

AGENDA



Technical Publications Committee Meeting
Monday, August 02, 2022 • 1:00pm – 3:00pm CST
Virtual • MS Teams

An electronic recording of this committee meeting by AEM staff for the exclusive use in drafting meeting minutes. Access to these recordings will be limited to AEM personnel only and will be deleted after the meeting minutes are drafted. Your attendance to this committee meeting constitutes your consent to this recording.

Chair Josh Nicklaus, Vermeer Corp, presiding.
Vice Chair Amanda Lutey, Pettibone/ Traverse Lift

I. Call to Order and Roll Call

Chair Nicklaus called the meeting to order at **Time pm**.

II. Antitrust Statement

The exchange of many types of information between AEM members that concerns common problems is legal, proper, and essential to fulfilling the legitimate purposes of AEM. However, some subjects are not proper for discussion, either directly or indirectly. Antitrust laws preserve and promote free competition, the basis of a free market economy. AEM unequivocally supports the policy of competition and reaffirms its uncompromising intent to comply strictly in all respects with those laws. **Contact your Committee Administrator for full statement.*

III. Adoption of Agenda

Nicklaus

IV. Approval of Meeting Minutes

Nicklaus

A. Review and approve draft minutes of April 25, 2022, meeting.

[TPC Minutes 04 25 22.pdf \(aem.org\)](#)

V. Updates /Old Business

- A. AEM Safety & Product Leadership Council Meeting – June 2022
- i. S&PL Committee Structure
 - ii. S&PL Communications
 - iii. BESTAO

Lynch

VI. Technical Publications Subcommittee – Updates

All

- A. Best Practices
- B. Career Development
- C. Standards & Regulations
- D. Translations
- E. Future Delivery of Technical Information & Video Content

VII. New Business and Future Projects

All

- A. Benchmarking
- B. External MS Team – Tech Pubs
- C. Tech Pubs Group Chat/Discussion Board

VIII. 2023 AEM Product Safety & Compliance seminar

Lynch

- A. Format update
- B. Session content
 - a. Open sessions – 2

IX. Future Meetings

Nicklaus

- A. Next Meeting: TBD

X. Task Item

- A. *Task:*

XI. Adjournment

Motion to adjourn was unanimously approved at **Time pm.**

*Josh Nicklaus
Senior Technical Writer, Industrial Solutions
Vermeer Corporation*

*Amanda Lutey
Technical Communications Specialist
Pettibone/Traverse Lift, LLC*

*Valerie Lynch
Technical Manager
AEM*

The following attachments refer to reports that were included in the set of meeting handouts. Additional copies are available upon request.

Attachment A: Technical Publications Committee Roster

A: PRESENT: Committee Members

(Meeting Attendees to be added in Minutes)