

MEMO Editor January 2012

I have completed 25 issues of MEMO. Not many changes over the last six months.

The activities involved in these last two 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 Lisa McClelland for youth information
Contact Lynette Clooney for updates to Merchandise
Contact Show coordinator for sanction show lists
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 twenty-five issues completed I have accomplished:

Use at least one article from the Pygmy Goat World
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
Work harder to make less errors in show results with the help of the membership

Attached is the financial statement and forecast for 2012.

Thank you,
Staci J McStotts
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