

MEMO Editor January 2010

I have completed 17 issues of MEMO.

The activities involved in these last three issues are a continuation of the previous issues that consisted of:

Work with Becky Adams in keeping the Affiliated Clubs updated
Work with Maggie Leman in reviewing material for each MEMO.
Offering suggestions to Kay Orlando for health articles,
Contacting Regional Directors for Regional Reflection reminders,
Keeping in contact with the central office for standing MEMO content,
Working with Elenor Zarksi for youth information
Contacting authors of articles, found online, for approval to be in MEMO,
Soliciting advertising space
Contacting breeders for expiring ad's in breeder's directory,
Upload final proofed MEMO to NPGA website
Continual review of Pygmy Goat World for articles that work in certain issues.
Copy/Paste show results and format for space and alignment
Taking each picture and cutting it to size, lightening the background and sharpening the pictures in Photoshop
Answering e-mails daily
There are 7 pages of standing content...I fill anywhere from 65/74/82 pages
Returning phone calls to members
Contacting members for articles
Keep track of who wants a complimentary copy of MEMO in exchange for article and get address to Dori for mailing.

In the Seventeen issues completed I have accomplished:

Use at least one article from the Pygmy Goat World
Scanned and used some of the graphics from Pygmy Goat World
Meeting the deadlines for MEMO release
Putting together a MEMO with variety
Selling breeder listings & cover advertisings

My goals for future issues are:

Keep perfecting the MEMO

Attached is the financial statement and forecast for 2009.

Thank you,
Staci J McStotts
MEMO Editor
23727 19th Ave NE
Arlington, WA 98223
360-435-9520