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## Membership & Communications

## Meeting Agenda/Notes

|  |  |  |  |
| --- | --- | --- | --- |
| calendar **2010-10-8**(Friday)  clock 11 :00 EST ⦁ 60 minutes  telephone 866.507.7214 ⦁ 2778310#  monitor <http://www.aggateway.org/Default.aspx?tabid=564> | **Contact**: Chip Donahue ⦁ Chair ⦁ 217.971.5788 cell⦁ DonahueCharlesH@JohnDeere.com  **users1 Attendees**   |  |  | | --- | --- | | **[ ]** Dave Craft, SSI  **[x]** Chip Donahue, John Deere  **[ ]** Tim Piper, GROWMARK  **[ ]** Sarah Novak, AFIA  **[ ]** Carl Bartenhagen, Monsanto  **[ ]** Laura Wennemer, XS, Inc.  **[ ]** Jerry Coupe, Wilbur-Ellis  **[ ]** Marilyn Hunter, AgGateway  **[ ]** Marcia Rhodus, Monsanto | **[ ]** Bruce Blitch, TKI  **[ ]** Lorie Gasso, CSC  **[ ]** Doug Mills, Mosaic  **[x]** Val Stopher, JR Simplot  **[ ]** Brett Phipps, MFA  **[x]** Marianne Embree, CFI  **[x]** Charissa Aclin, AgGateway  **[ ]** Rod Conner, AgGateway  **[ ]** Wendy Smith, AgGateway | |

**note Agenda**

| Time | | Topic | Topic Leader | Desired Outcome | Notes |
| --- | --- | --- | --- | --- | --- |
|  | | 1. Meeting Notes |  | Note-taker assigned |  |
|  | | 1. AgGateway Antitrust Policy | C. Donahue | Agreement to abide by it | All agreed |
|  | 1. Review Action Items | | C. Donahue | Review of action items from last meeting |  |
|  | 1. Newsletter | | C. Aclin | Update, needs | Articles are due by Monday 10/18. |
|  | 1. Project Documentation Publication Policy to the M&C to determine | | W. Smith, J. Coupe & C. Donahue | Update communication work   * Key contacts * Newsletter article * Survey | Chip will have article to Charissa by 10/18  Jerry will send survey questions to Chip, forward to Darlene by 10/13. |
|  | 1. Assimilation Process | | W. Smith | Input at Conference |  |
|  | 1. Additional Business | | Committee | Status Update | Charissa requested committee thoughts on location of Committee and Councils Roster – in the About Us tab. |
|  | 1. Commitments/ Action Items | | C. Donahue | Agreement on commitments made (Action Items):  - Complete PDP work (Wendy, Jerry, Chip)  - Task team review of the Assimilation Process  - Review the Documnet Retention process | Complete PDP work (Wendy, Jerry, Chip) |
|  | 1. Upcoming Meetings | | C. Donahue | Agreement on schedule | Next Meeting on November 10, 2010 at 2 – 3:30pm EST. |