

Publications Committee Report  
Filed by Maggie Leman, Chair

Current Committee Members

Region 1	Karen Crawford, Washington	Rotates off 12/11
Region 2	vacant	
Region 3	Denise Fraser, California	Rotates off 06/11
Region 4	Karen Butler, Ohio	Rotates off 12/11
Region 5	Lynda Gredin, Pennsylvania	Rotates off 12/10
Region 6	vacant	
Region 7	Terry Atkins, Texas	Rotates off 6/12
Region 8	Laurie Getzendanner, North Carolina	Rotates off 12/11
Webmaster	Aaron Esterline, MI/Maggie Leman, NC	No fixed term (R&R 8.L.1)
MEMO Editor	Staci McStotts, Washington	No fixed term (R&R 8.L.1)

The Publications committee has 2 vacant positions, Regions 2 and 6. Since the bulk of this committee's work is done by email and frequently there is an impending deadline, any new members should have ready access to email and be willing to check it daily and respond promptly.

I was contacted by Peter Mercer, the Publication Chair for the Pygmy Goat Club of the UK regarding the use of our diagram of the parts of the Pygmy Goat in their Judge's Guide Book. Permission was given with a request to acknowledge the source.

The committee reviewed and approved several additional articles for the NPGA website. They are *A Goatkeeper's Medicine Chest*, *Vaccinations*, and *How to Find a Vet* under the Health heading. *How to Buy a Pygmy Goat* was added under the Husbandry heading. And *Goats on the Road* has been added under the Showing heading.

Staci regularly submits articles and items for committee review. I am getting a better handle on keeping track of each article and getting it back to Staci as soon as it goes through the committee.

Fall Issue MEMO: The committee reviewed 30 articles, items and reports for the Fall Issue of The MEMO. Staci emailed the completed Fall Issue of MEMO to me for final review and it was approved.

There was a complaint made that the photos in the Fall issue were dark. When Staci sent me the PDF file of the completed MEMO for review the pictures were very nice. It was deemed this was an error made by the printer and not the fault of the MEMO editor or the Publications Committee.

Winter Issue MEMO: The committee received 26 articles, items and reports for review for the Winter Issue of MEMO. Staci emailed the completed issue for my review and it was approved.

The Affiliated Clubs information packet still needs to be reviewed, updated and put on disk. The packet currently available is still useful but slightly out of date and is not in digital format. I have turned this task over to Becky Adams.

There have been no other publications to review.

Best of MEMO 4 Update:

I have selected the articles for the Best of MEMO 4 from the 1999 through 2004 issues of MEMO. My criteria were that they not be reprints from the Best of MEMO 1, 2 or 3, that they have new or pertinent and reasonably up to date information that complemented that which was in the previous editions. I have categorized them into chapters and am now ready to have them processed into a digital format for final layout. I am requesting that this processing be contracted out as it involves a great deal of typing. I have checked into do this and have an estimate from an on line site of \$60.00 to \$140.00 with an estimate of time to completion of 10 to 14 days. I am submitting a request to be reimbursed for the actual expense once the job is completed. Once I have the articles in digital form I can scan the required diagrams into a usable format and proceed with layout. I would like to use pictures of our National Champions for filler. I believe I will have this ready to go to the printer in time to debut the Best of MEMO 4 at Convention this year. I have started work on the Best of MEMO 5 to encompass the issues of MEMO from 2005 through 2010.

Respectfully submitted,

Maggie Leman  
NPGA Publications Chair

## Webmaster Report

Filed by Maggie Leman

Aaron and I continue to work through the list below. Aaron is a busy guy and this has not gone as quickly as we had hoped it would. I am anticipating I will occasionally require his help and technical advice for most of the next year, but I would like to have the transition completed by February 1. I am confident I can handle updating the website in a very timely manner. Since I am planning to be my own boss, I can devote large time periods to completing a task. Our next big task is to be sure I know how to make updates to the databases. It has been determined that my current program (MSAccess 2003) is adequate to handle this task. Changes to most pages are straight forward and are handled through MSFrontpage (2000), a webpage editor and Adobe PDFMaker, the program that makes PDF files. These kinds of changes I can do easily and are easy enough to correct if I make a mistake. But changes to some pages such as the Classified Ads, the Judge's List and the Herdbook are done through a database. I need to be sure I know what I am doing before I just dive in as errors can be harder to correct.

Aaron provides most of his instructions for each task by email. I am saving all of these and they will be the basis for a Webmasters Handbook. Aaron and I will be able to do a sit down during the Board Meeting weekend and get quite a few of the transition tasks completed.

Once again I wish to say I do not intend to make any significant changes to the NPGA website. It works fine the way it is and our membership seems to be quite happy with it. I feel that making timely updates and doing some minor tweaking is my primary job for the foreseeable future.

### NPGA Webmaster Transition Plan

	Section	Task Description	Details	Planned Completion Date	Status
1	Mail	Webmaster Mailbox	Give Maggie the password, webmail address, etc.	10/31/2009	Complete
2	Mail	E-Mail Settings / Management with Google Apps	Provide information on logging into Google Apps, adding accounts, forwarding lists, etc.	10/31/2009	Complete
3	Home	Home Page Updates	Provide login information, and overview of editing the page.	10/31/2009	Complete
4	Home	Home Page Advertisements	Provide status of ads on the home page (expiration date, contacts, etc).	2/1/2010	
5	Home	Header Bar Pictures	How to add and remove pictures in the Header Bar.	2/1/2010	
6	Home	What's new	Editing the What's New Header section	2/1/2010	
7	Home	Drop-down Menus at Top.		2/1/2010	
8	Home	Did You Know?	Maintaining the DYK section XML file.	2/1/2010	
9	NPGA Contacts	NPGA Contacts		2/1/2010	
10	NPGA Contacts	The Breeders List	Using the Admin Portal to manage the Breeders Listing. Requirements for listing. Using MS Access to add/edit/delete judges.		Complete
11	NPGA Contacts	The Judges List	Judge Photos.	2/1/2010	
12	NPGA Contacts	The Judges Portal	Security to login, maintaining content. Editing HTML Pages, PDFs. Adding items to PayPal Cart, maintaining the herdname and tattoo list.	2/1/2010	
13	Services	Services		2/1/2010	
14	Services	Classified Ads		2/1/2010	
15	Services	National Champions	Adding National Champions each year. Done by the Show Coordinator, overview of the tables and queries involved.	2/1/2010	
16	Services	Scheduled Shows		2/1/2010	
17	Forms	Forms	Creating PDFs, adding /replacing /deleting		Complete
18	Goat Resources	Goat Resources	Editing, adding new articles		Complete
19	Youth	Youth		2/1/2010	
20	Shop NPGA	PayPal Management	Adding items to PayPal cart, managing shipping fees, etc.	2/1/2010	
21	Join Now	Managing the form	Difference between Existing and New Members	2/1/2010	
22	Organization	Organization	Keeping the Organization subweb updated	2/1/2010	
			Subscriptions, Breeders, Reports, Shows, Recorded Wins Herdbook Data Update, Advanced Queries		
23	Admin	The Admin Subweb		2/1/2010	
24	Admin	Security & Logging In		2/1/2010	

Respectfully Submitted,  
Maggie Leman, Webmaster