**AgGateway Newsletter Creation Process**

1. M&C Committee reviews articles for the upcoming newsletter on the monthly call prior to the newsletter issuance.
2. M&C Committee Vice Chair (Nancy Appelquist) sends out reminders to all authors on deadline for submission (third Friday of the month prior unless the group decides to extend the deadline)
	1. and requests they send their articles to the Newsletter Editor (Andriana Doukas),
	2. provides the Editor’s email address,
	3. And asks them to cc: the Vice Chair (Nancy) by the deadline.
3. Authors send articles sent to the Editor (Andriana) with a copy to the M&C Committee Vice Chair (Nancy).
4. Editor (Andriana) edits the articles and sends the articles to AgGateway Website Support (Meri Kotlas) as soon as possible following the editing.
5. Website Support (Meri) inserts the articles, formats the newsletter and sends the newsletter out for final review with a deadline for comments/changes to the
	1. Editor (Andriana)
	2. Vice Chair (Nancy
	3. M&C Committee Chair (Marcia Rhodus)
	4. AgGateway EVP/COO (Wendy Smith)
	5. And cc’s the AgGateway President/CEO (Rod Conner).
6. Website Support (Meri) sends the final version o the newsletter to the Vice Chair (Nancy) and the EVP (Wendy) for final approval and release to publish.
7. Once approval received, Website Support (Meri) publishes the newsletter during the first week of the month
	1. By posting on the AgGateway website under AgGateway News
	2. Via email (through Constant Contact) to the Newsletter mail list containing members and non-members interested in AgGateway