliate President and Affiliate Representative are in the same household. All applications for sanctioning of events after March 1 will be held until the club's renewal is complete. Sanctioning for events scheduled January 1-March 1 will be revoked if the

Affiliate Club has not been renewed 7 days prior to the start date of the event. This policy will accompany all Affiliate Club renewals.

Comments/Rationale: ASCA's current policy is to hold any sanction requests for shows/trials scheduled January 1-February 15 until the club's renewal is complete, however, due to the 60-day deadline, if a club renews on December 31st and has requested sanctioning for the first weekend in January, the office will not have enough time to sanction it. This change would allow the online system to be written so that clubs can still sanction events for January and February online and adhere to their 60-day deadline even though their club renewal hasn't necessarily been processed yet. The wording was changed from "received" to "complete" because the Business Office also frequently receives club renewals where an officer is an expired member, and that officer may not renew their membership for 2-3 weeks thereafter.

Affected: ASCA Business Office, Affiliate Clubs.

Effective Date: Immediately upon Board approval.

### **BD.21.128 Move Rally Finals & Nationals Rules to Nationals Rulebook**

Motion *fails* (3-6) - Approve: 3 (Larson, McCabe, Roberts). Disapprove: 6 (Busquets, Byrne, Creelman, Gann, Gerken, Wesen). Abstain: None. Non-voting: None.

- Comment from Byrne: Lacking Membership support.
- Comment from Creelman: I agree that Nationals and Finals rules should be in the National Specialty Rule book, but after hearing comments from the Committee, I agree that the Nationals and Finals rules should be left in the Rally Rulebook as well.
- Comment from Gann: There is too many comments and concerns from the membership to approve at this time.
- Comment from Gerken: There has been a lot of pushback by the committee and membership. I believe this needs further discussion. I would approve adding it to the National Specialty Rulebook.
- Comment from Wesen: I believe that committees will make these rules so they need to be in program rule books.

Motion by McCabe to approve the movement of the rules for Rally Finals and Rally Nationals to the National Specialty Rulebook. Second by Roberts.

Please view the full text of this motion on ASCMembers (search for BD.21.128).

### **BD.21.129 Move Agility Finals & Nationals Rules to Nationals Rulebook**

Motion *fails* (3-6) - Approve: 3 (Larson, McCabe, Roberts). Disapprove: 6 (Busquets, Byrne, Creelman, Gann, Gerken, Wesen). Abstain: None. Non-voting: None.

- Comment from Byrne: Lacking Membership support.
- Comment from Creelman: I agree that Nationals and Finals rules should be in the National Specialty Rule book, but after hearing comments from the Committee, I agree that the Nationals and Finals rules should be left in the Agility Rulebook as well.
- Comment from Gann: There is too many comments and concerns
- Comment from Gerken: There has been a lot of pushback by the committee and membership. I believe this needs further discussion. I would approve adding it to the National Specialty Rulebook.
- Comment from Wesen: This needs to stay in the Program rule books. It is important as committee membership change the rules are in one place for committees.

Motion by McCabe to approve the moving of the rules pertaining to Agility Finals and the running of Agility at the National Specialty into the National Specialty Rulebook. Second by Roberts.

Please view the full text of this motion on ASCMembers (search for BD.21.129).

#### **BD.21.130 Move Obedience Finals & Nationals Rules to Nationals Rulebook**

Motion *fails* (3-6) - Approve: 3 (Larson, McCabe, Roberts). Disapprove: 6 (Busquets, Byrne, Creelman, Gann, Gerken, Wesen). Abstain: None. Non-voting: None.

- Comment from Byrne: Lacking Membership support.
- Comment from Creelman: I agree that Nationals and Finals rules should be in the National Specialty Rule book, but after hearing comments from the Committee, I agree that the Nationals and Finals rules should be left in the Obedience Rulebook as well.
- Comment from Gann: There is too many comments and concerns From the membership to approve at this time.
- Comment from Gerken: There has been a lot of pushback by the committee and membership. I believe this needs further discussion. I would approve adding it to the National Specialty Rulebook.
- Comment from Wesen: There needs to be a reference to Program rule books and that is where the National rulebook. Chairs are suppose to be knowledgeable in the program they are chairing so referring 2 rule books for National would be less impact on members and judges.

Motion by McCabe to approve the movement of the rules for Obedience Finals to the National Specialty Rulebook. Second by Roberts.

Please view the full text of this motion on ASCMembers (search for BD.21.130).

#### **BD.21.131 Move Conformation Finals & Nationals Rules to Nationals Rulebook**

Motion *fails* (3-6) - Approve: 3 (Larson, McCabe, Roberts). Disapprove: 6 (Busquets, Byrne, Creelman, Gann, Gerken, Wesen). Abstain: None. Non-voting: None.

- Comment from Byrne: Lacking Membership support.
- Comment from Creelman: I agree that Nationals and Finals rules should be in the National Specialty Rule book, but after hearing comments from the Committee, I agree that the Nationals and Finals rules should be left in the Conformation Rulebook as well.
- Comment from Gann: There is too many comments and concerns From the membership to approve at this time.
- Comment from Gerken: There has been a lot of pushback by the committee and membership. I believe this needs further discussion. I would approve adding it to the National Specialty Rulebook.
- Comment from Wesen: This needs to stay in program rulebooks so Judges and members know what to expect.

Motion by McCabe to approve the movement of the rules for Conformation Finals and Nationals to the National Specialty Rulebook. Second by Roberts.

Please view the full text of this motion on ASCMembers (search for BD.21.131).

#### **BD.21.132 Move Stockdog Finals & Nationals Rules to Nationals Rulebook**

Motion *fails* (3-6) - Approve: 3 (Larson, McCabe, Roberts). Disapprove: 6 (Busquets, Byrne, Creelman, Gann, Gerken, Wesen). Abstain: None. Non-voting: None.

- Comment from Byrne: Lacking Membership support.

- Comment from Creelman: I agree that Nationals and Finals rules should be in the National Specialty Rule book, but after hearing comments from the SDC I agree that the Nationals and Finals rules should be left in the Stock dog Rulebook as well.
- Comment from Gann: There is too many comments and concerns From the membership to approve at this time.
- Comment from Gerken: There has been a lot of pushback by the committee and membership. I believe this needs further discussion. I would approve adding it to the National Specialty Rulebook.
- Comment from Wesen: Members and Judges need to have the rules of a program in one rule book.

Motion by McCabe to approve the moving of the rules pertaining to Stockdog Finals and the running of Stockdog at the National Specialty into the National Specialty Rulebook. Second by Roberts.

Please view the full text of this motion on ASCMembers (search for BD.21.132).

### **BD.21.133 ASCA's Registered Agent**

Motion *carries* (9-0) - Approve: 9 (Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen). Disapprove: None. Abstain: None. Non-voting: None.

- Comment from Wesen: This was the recommendation of our attorney

Motion by Roberts to accept the quote from URS Agents to serve as ASCA's registered agent. Second by McCabe.

Comments/Rationale: It has been recommended to employ a registered agent company instead of relying on a volunteer.

Affected: Business Office and current registered agent.

Effective Date: Immediately upon Board approval.

### **Committee Recommendations**

#### **NA.21.05 Change to National Specialty Financial Policies**

Motion *carries* (9-0) - Approve: 9 (Busquets, Byrne, Creelman, Gann, Gerken, Larson, McCabe, Roberts, Wesen). Disapprove: None. Abstain: None. Non-voting: None.

Motion by Liaison Gann to approve the following recommendation from the Nationals Advisory Committee.

Committee Recommendation: Subject: Motion to Amend the Financial Policies for the ASCA National Specialty, Section 4

Motion by Laura Gibson to approve the following revision to Section 4 of the Financial Policies for the ASCA Nationals Specialty. Second by Renee Watson

Results of Committee Vote: Approve: 3. Disapprove: None. Abstain: None. Non-Voting: None.

Current Wording:

Financial Policies for the ASCA National Specialty, beginning with the 2021

4. An electronic financial ledger indicating income and expenses for a particular Nationals event will be maintained by that event's Nationals Bookkeeper in order for all incomes and expenses to be recorded appropriately and to establish a tool for reconciliation. This ledger will be accessible to all members of that particular Nationals Committee and the ASCA Board of Directors. Key personnel involved with incomes and

expenses will have access to spreadsheet in order to record any transactions conducted (ie: Nationals Entry Clerk, Nationals Travel Chairman, etc).

Proposed Wording:

4. Accounting and Reconciliation - An electronic financial ledger indicating income and expenses for a particular each Nationals event will be maintained by that event's Nationals Bookkeeper Chairman in order for all incomes and expenses to be recorded appropriately and to establish a tool for reconciliation. The Nationals Entry Clerk will have access to this ledger in order to record deposits made from entries. The Nationals Accounting Chairman will also have access to this ledger and will use it to reconcile the expenses and income against the bank statement and the Board-approved budget. This ledger and the Board-approved budget document will be view-only accessible to all members of that particular Nationals Committee and the ASCA Board of Directors. Only the Nationals Accounting Chair will have access to record actual amounts and notes on the Board-approved budget document; however, the Nationals Accounting Chairman may not make changes to the Board-approved budget. Only the bonded positions of Nationals Chairman and Nationals Entry Clerk shall accept money on behalf of the ASCA Nationals, except that the Sponsorship Chairman will have access to the Nationals PayPal account in order to manage sponsorships and will maintain a separate electronic spreadsheet, shared with the Nationals Chairman, to record these transactions. ~~Key personnel involved with incomes and expenses will have access to spreadsheet in order to record any transactions conducted (ie: Nationals Entry Clerk, Nationals Travel Chairman, etc).~~

Comments/Rationale: Section IV regarding the electronic ledger does not correctly reflect the practice that was established per the Board for the 2021 ASCA National Specialty. The wording below delineates the actual practices to be followed to ensure the separation of fiscal duties. At the 2021 Nationals, the NAC met with the Board and was tasked with cleaning up the National Specialty Rule Book, and this is the first step toward that directive.

Affected: All those who adhere to these financial policies, especially the Nationals Chairperson, the Nationals Accounting Chair, the Nationals Entry Clerk, the Nationals Sponsorship Chairman and ASCA's Treasurer.

Effective Date: Immediately upon Board approval.

Respectfully submitted by

*Kalla E. Jaco*

Kalla Jaco, Executive Secretary.