##  Description: AG_logo.gif Communications Committee Meeting Agenda

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| **Description: calendar** | **2015-05-07** |
| **Description: clock** | 2:00 pm ET  |
| **Description: telephone** | Call Number: 1-619-326-2730Meeting Code: 806603 |
| **Description: monitor** |  |

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

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

 |
| **Description: note** |  |
| Topic | Topic Leader |  | *Notes* |
| 1. Meeting Minutes
 | Kristin Nottingham |  |
| 1. Antitrust Guidelines
 | Kristin Nottingham |  |
| 1. Approval of Prior Meeting Minutes from 04/09/15
 | Kristin Nottingham |  |
| 1. Review Action Items from last meeting
 | Kristin Nottingham |  |
| 1. Newsletter Planning – June
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| **AgGateway Newsletter Articles** |  |
|  |  |
| Due Date: Friday, May 22 |  |
| Title/Subject | Author |
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| AgGateway Global Possibility TBD | Rod Conner |
| eConnectivity Matters TBD | Wendy Smith  |
| New Member Articles  | Natasha Lilly |
| AGIIS | Chris Crutchfield / Josh Wall |
| AgGateway In The News | Andriana Majarian |
| Leadership Profile  | Brandon Olstad |
| Mid-Year Meeting | Mid-Year Committee |
| GTAC Article | Kristin Nottingham |
| AIDC Working Group | Jody Costa |
| Business Processes | Jim Wilson |

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| 1. Newsletter Planning – July
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| **AgGateway Newsletter Articles** |  |
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| Due Date: Friday, June 19 |  |
| 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 Olstad |
| Mid-Year Meeting | Mid-Year Committee |
| GTAC Article | Kristin Nottingham |
| AIDC Working Group | Jody Costa |

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| 1. Marketing Plan
 | Susan Ruland |  |
| 1. AgGateway’s 10 Year Anniversary

  | Susan Ruland |  |
| 1. Social Media – Social Calendar
 | Jody Costa  |  |
| 1. Other Discussion Items
 | Kristin Nottingham |  |
| 1. New Business

Committee Assignments  | Kristin Nottingham | Committee Positions – Vice Chair position – Open  |
| 1. Upcoming Meetings
 |  | **Next Meeting – Thursday, June 4 @ 2pm ET** |

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| **Active Action Items List as of 04/09/15** |
| **Accountable** | **Action**  | **Status**  |
| Kristin | Remind Jody to send examples of infographs to Susan | *Reached out to on 05/07/2015* |
| Susan | Looking into Member Services – why aren’t people receiving newsletters? Do we need to make this an option on each person’s profile to receive the newsletter? |  |
| Andriana | Send Susan the blurb for the April Newsletter about if others wish to receive the newsletter, contact Member Services. | *Complete* |
| Kristin | Schedule time to visit with others about Hootsuite and begin adding content for LinkedIn and Twitter. | *We had a call 04/20/2015 to discuss the Social Media Calendar and taking the first steps to begin Hootsuite. Another call on 05/06/2015 to discuss more about Hootsuite – Jody explained what she had done so far and what our next steps should be.* |
| All | If anyone is interested in helping with the Hootsuite and getting content to Social Media, let Kristin know | *Jody, Andriana, Susan, Natasha, and Kristin are all working on Hootsuite and taking turns uploading content.*  |

Note Taker Schedule:

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| **Meeting Date** | **Note Taker** |
| ~~08-Jan~~ | ~~Kristin~~ |
| ~~05-Feb~~ | ~~Andriana~~ |
| ~~12-Mar~~ | ~~Kristin~~ |
| ~~09-Apr~~ | ~~Brandon~~ |
| 07-May | Melinda |
| 04-Jun | Dave |
| 02-Jul | Kristin |
| 06-Aug | Victoria |
| 03-Sep | Susan |
| 01-Oct | Sarah |
| 05-Nov | Natasha |
| 03-Dec | Kristin |