

AMERICAN SADDLEBRED HORSE AND BREEDERS ASSOCIATION

Registry Council Meeting
Thursday, June 5, 2025 at 3:00 p.m. ET Via Zoom

MINUTES

Registry Council Members Present: Kristen Bagdasarian, Sandra Currier, Larry Hartsock, Anna Marie Knipp, Clif Paulsen and John Scheidt.

Others Present: Sara Mayer Executive Director and Katriona Adams Registrar.

1. Call to Order and Roll Call

Kristen called the meeting to order at 3:05 p.m. ET. Katriona called roll and noted that a quorum was present.

2. Declare Conflict of Interest

Kristen reminded the group to declare any conflicts of interest during the meeting. None were declared.

3. Proposal regarding Document Retention Policy for Registry

Katriona presented a proposal for document retention policies, focusing on registry-related records. She suggested keeping horse files for 60 years, while proposing to reduce retention periods for other documents such as signature authority forms to 20 years and stallion service reports for 20 years. She noted that most information is now stored digitally, with only a small fraction remaining in physical form. The goal is to focus on reducing physical file storage and converting records to digital format while maintaining essential historical documents. Sara explained that hard copies are rarely needed beyond historical reference. This proposal was passed and will be considered by the Board of Directors.

In addition, the group discussed the potential benefits and challenges of digitizing unscanned documents stored in the vault, with Sara noting that a previous quote for scanning all horse files was \$30,000 due to mold issues. They agreed that some documents could be scanned, but it would require professional help and careful organization to ensure accessibility. Clif suggested considering cloud storage needs, and Sara shared her experience with scanning school documents, highlighting the importance of proper indexing for future retrieval. The group also discussed the value of keeping certain physical records, particularly for famous stallions and mares, for potential future history displays.

4. Horse Registration Workflow

Sara discussed the complexities of the horse registration process, highlighting that the main issue lies in the cumbersome application process rather than the database or website. She explained that the registration process involves multiple steps, including checking for duplicates, verifying information, and coordinating DNA kit orders and DNA results, which often leads to delays and customer frustration. She emphasized the need for better communication with applicants, suggesting improvements in email follow-ups and providing clearer visibility into the registration status.

Sara and Kristen discussed issues with the current online registration system, including reliability problems and the lack of a clear status update after submission. There are problems with picture uploads. They emphasized the need for a more efficient and user-friendly system, with Sara highlighting the importance of proper record keeping and customer service. The Database Task Force is working on improving the process. Sara mentioned plans to propose costs and use registry funds for improvements. This will be discussed further at the next meeting.

5. Eligibility of Futurity foals

The council approved extending the registration deadline to June 30 for horses that had already started the registration process.

6. Proposal regarding fundraising for Half Saddlebred Futurity

The council considered and approved a proposal from the Half Saddlebred Committee for an online auction to raise funds for the 2025 Half Saddlebred Futurity.

7. Other Business

Additionally, the council agreed to implement a foal photo contest with a free registration for the winner. Clif requested that the amnesty proposal be added to the next month's agenda for further discussion.

8. Adjournment

With no other business to address, the meeting was duly adjourned at 4:05 p.m.