

## **MEMO Editor June 2013**

I have completed 32 issues of MEMO. No 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 65/74/82/88 pages  
Returning phone calls to members  
Contacting members for articles  
Contacting Becky Adams for working on advertising

### **In the twenty-seven 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 2013.**

Thank you,  
Staci J McStotts  
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