##  Description: AG_logo.gif Communications Committee Meeting Agenda

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| **Description: calendar** | **2013-05-03**  |
| **Description: clock** | 11:00 am EDT ⦁ 1 hour |
| **Description: telephone** | **Dial In #: 1-619-326-2730Meeting ID: 806603** |
| **Description: monitor** |

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 | **Contact**: Committee Chair ⦁ Nancy Appelquist ⦁ 845 544-1985 ⦁ Nappelquist@entira.netCommittee Vice Chair ⦁ Andriana Doukas ⦁ 559 492-5510 ⦁andriana@agrian.com **Description: users1 Attendees**

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| **[]** Nancy Appelquist \*(Entira)**[]** Andriana Doukas\* (Agrian)**[]** Lorie Gasso\* (CSC/AgGateway) **[]** Meri Kotlas (AgGateway)**[]** Sara Novak\* (AFIA)**[]** Jessica Perry\* (Mosaic) | **[]** Victoria Peoples\*(Bayer CropScience)**[]** Marcia Rhodus\*(Monsanto Co)**[]** Susan Ruland \*(AgGateway)**[]** Wendy Smith\*\* (AgGateway)**[]** Dave Craft \*(SSI)(\*Voting companies/\*\* alternates) |

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| **Description: note** | **Minutes** |
| Topic | Topic Leader |  | *Notes* |
| 1. Meeting Minutes
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| 1. AgGateway Antitrust Policy
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| 1. Approval of Prior Meeting Minutes from 3/1/13
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| 1. Review Action Items from last meeting
 | Nancy Appelquist |  |
| 1. MCC Committee Split Update
 | Susan Ruland | \*Web site updates  |
| 1. Newsletter Planning – current
 | Nancy Appelquist |

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| **Due Date:** Friday May 17 |  |
| Title/Subject | Author |
|   |   |
| Conner's Corner | Rod Conner |
| New Member Articles  | Nancy Appelquist |
| AGIIS | Matt Weeks |
| AgGateway In The News | Andriana Doukas |
| Crop Protection | Cindy Camacci |
| Mid Year Meeting - Not Too Late To Register | Julie Benick  |
|  Individual Project Update |   Marilyn Hunter |
| Leadership Profile – who? |  Susan /Marcia |
| Annual Conference | Karen Thomas |
| PAIL article | Susan Ruland |
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| 1. Newsletter Planning - next
 | Nancy Appelquist |

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| Due Date: Friday June 21 |  |
| 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 Doukas |
| Feed | Teresa Anderson |
| Individual Project Update | Marilyn Hunter |
| Annual Conference | Karen Thomas |
|  Mid-year meeting wrap up |  Julie Beneck |
| Leadership Profile | Susan Ruland |
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| 1. Create and Execute an AgGateway Awareness Benchmark Survey
 | Susan Ruland  |  |
| 1. 2013 Objectives
 | Nancy Appelquist |  |
| 1. Marketing and Communications – calendar update
 | Susan Ruland |  |
| 1. Orientation Podcast
 | Susan Ruland |  |
| 1. Branding Guidelines
 | Susan Ruland |  |
| 1. New Business
 | Nancy Appelquist |  |
| 1. Review New Action Items
 | Note Taker |  |
| 1. Upcoming Meetings
 | Note Taker | ***Next meeting 6/7/2013 11:00 AM EDT (10:00 CT, 9:00 MT, 8:00 PT)*** |

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| **Active Action Items List as of 04/5/2013**  |
| **Accountable** | **Action**  | **Status**  |
| Wendy | Follow-up with Dave Craft regarding Branding Guidelines & Applied Standards logo usage. | *Susan to provide update*  |
| Nancy | 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.* |
| Wendy | Talk with Rod to determine a list of questions to ask a member for a “Leadership Profiles” article. The questions need to be determined by end next week.  | *Completed. Susan to post on our page.* |
| Wendy/Susan | Revisit the idea that we have a membership drive article in the April 1st newsletter.  | *Open - Postpone until membership drive is planned* |
| Wendy | Will send a list of the chairs and their email address to Andriana.  | *Open-Andriana checking* |
| Nancy | *Keep* Create and Execute a Benchmark Survey & 2013 Objectives *as topic for next month- move up on agenda* | ***Completed*** |
| Susan | When available share the roles and responsibilities between the Membership and the Communications Committees. |  |

Note Taker Schedule:

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| **Meeting Date** | **Note Taker** |
| ~~11-Jan~~ | ~~Andriana~~ |
| ~~1-Feb~~ | ~~Lorie~~ |
| ~~1-Mar~~ | ~~Victoria~~ |
| ~~5-Apr~~ | ~~Marcia~~ |
| 4-May | Jessica |
| 7-Jun | Meri |
| 12-Jul | Sara |
| 2-Aug | Susan |
| 6-Sep | Dave |
| 4-Oct | Andriana |
| 1-Nov | Lorie |
| 6-Dec | Victoria |

Newsletter Article Due Dates:

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| **Article Due Date** | **Newsletter Published** |
| 18-Jan | January/ Feb |
| 15-Feb | March |
| 15-Mar | April |
| 19-Apr | May |
| 18-May | June |
| 21-Jun | July |
| 26-Jul | August |
| 16-Aug | September |
| 20-Sep | October |
| 18-Oct | November |
| 15-Nov | December |
| 17-Jan | January/ Feb |