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## Membership & Communications

## Meeting Agenda/Notes

|  |  |  |  |
| --- | --- | --- | --- |
| calendar **2010-10-8**(Friday) clock 11 :00 EST ⦁ 60 minutestelephone 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 |

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** 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 10/18Jerry 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. |