## AG_logo.gif Membership & Communications Committee Agenda

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| |  |  | | --- | --- | | **calendar** | **2011-60-14** Mid-Year CCP Meeting | | **clock** | 2:00 PM CDT ⦁ 1.0 hours | | **telephone** |  | | **monitor** |  | | Acronyms: |  | | **MSA** | Moved, seconded, approved | |  |  | | | | | | | **Contacts**: Jerry Coupe ⦁ Chair ⦁ (206) 439-2220 ⦁ [jcoupe@wilburellis.com](mailto:jcoupe@wilburellis.com)  Marcia Rhodus ⦁ Vice Chair ⦁ (314) 694-8759 ⦁ marcia.k.rhodus@monsanto.com     |  |  | | --- | --- | | **users1** | **Attendees** | | [ ] Andriana Doukas  [ ] Bruce Blitch  [ ] Charissa Aclin  [ ] Chip Donahue  [ ] Cindee Delbridge  [ ] Dave Craft  [ ] Doug Mills  [ ] Frank Rydl  [ ] Jerry Coupe  [ ] Laura Wennemer | | | [ ] Lorie Gasso  [ ] Marcia Rhodus  [ ] Marianne Embree  [ ] Nancy Appelquist  [ ] Rod Conner  [ ] Sara Novak  [ ] Tim Piper  [ ] Wendy Smith  [ ] Valerie Stopher | | | |
| **note** | | **Agenda** |
| Time | Topic | | | Topic Leader | Desired Outcome | |  |
| :05 | 1. Meeting Notes – need someone to capture | | | Marcia Rhodus | Minute-taker assigned- | |  |
| 1. AgGateway Antitrust Policy | | | Each team member has agreed to abide by it  Anti-trust Guidelines can be found on the AgGateway website:  <http://www.aggateway.org/LinkClick.aspx?fileticket=ur56RxhieeI%3d&tabid=378> | |  |
| 1. Prior Meeting Notes Approval–5/06/2011 Meeting minutes | | | Team has reviewed prior to call, discusses any changes necessary, and approves the minutes  Approve March and April Minutes | | MSA ( / ) to approve the May 6, 2011 Meeting minutes as submitted. |
|  | 1. Brief Review of July Newsletter Slate of Articles | | | Andriana  Doukas | All understand and agree on the articles which will appear in the July AgGateway newsletter | |  |
|  | 1. Website Update 2. Update on 3rd Party review 3. Team review key areas of focus for re-design 4. Navigation issues 5. Format/layout issues 6. Content 7. Plan timeline to finalize scope of project 8. Discuss probably timeline for delivery of upgrade project | | | Wendy Smith | Everyone understands status, next steps for web site review | |  |
|  | 1. AgGateway Marketing and Communication Plan review and implementation | | | Wendy Smith | Everyone understands plan status and agree on how the M&C Committee can help[ implement the plan | |  |
|  | 1. New Member on-boarding process review 2. Members review background documents prior to meeting 3. Members discuss documents, agree on process and update draft document for review on July 1, 2011 Call 4. Discuss whether or not Management Team needs to review document before it is finalized 5. Discuss action steps to put revised on-boarding process into action. | | | Marcia Rhodus | 1. Updated draft on-boarding document 2. Set timeline for finalizing the new version 3. Determine necessary review/approval process 4. Assign necessary tasks to meet assigned target dates | |  |
|  | 1. Next Call/Meeting | | |  | Determine the next date/time to meet | | **July 1, 2011 at 11:30 a.m. ET** (8:30 PT, 9:30 MT, 10:30 CT). Monthly meeting the first Friday of the month. |

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| **Active Action Items List as of May 6, 2011:** | | |
| **Person Accountable** | **Action (and date assigned)** | **Status (and date the status update)** |
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