##  Description: AG_logo.gif Communications Committee Meeting Agenda

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| **Description: calendar** | **2014-03-06**  |
| **Description: clock** | 2:00 pm ET ⦁ 1 hour |
| **Description: telephone** | **Dial In #: 1-619-326-2730** **Meeting ID: 806603** |
| **Description: monitor** |

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 | **Contact**: Committee Chair ⦁ Andriana Majarian ⦁ 559 492 5510 ⦁ andriana@agrian.comCommittee Vice Chair ⦁ Open**Description: users1 Attendees**

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| **[ ]** Andriana Majarian\* (Agrian – Chair)**[ ]** Nancy Appelquist \*(Entira)**[ ]** Lorie Gasso\* (CSC/AgGateway) **[ ]** Meri Kotlas (AgGateway)**[ ]** Dawn Ellis\* (WinField – seed) | **[ ]** Victoria Peoples\*(Bayer – CPC)**[ ]** Susan Ruland \*(AgGateway)**[ ]** Dave Craft\*(SSI - AR)**[ ]** Sarah Novak (AFIA)**[ ]** Kristin Runde\* (Agvance)(\*Voting companies/\*\* alternates) |

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| **Description: note** |  |
| Topic | Topic Leader |  | *Notes* |
| 1. Meeting Minutes
 | Andriana Majarian |  |
| 1. Antitrust Guidelines
 | Andriana Majarian  |  |
| 1. Approval of Prior Meeting Minutes from 2/06/14
 | Andriana Majarian  |  |
| 1. Review Action Items from last meeting
 | Andriana Majarian  |  |
| 1. Newsletter Planning - April
 | Lorie Gasso |

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| **AgGateway Newsletter Articles** |  |
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| Due Date: Friday March 14 |  |
| Title/Subject | Author |
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| Conner's Corner  | Rod Conner |
| New Member Articles  | Nancy Appelquist |
| AGIIS | Matt Weeks |
| AgGateway In The News | Andriana Majarian |
| Leadership Profile  | Dennis Dagget |
| Council/Committee Article |   |
| Individual Project Update – Enabling Services Article | Marilyn Hunter |
| Mid-Year Meeting | Dawn Ellis |
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| 1. Newsletter Planning - May
 | Lorie Gasso |

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| **AgGateway Newsletter Articles** |  |
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| Due Date: Friday April 18 |  |
| Title/Subject | Author |
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| Conner's Corner  | Wendy Smith |
| New Member Articles  | Nancy Appelquist |
| AGIIS | Matt Weeks |
| AgGateway In The News | Andriana Majarian |
| Leadership Profile  | Cindy Camacci |
| Council/Committee Article |   |
| Individual Project Update – All Projects Recap | Marilyn Hunter |
| Mid-Year Meeting | Dawn Ellis |
|  LinkedIn Page AgGateway | Andriana |

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| 1. Marketing and Communications – calendar update – 30/60/90 report
 | Susan Ruland |  |
| 1. LinkedIn Discussion
 | Kristin Runde | Kristin Runde, EditorDawn Ellis, Asst. Editor |
| 1. New Business
 | AndrianaMajarian | Mid-Year Meeting Attendance, June 9-12, 2014, in Prairie Meadows, Altoona, IowaOpportunity for the Committee to provide leadership in promoting the event? |
| 1. Upcoming Meetings
 | Andriana Majarian | **Next Meeting 4/4/14 @ 2pm EST** |

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| **Active Action Items List as of 03/06/14** |
| **Accountable** | **Action**  | **Status**  |
| Andriana | Send council chairs responsible for article an email each month with bullet points: 1. Describe major goal for 2013. 2. In what projects/initiatives are you involved. 3. Value their council provides to members or to AgGateway | *Ongoing: This will continue to happen each month.* |
| Andriana | To discuss with Wendy the need for other councils to have representatives on the communication committee to ensure the committee is representing the needs of the councils appropriately. | *Ongoing* |
| All | Each committee member to reach out to one company to recruit a new member for our committeeReach out to any company contacts that you have to see if they or someone from their organization would be interested in joining the Communications Committee | *Ongoing* |
| Andriana | Continue to solicit individuals for the newsletter leadership profile | *Ongoing. Andriana to reach out to all council chairs to try to build up a reserve of articles. Two articles in reserve* |
| Andriana | Make up list to profile committee chairs for upcoming newsletters  | *Ongoing. In progress – see list of councils and committees below. Once we have new names we can create a list for 2014* |
| Susan Ruland | Susan to identify where the Communications Committee can help with the plan. | *Susan identified areas for the committee to assist with:**1. Liaisons with Councils/Committees, 2. Newsletter,* *3. Website, 4. AgGateway meetings, 5. Awards Program (Dawn Ellis)* |
| Susan Ruland | Susan to connect with Wendy Smith to discuss the Social Media (Linked In/Twitter/Facebook) | *Completed. Committee implementing the project.* |
| Andriana | To recruit Vice Chair of Communications Committee | *Ongoing* |

Note Taker Schedule:

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| 17-Jan | January/ Feb |
| 14-Feb | March |
| 14-Mar | April |
| 18-Apr | May |
| 16-May | June |
| 20-Jun | July |
| 18-Jul | August |
| 15-Aug | September |
| 19-Sep | October |
| 17-Oct | November |
| 14-Nov | December |
| 16-Jan | January/ Feb |

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| **Meeting Date** | **Note Taker** |
| 9-Jan | Agrian |
|  6-Feb | Lorie |
| 6-Mar | Kristin |
| 3-Apr | Dawn |
| 8-May | Nancy |
| 5-Jun | Andriana |
| 10-Jul | Sara |
| 7-Aug | Susan |
| 6-Sep | Kristin |
| 2-Oct | Andriana |
| TBD | Lorie |
| 11-Dec | Dawn |

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| **Newsletter Article** **Due Date** | **Leadership Article** |
| 17-Jan | Jeff Kaiser |
| 14-Feb | Hylon Kaufmann |
| 14-Mar | Dennis Daggett |
| 18-Apr | Joel Newman |
| 16-May | Greg Erler |
| 20-Jun | Cindy Camacci |
| 18-Jul | Phil Jones |
| 15-Aug | Philip Kubesh |
| 19-Sep | Patrick Sanders |
| 17-Oct | Ann Vande Lune |
| 14-Nov | Mary Tangen |
| 16-Jan | January/ Feb |

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| **Newsletter Article****Newsletter Due Date** | **Newsletter Published** |

**Councils**

Ag Retail – Dave Craft

Allied Providers – Nancy Appelquist

Crop Nutrition – Melinda Giesier

Crop Protection – Victoria Peoples

Feed -

Grain -

Precision Ag -

Seed – Dawn Ellis

**Committees**

Communications

Conference

Directory Oversight

Education

Emerging Technologies

Future Directions

Membership

Standards and Guidelines