

Pygora Breeders Association April 2019 Board Meeting Minutes

President Ruth Hawkins opened the regular quarterly meeting on April 1, 2019, via Yahoo Group email. All directors reported as present: Fran Bishop, Chris Utterback, Ruth Hawkins, Nan Nichols, Erica Brown, Collen McGee. Other PBA members present as guests were Maggie Leman, Christine Nauman, Debbie Eubanks, Amanda Sadowski, Kari Schroeder, Korina Groff, Terri Kistler.

Minutes from the January meeting of the board were posted by Nan Nichols and approved:

Fran – approve, 3 Apr 2019
Nan – approve, 3 Apr 2019
Chris – approve, 3 Apr 2019
Collen – approve, 3 Apr 2019
Ruth -
Erica – approve, 3 Apr 2019

Fran Bishop submitted a Treasurer's report, which was posted and approved:

Fran – approve, 3 Apr 2019
Nan – approve, 3 Apr 2019
Chris – approve, 3 Apr 2019
Collen – approve, 3 Apr 2019
Ruth -
Erica – approve, 3 Apr 2019

All committee reports below were submitted by Collen McGee, posted and approved:

Fran – approve, 3 Apr 2019
Nan – approve, 3 Apr 2019
Chris – approve, 3 Apr 2019
Collen – approve, 3 Apr 2019
Ruth -
Erica – approve, 3 Apr 2019

Committee Reports

Some members are still kid deep in spring kidding season so the following is all that was received for reports for this meeting.

Show Secretary Update: Nan Nichols

The PBA website has been updated by Maggie and the herdbook was updated by Fran, to include information and photos of the PGCH winners from the 2018 show season. Maggie also included this information the Spring 2019 "Pygora Pypeline". The information tables for "High Point" winners are also posted on the PBA website and in the "Pygora Pypeline". Photos for several High Point awardees were also sent to Maggie, but are not yet posted online, and we will follow-up on this.

At the suggestion of Beverly Van Hook-Schrey, I am preparing some small "fleece sample" boxes of the different fleece types. If the BOD agrees that this is a good idea, they will be offered to show chairpersons for the 2019 shows, and will be mailed along with show ribbons if

they want to use them for educational display. The boxes were purchased at a local “dollar store” and I will donate them to the PBA.

Merchandise Committee Report: Ruth Hawkins & Erica Brown co-chairs

The Merchandise Committee has been in contact with a laser artist, that has been commissioned to laser engrave leather sew on patches with the PBA logo on them. PreOrders were set up for the first order at a discount group rate. The order is still in progress. The patches were purchased at cost. We would like to put the product photo & artist contact information in the next newsletter, so that members can contact him directly to order: Alan Huff, 1111 Brindlestone Dr, Vandalia, OH 45377. 937-986-1151. www.HuffsLaser.etsy.com

Two new fun t-shirts were designed and printed and offered for pre-orders. There are a few extra shirts in the "Daily Dose of Fiber" design still available, in grey. These shirts were also offered from the artist directly. Contact Ruth Hawkins regarding extra shirts or doing group orders (12+ shirts): rhawkinsdesign@yahoo.com

Since the first of the year we have sold three Goat Management & Showmanship Booklet Bundle and one Goat Management booklet from the online Webstore. <https://www.freewebstore.org/pba-market-place> The Booklet Bundle seems to be one of the most popular items in the shop.



Photos are needed for the 2020 PBA calendar. Please, submit them to Erica via email @: remymclean@yahoo.com or tag her on social media sights. Goats registered name or number must accompany photos.

PR Committee Report: Collen McGee Chair

Due to an error by Ogden Communications, our ads were extended free of charge through the end of the year. We have an ad in Mother Earth News and one in the livestock section of Grit that will continue to the end of the calendar year.

I'm working with Kansas Farm Bureau to have them come out and do a live stream on their state-wide Facebook page. I will try to get other Farm Bureau points of contact for other states – but I encourage others to reach out if they are already members. Farm Bureau is starting to

take notice of specialty livestock producers on a larger scale – the fleece bearing stock are in their view and adding Pygora to that picture is important at this time in their planning phase for programs that benefit the small livestock farmers.

Newsletter/ Webmaster reports: Maggie Leman

Editor Report Nothing to report except that it appears cost may have increased dramatically. I am hoping it is a snafu with the printing company. I will be contacting them about this.

Webmaster Report The PBA database has been separately password protected from the NPGA database. For now that will solve the issue of access. At such time that I am no longer webmaster the PBA will likely have to have the entire website migrated to a new account. Password protecting PBA database \$223.50 (receipts sent to registrar) I will pay half. PBA owes \$111.75. This has been reimbursed to me. See below my recommended changes to the Editor and Webmaster JDs.

Newsletter Editor Job Description 1. Editor will be supervised by the president. 2. Holds the primary responsibility for producing a well-balanced, interesting, quality magazine and for mailing it to members in a timely manner, according to a pre-set publication schedule. 3. Procures relevant magazine copy by methods such as contacting individuals, organizations, and other sources which are professional and knowledgeable in the areas of veterinary medicine, management and care. 4. Ascertains that any material submitted is the legal property of the submitter, or that proper permission has been granted to PBA for its reuse. Obtaining permission from special sources (e.g. local newspapers) is the responsibility of the submitter; blanket permission for commonly used sources is the responsibility of the Editor. 5. Edits carefully, excluding any potentially libelous statements or copyrighted material for which permission to reprint has not been granted. 6. Submits the magazine in camera-ready form to the printer, but may contract with the printer for special services such as enhancing photos or problem copy, or doing paid advertisement layout. 7. Assists advertisers as necessary. Payments for ads to be made directly to the PBA Registrar. Ads run when payment has been verified. 8. Maintains records of payments and advertising balances due members and sends renewal notices to regular advertisers. 9. Is responsible for all tasks associated with the mailing of the PBA Newsletter. The mailing list or labels are to be ordered well in advance of need from the Registrar. 10. Editor shall keep a current inventory of materials belonging to PBA and each January a full inventory copy shall be sent to the Vice-President. The inventory shall also be verified and passed along within 30 days at any time that there is a change in Editors. 11. The Editor shall provide a report to the Vice-President prior to any board meeting, listing the activities, accomplishments, goals and budget updates. 12. Editor shall review the Minutes following each Board meeting and comply with all actions affecting him/her. 13. Will execute an annual independent contractor agreement with the PBA to be effective each July 5 of each year.

Webmaster Job Description 1. Webmaster will be supervised by the president. 2. Publish updated information received from or as directed by the PBA Board. 3. Website updates will be done a minimum of once a month. 4. Keep the website design current, attractive, and interesting. Cost to the PBA of design changes will be negotiated. 5. Cost to the PBA for database changes, major coding work will be negotiated. 6. Ensure domain name and

webhosting services are kept current. 7. Investigate opportunities to increase PBA revenue, and implement such opportunities when approved by the PBA Board. 8. Provide a report to the PBA board at each board meeting. 9. Annually update the PBA Breeders Directory when data is received from the Breeders Book Editor, including expiration dates on Breeders' Listings. 10. Provide current internet account information, including billing information and password(s) to the president and business manager/registrar. 11. Will execute an annual independent contractor agreement with the PBA to be effective each July 5. 12. Forwards all email not directly related to website maintenance to the VicePresident for distribution. 13. Agrees that all PBA website work and content is the property of PBA. Highlighted should probably be in the contract not the job description. This is alluded to in 3.0 section of the contract

Judges Training committee update:

Hello,

My name is Lisa Roskopf and I have volunteered as the new Judges Training committee chairperson. Below is an update of where I am currently at:

On March 9th, I met with Chris Utterback to begin the transition of the Judges training committee chairperson responsibilities. Chris has served as committee chair for many years and the PBA owes her a big thank you for her many years of service. I bought some of my first Pygora's from Chris years ago and have always viewed her as a mentor.

At our meeting, Chris brought fleece samples and donated her tubs for storage. I understand from that meeting that Fran has the judges training manual and the judges packet including the judges test and answer sheet. I already have the judges training application that Fran emailed to me earlier. I am still kidding and hosting 4H kidding interns on my farm as I write this so I plan to start reviewing the materials after April 10. I emailed Fran requesting the judges training materials to me by then. After I review the materials and have a better understanding of my responsibilities as the judges committee chairperson, I will work on forming a committee.

Thank you,
Lisa

Old Business

- Discussion continued for a possible change of online meeting platform. Ruth and Collen investigated and tested Facebook Workplace as a potential meeting space. Board members discussed the merits and drawbacks of the free version, after which a motion was made to move future meetings to this platform.
- The Show Secretary report listing "fleece box samples" on offer to local show chairs for the 2019 show season was discussed; for the sake of consistency Nan will work with Lisa Roskopf to prepare the sample boxes.

- The Merchandise Committee report listing the possible sale of PBA logo items directly from a third-party vendor was discussed. The decision was made to have the PBA order them from the vendor and offer them through the PBA Marketplace.

New Business

Elected BOD members: The following people volunteered to run for the PBA BOD for two year terms and were unopposed. Their "candidate statements" were included in the January 2019 Pypeline:

Region 1, Christine Nauman
Region 2, Ruth Hawkins
Region 3, Nan Nichols

Another new BOD member is Collen McGee, who will be filling out a remaining 1 year term for Region 2, following the resignation of Debbie Eubanks.

PR Chair position, Kari Schroeder: As we have been going over job descriptions a couple of us realized that the VP is not to be a chair of a committee. Collen McGee has been doing an excellent job as the PR committee chair, but has also agreed to take Debbie Eubanks place on the board as VP. Kari Schroeder has been actively working with Collen on the committee and has agreed to return to the chair position that she once held.

I would like to appoint Kari Schroeder as the PR Chair. BOD, please approve below.

Ruth – approve, 11 Apr 2019
Collen - approve, 11 Apr 2019
Nan - approve, 11 Apr 2019
Fran - approve, 11 Apr 2019
Erica - approve, 11 Apr 2019
Chris - approve, 11 Apr 2019

Motion 19-5, Proposal to Move PBA Meeting Space to a Different Platform

Maker - Erica Brown Second - Collen McGee.

I move that the PBA Board meetings and all other committees within the PBA move to Workspace to conduct meetings and archive minutes, documents and all work product of the PBA BOD and its members.

Ruth – yes; 5 Apr 2019
Fran – yes; 5 Apr 2019
Chris - yes; 5 Apr 2019
Nan – yes; 5 Apr 2019
Erica – yes; 5 Apr 2019
Collen - yes; 5 Apr 2019

Motion 19-6, Revised Newsletter Editor Job Description

Maker – Erica Brown

Second – Fran Bishop

I make a motion to accept the revised newsletter job description as outlined below.

Newsletter Editor Job Description

1. Editor will be supervised by the ~~president~~ vice president.
2. Holds the primary responsibility for producing a well-balanced, interesting, quality magazine and for mailing it to members in a timely manner, according to a pre-set publication schedule.
3. Procures relevant magazine copy by methods such as contacting individuals, organizations, and other sources which are professional and knowledgeable in the areas of veterinary medicine, management and care.
4. Ascertains that any material submitted is the legal property of the submitter, or that proper permission has been granted to PBA for its reuse. Obtaining permission from special sources (e.g. local newspapers) is the responsibility of the submitter; blanket permission for commonly used sources is the responsibility of the Editor.
5. Edits carefully, excluding any potentially libelous statements or copyrighted material for which permission to reprint has not been granted.
6. Submits the magazine in camera-ready form to the printer, but may contract with the printer for special services such as enhancing photos or problem copy, or doing paid advertisement layout.
7. Assists advertisers as necessary. Payments for ads to be made directly to the PBA Registrar. Ads run when payment has been verified.
8. Maintains records of payments and advertising balances due members and sends renewal notices to regular advertisers.
9. Is responsible for all tasks associated with the mailing of the PBA Newsletter. The mailing list or labels are to be ordered well in advance of need from the Registrar.
10. Editor shall keep a current inventory of materials belonging to PBA and each January a full inventory copy shall be sent to the Vice-President. The inventory shall also be verified and passed along within 30 days at any time that there is a change in Editors.
11. The Editor shall provide a report to the Vice-President prior to any board meeting, listing the activities, accomplishments, goals and budget updates.
12. Editor shall review the Minutes following each Board meeting and comply with all actions affecting him/her.

13. Will execute an annual independent contractor agreement with the PBA to be effective each July 5 of each year.

Ruth – yes; 11 Apr 2019
Fran – yes; 10 Apr 2019
Chris - yes; 10 Apr 2019
Nan – yes; 10 Apr 2019
Erica – yes; 10 Apr 2019
Collen - yes; 11 Apr 2019

Motion 19-7, Revised Webmaster Job Description

Maker – Nan Nichols Second – Collen McGee

I move that the Webmaster Job Description be updated, as shown below:

Red (added by Ruth Hawkins)

Grey highlight (to be omitted from description, by Maggie)

Yellow highlight (should be detailed in contract by Webmaster)

Job Description:

1. Webmaster will be supervised by the vice president.
2. Publish updated information received from or as directed by the PBA Board.
3. Website updates will be done a minimum of once a month.
4. Keep the website design current, attractive, and interesting. Cost to the PBA of design changes will be negotiated.
5. Cost to the PBA for database changes, major coding work will be negotiated.
6. Ensure domain name and webhosting services are kept current.
7. Investigate opportunities to increase PBA revenue, and implement such opportunities when approved by the PBA Board.
8. Provide a report to the PBA board at each board meeting.
9. Annually update the PBA Breeders Directory when data is received from the Breeders Book Editor, including expiration dates on Breeders' Listings.
10. Provide current internet account information, including billing information and password(s) to the president, vice president, and business manager/registrar.
11. Will execute an annual independent contractor agreement with the PBA to be effective each July 5.
12. Forwards all email not directly related to website maintenance to the VicePresident for distribution.
13. Agrees that all PBA website work and content is the property of PBA.

Ruth – yes, 12 Apr 2019
Fran – yes, 12 Apr 2019
Chris - yes, 12 Apr 2019
Nan – yes, 12 Apr 2019
Erica – yes, 12 Apr 2019
Collen - yes, 12 Apr 2019

Motion 19-8, Renewal of Director's and Officer's Insurance for One Year

Maker – Fran Bishop Second – Collen McGee

I move to renew the Director's and Officer's Insurance policy for one year.

Ruth – yes, 12 Apr 2019
Fran – yes, 12 Apr 2019
Chris - yes, 12 Apr 2019
Nan – yes, 12 Apr 2019
Erica – yes, 12 Apr 2019
Collen - yes, 12 Apr 2019

Announcements:

Nan announced that there will be three “double header” Goat shows at the 2019 Michigan Fiber Festival on Aug 17th, 2019, including does, bucks and wethers. She will not organize a Fleece show this year, but will assist Amanda Sadowski in hosting one.

The next meeting will be July 8, 2019. The board meeting was adjourned on April 19, 2019.