

**Board of Directors Meeting Minutes—January 10, 2022**  
**Pygora Breeders Association (PBA)**  
**1st Quarter**

**Call to Order**

With 7 of the 8 BOD members checked in, President Nan Nichols recognized a quorum present and called the January Quarterly Board meeting to order at 12:22 pm with the final BOD member joining later in the day. (Present: BOD members Natalie Houston, Beverly VanHook-Schrey, Dale Groff, Ruth Hawkins, Debbie Eubanks, Fran Bishop, Nan Nichols, Kari Schroeder; Member Guests JTC Chair Liza Sanford-Crane, Newsletter editor Kelly Shields, Show Chair/Public Relations Chair Robin Oliver, Erica Brown, Kira Marks.

**Minutes from Last Meeting**

Secretary Beverly VanHook-Schrey presented 4th Quarter Board Meeting Minutes. The minutes were approved by board majority with the post remaining open for a final board member who later reviewed and approved.

**Treasurer's Report**

Treasurer Fran Bishop presented the 4th quarter Treasurer's Report. After one correction to update the Newsletter budget and discussion and clarification of Motion 18-8 regarding two \$500 line items for the Show Secretary and Show Box, version 3 of the treasurer's report was approved by board majority. Version 3 consisted of one \$500 line item for both Show Secretary and Show Box file.

**Committee Reports**

Committee Reports were presented by vice-president Ruth Hawkins on January 11.

January 2022 PBA Reports

Committee Reports:

Breed Standard Committee

Chair: Brette Soucie pbaregistrar@aol.com;

Members: Lisa Grzeskowiak, Terri Kistler, Amanda Sadowski, Debbie Eubanks, Beverly VanHook Schrey

Budget:

Report: Nothing reported.

Educational Fund Committee

Chairs: Patricia Young patricia.young@netavpros.com;

Members: Christine Nauman

Budget: \$600

Report: Nothing reported.

Fiber Committee

Chair: Amanda Sadowski sunorahfarm1@gmail.com

Members: Kira Marks

Budget:

Report: Nothing reported.

Judges Training Committee

Chair: Liza Sanford-Crane pygoras@pygoras.net;  
Member: Lisa Roskopf, Ruth Hawkins  
Budget: none  
Report: Nothing reported.

#### Merchandise Committee

Chair: Erica Brown remymclean@yahoo.com;  
Members: Ruth Hawkins, Collen McGee  
Budget: \$500  
Report: 1/10

The Merchandise committee ran a preorder sale that ran from 9/1-9/30. Four t-shirts and 2 hoodies were pre ordered. Additional t shirts were ordered to stock the PBA store. Other items sold from 9/1/21-12/31/21 were: 1 baseball cap, 2 Fiber Fun Books, 1 t-shirt, and 1 Pygora Goat Management & Showmanship Book Bundle.

#### Public Relations Committee

Chair: Robin Oliver roliver2078@gmail.com  
Members: Collen McGee, Kari Schroeder, Ruth Hawkins, Robin Oliver  
Budget: \$1,250 per year  
Report: 1/9

The PR Committee is in transition with Robin Oliver taking over as committee chair this fall. Robin is working to increase the activity on the Pygora Breeders Association Facebook Page and will be bringing the committee together in the first quarter to discuss other potential PR plans for the year.

Note that the PBA operates both a Facebook “page” and a members only “group.” This is in addition to the independently run “Pygora Goats” Facebook “group”. Only content on the PBA “page” can be seen by non-members, including people potentially interested the breed who have not yet joined the association. This page has not has a posting strategy historically, so the PR Committee will be working on a strategy for building this page’s content and following. This plan may include investing some of the PR Committee’s budget in social media advertising. Members are welcome to contribute photos or suggest content for the Facebook page by messaging Robin on Facebook @RobinCOliver.

#### Youth Committee

Chair: Janet Tilp janettilp31@gmail.com;  
Members: Karen Price, Christine Nauman  
Budget:  
Report: Nothing reported.

#### Other Reports:

Archivist: Fran Bishop RSAPYGMIES@aol.com  
Budget:  
Report: Nothing reported.

Newsletter Editor: Kelly Shields shields.kellyann@gmail.com  
Budget: \$2,400  
Report: Nothing reported.

Registrar: Brette Soucie pbaregistrar@aol.com  
Report: Nothing reported.

Show Secretary: Robin Oliver roliver2078@gmail.com  
Budget: \$500  
Report: Nothing reported.

Treasurer: Fran Bishop RSAPYGMIES@aol.com  
Treasurer's Quarterly Report: submitted 1/7

2021 Annual Report 12/31/2021  
CD Balance: \$2589.65  
Checking Balance: \$22,043.10  
Income: \$9,670.29  
Expenses: \$11,240.24

Webmaster:

### **Old Business**

--**Scrapie Study:** Nan explained on January 12 that formerly BOD members approved funding not to exceed \$600, to defray the cost for PBA members to participate in testing of some registered Pygoras for scrapie resistance genes. Fund allotment is "to be determined", and the cost and time needed to do website work has delayed this. Going forward, and pending a PBA Organization membership with the American Goat Federation, there may be other partnership opportunities to explore with this option.

### **--Website update:**

Nan offered a PBA website update in a pdf presentation:

PBA Website and Database Update: Jan 2022

Webmaster Maggie Lehman resigned as the longtime PBA webmaster 6 months ago. Maggie held an account with the webhost on behalf of the PBA as well as the NPGA, and owing to the structure of the set-up for servers for the PBA domains, website, and database, the process of updating everything was neither straightforward, nor easy. We have not rehired a webmaster at this time. In its current format, our website and database require a Webmaster with some technical skills with regard to IT infrastructure and programming, as noted in a job description below:

The Pygora Breeders Association Webmaster job requires a person who has experience with Java script and working with relational databases. Knowledge of, and experience with asp.net and Plesk hosting is necessary. Database updates are usually, but not always, flexible for timing required, and these can be done with a file transfer program (FTP). The routine updates for the past 10 years have taken the previous Webmaster approximately 3 hours/month. A stipend of \$150/quarter is paid for routine updates.

## Website & Database

Aaron Foley wrote the code for the website and database that we relied on throughout Maggie's term, and with a lot of assistance from him, the PBA domains and database have now rejoined the website and are functioning again as they should. He revised the website to work on a professional WordPress format, which isn't as easy to use as some "themes" but allows the website to "handshake" with the database. Most of the website information and function is restored, but there are still links to be fixed and information to be updated.

Our "online forms" quit working after the transfer and can no longer be used, due to enhanced security of the webhost system. With assistance from our Registrar, we adapted a couple forms to a "fillable format" to be used in the interim. Pending input from members, the Registrar, and the Board of Directors, we could revise other forms, to probably use in conjunction with PayPal invoicing.

Getting security certificates was challenging, but with help from the Dale Ream Law firm, Plainwell Notary Public, Erin Marsh, and the Certificate Team at GoDaddy, we now have functioning security for both the website AND the database. Daily back-ups are also now in place for both the website AND database.

At the October board meeting, members discussed the option of not printing all the Minutes and Committee Reports in the "Pypeline", if they could be accessed instead from the website. The Minutes have been placed on the PBA website for years and have successfully transferred to the new website. The Committee Reports have a place on the website now as well, and most of the reports from 2019 to the present can be viewed at the following link: [https://pba-pygora.org/?page\\_id=778](https://pba-pygora.org/?page_id=778)

Board discussion followed with volunteers agreeing to participate in a test of online registration forms.

-- **Breed standard revision:** Nan reminded board members on January 13 that the current Breed Standard has served the PBA well for decades and continues to do so. The Breed Standard Committee still plans to review the standards to consider possible refinement and will bring any suggestions to the board for consideration.

-- **Show Rules File:** Nan brought unscheduled old business before the Board in the form of a request for members willing to help with proofreading a Show Rules pdf. She stated that the BOD and 2022 PBA Board Meeting guests have reviewed and discussed many parts of the Show Rules in the past year, and the board approved several motions and wording changes, to revise various sections of that document.

The attached document incorporated all the required changes, based on the most recent version done by Show Chair Robin Oliver. Nan asked BOD to feel free to review the document and post a "thumbs up" or let her know if I've missed something. She added that the BOD may revisit the document during the January Meeting if time allows, but she will wait until February 1 to post the revised version, allowing members more time to review the updated Show Rules outside scheduled meeting time.

## **New Business**

--**American Goat Federation: Membership?** On January 13, Nan reminded Bod members that in early December PBA member, Maggy Graves, contacted Nan to ask if the PBA would consider joining the

[American Goat Federation](#) (AGF), for the added publicity and other potential benefits. Following further research, Maggy shared information on an upcoming AGF "Goat Breeds" poster and a request from the AGF Executive Director, for the PBA to answer a few questions to be considered for inclusion.

BOD agreed via an "interim meeting" via email, to move forward with a request to the AGF for inclusion of "Pygora" content on their website and poster. The AGF approved our request, and Pygoras are now listed on their homepage and poster.

Discussion of AGF membership resumed on January 13 with a motion resulting on January 17, 2022. The motion passed by board majority.

### **Motion 22-1: American Goat Federation Membership**

Maker - Ruth H

Second - Debbie E

I move that the PBA pay for a one-year membership to the American Goat Federation. After one year the board and PR Committee will review the membership before it is renewed for a second year. Funding for the first year will not come from the 2022 PR Committee budget.

Natalie - approve

Ruth - approve

Dale - approve

Debbie - approve

Fran -

Beverly - approve

Kari -

Nan - approve

### **New Business**

**--Make public announcement of BOD incumbents one month prior to nomination deadline:** On January 18, Nan introduced a proposal, stating that as this nomination season progressed, our PBA Secretary [Beverly], found that some director nominees wanted to know if an incumbent was running in their region, before deciding if they would accept a nomination.

Nan asked BOD members to weigh in on the idea of asking board incumbents with terms ending, to announce their intentions of running again, at the October meeting?

After discussion, there was no consensus for making changes to the nomination process with regard to incumbent "declarations" early in the nomination season. This agenda item will be closed, but discussions on the topic can be opened again at a future board meeting.

**-- Prominent Placement of Breeders Directory on Website:** Nan pointed out that the PBA Breeder's Directory is currently on the PBA website in the previous location of the website "tree." She offered to make this information available from an additional link, if desired.

Additional link options included:

- 1) ...a "text box" to the right of the "For the Media" box
- 2) ...a "button", like the home page "Join Now" icon

The consensus was to add a "text box" on the home page for another "Breeders Directory" link.

-- **Prominent Placement of ByLaws on Website:** Nan added that the PBA ByLaws were transferred from the old to the new website in exactly the same part of the "tree", under the home page "Association Information" link: [https://pba-pygora.org/?page\\_id=405](https://pba-pygora.org/?page_id=405)

She noted that a "new feature" of the PBA revised website may help with ByLaws searches. She urged members to try the new "Search" function near the top of the home page which works well for finding "Bylaws", "microchips", "processor", and other words that don't have lots of occurrences.

--**Director Nominations:**

Nan announced that unlike the previous two years, we'll be able to include ballots for the Board of Directors in the March issue of the Pypeline (different practices of print shops).

The deadline for director nominations was Jan 15th, and Secretary Beverly VanHook-Schrey updated the BOD on the number of Regional and At-Large nominees.

Beverly announced that PBA members had accepted nominations for each of the open Director positions. She received one acceptance each for Region 1, 2, 3, and At-Large positions. She added that she also received biographical statements from each of the 4 candidates.

--**Limit of two BOD appointments per calendar year by President, with special election required to fill more than two:** While introducing this proposal, Nan noted that it would require amending the PBA ByLaws, which is done by a member vote. We have a slate of new directors for 2022 who are running unopposed, so we might not need to send members a ballot in March 2022. However, if we include a ballot in the *Pypeline* and use the "March vote" process, we could afford members a chance to weigh in on this question.

She noted that PBA has been incredibly fortunate to have members willing to step up and volunteer for director positions to maintain a "full board", but the uncertain demands for time and health this past year led her to consider that the PBA could end up needing to appoint several board directors in a single year. While there are ByLaws in place to assure that open positions are filled by members being appointed by the board president, in conjunction with board approval and that functional process can be left "as is", Nan pointed out that this seems like a reasonable time to ask the PBA Board Meetings - 2022 and BOD to consider an alternative plan.

She stated that if a revision of the process of filling "interim" directors is warranted, there are multiple options. Possible options for revisions were highlighted in yellow in an attached document, which Nan noted can be viewed as a discussion starter and to note the ByLaws that would be affected.

VI. Board of Directors Board of Directors will consist of Directors elected by the members of PBA.

Duties of the Directors: The directors are responsible for carrying out the business of PBA. They are to take action on matters brought to their attention in accordance to these bylaws and the Operating Manual. A written record of all policy decisions will be kept by PBA, including the vote of each director's action, and made available to the membership on request.

A. Elections will be held annually.

B. Each Director will be elected for a two (2) year term. Terms will be staggered so that a nearly

equal proportion of directors will be voted on in a single year.

B. Each Director will be elected for a two (2) year term, unless elected by a mid-term special election, when they will fill a full-year term along with the remainder of the initial year of their election. Terms will be staggered so that a nearly equal proportion of directors will be voted on in a single year.

E. Vacancies on the Board of Directors will be filled by appointment of the president with approval of the Board, until the next regular election.

E. Vacancies on the Board of Directors will be filled by appointment of the president with approval of the Board, until the next regular election, unless the President has filled 2 board vacancies by appointment, in a single calendar year (January 1 to December 31).

XII. Amendment of the Bylaws: These Bylaws must be ratified by a vote of the members.

A. Any director or ten (10) members may propose an amendment in writing to the Secretary.

B. When a proposed amendment has been received, it will be submitted to the Board of Directors for approval. If disapproved by a majority vote of the Board of Directors, specific written reasons will be given to the Secretary, who will make them available to the petitioners.

C. The Secretary will submit amendments approved by the Board of Directors to the members by newsletter. Amendments approved by simple majority of members' votes received will be added to the Bylaws by the Secretary.

There was insufficient interest in amending the protocol for replacing board members who resign before their term ends; discussion on this agenda topic was ended for this meeting.

After asking BOD to check their April calendar dates, Nan announced that by consensus the next quarterly meeting will begin on April 4.

A motion to adjourn the meeting was made by Beverly VanHook-Schrey and seconded by Ruth Hawkins. Nan adjourned the meeting January 21 at 3:02 p.m.

Respectfully submitted,  
Beverly VanHook-Schrey