##  Description: AG_logo.gif Communications Committee Meeting Minutes

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| **Description: calendar** | **2015-02-05** |
| **Description: clock** | 2:00 pm ET  |
| **Description: telephone** |  |
| **Description: monitor** |  |

 | **Contact**: Committee Chair ⦁ Kristin Nottingham ⦁ 217 774 2105 ⦁ knottingham@agvance.netCommittee Vice Chair ⦁ **Description: users1 Attendees**

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| --- | --- |
| **[X]** Kristin Nottingham\* (SSI - AR)**[X]** Andriana Majarian\* (Agrian)**[ ]** Natasha Lilly\* (Effingham Equity)=**[X]** Dave Craft\*(SSI - AR)**[ ]** Melinda Giesler\* (Fertilizer Institute) | **[ ]** Dawn Ellis\* (WinField – seed)=**[X]** Victoria Peoples\* (Bayer – CPC)**[X]** Susan Ruland\* (AgGateway)**[X]** Brandon Olstad\* (Claas)=**[X]** Jody Costa (Barcoding, Inc.)(\*Voting companies/\*\* alternates) |

 |
| **Description: note** |  |
| Topic | Topic Leader |  | *Notes* |
| 1. Meeting Minutes
 |  Kristin Nottingham |  |
| 1. Antitrust Guidelines
 | Kristin Nottingham | Everyone agreed. |
| 1. Approval of Prior Meeting Minutes from 1/08/15
 | Kristin Nottingham | Andriana Majarian made a motion to approve the minutes and Dave Craft seconded the motion. |
| 1. Review Action Items from last meeting
 | Kristin Nottingham | Kristin reviewed the action items from last meeting. |
| 1. New Member Onboarding Process
 | Dave Craft | Dave reported that he spoke to the Chair of the Membership Committee and reviewed the new member welcome process. The committee requested the communication committee new members that have joined from Annual Conference be recorded and displayed. May also have a mentor for new members at the Conference.  |
| 1. Newsletter Planning – March
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| **AgGateway Newsletter Articles** |  |
|  |  |
| Due Date: Friday, February 20 |  |
| Title/Subject | Author |
|  |  |
| eConnectivity Matters | Wendy Smith |
| New Member Articles  | Natasha Lilly |
| AGIIS | Chris Crutchfield / Josh Wall |
| AgGateway In The News | Andriana Majarian |
| Leadership Profile  | Brandon |
| AIDC Working Group | Marcia Rhodus/Jody Costa |
| Unmanned Aerial Vehicles in Agriculture | Nancy Appelquist |
| Crop Nutrition – Paperless Tonnage Reporting Initiative | Melinda Giesler |
| MYM Blurb | Mid-Year Committee |

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| 1. Newsletter Planning – April
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| Mid-Year Meeting | Mid-Year Committee |
| AIDC Working Group | Marcia Rhodus / Jody Costa |

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| 1. Marketing Plan

  | Susan Ruland | Susan reviewed the marketing communications slides that she presented to the Board of Directors at their orientation. She also mentioned at the next meeting to run through Verification process and discuss AgGateway’s 10 Year Anniversary.  |
| 1. Other discussion items
 | Kristin Nottingham | Send any information or updates to Susan or Kristin to put on the website or LinkedIn.Will discuss Twitter and Social Media on next call.  |
| 1. New Business

Committee Assignments  | Kristin Nottingham | Committee Positions – Vice Chair position – Open  |
| 1. Upcoming Meetings
 |  | **Next Meeting– Thursday, March 5 @ 2pm ET** |

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| **Active Action Items List as of 02/05/15** |
| **Accountable** | **Action**  | **Status**  |
| Kristin | Kristin to reach out to Melinda regarding the Crop Nutrition – Paperless Tonnage Reporting Initiative for the March newsletter. |  |
| Susan | Susan to ask Brent if the Mid-Year Conference Committee will need assistance with communications for the newsletter. |  |
| Andriana | Andriana to reach out to Natasha to submit the names of all new members for each newsletter. This list will be placed on the right of the newsletter below the index of articles. |  |
| Kristin  | Kristin to place on the agenda for next meeting the 10-year anniversary discussion, and social media. |  |

Note Taker Schedule:

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| **Meeting Date** | **Note Taker** |
| ~~08-Jan~~ | ~~Kristin~~ |
| ~~05-Feb~~ | ~~Andriana~~ |
| 05-Mar | Natasha |
| 02-Apr | Brandon |
| 07-May | Melinda |
| 04-Jun | Dave |
| 02-Jul | Dawn |
| 06-Aug | Victoria |
| 03-Sep | Susan |
| 01-Oct | Sarah |
| 05-Nov | Kristin |
| 03-Dec | Kristin |