

Agenda



Technical Publications Committee Meeting

Monday, April 25, 2022 • 10:00am – 11:45am CST

Marriot - Lincolnshire, IL • Hybrid Meeting

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 Jill Wiggins, CNH Industrial America, presiding.

Vice Chair Andy Current, Vactor Manufacturing

I. Call to Order and Roll Call

_____ called the meeting to order at **xx:xx am**

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. Introductions & Roster Review

IV. Adoption of Agenda

V. Approval of Meeting Minutes

A. Review and approve draft minutes of February 23, 2022 meeting.

a. [TPC Minutes 02 23 22.pdf \(aem.org\)](#)

VI. Updates /Old Business

A. UKCA Update

VII. New Business and Future Projects

A. Goal Planning for AEM Technical Publication Subcommittees

a. Career Development (formerly Writer Training)

i. Include skill sets in this topic

ii. Peter Decious – Vermeer

iii. Amanda Lutey

b. Translations

i. Trish Stuart – Terralingua

- ii. Frederick Marx – Keylingo
- iii. Chelsea Septer – Vermeer – Confirm?
- c. Best Practices
- d. Standards & Regulations
 - i. Kevin Bott – Deere

VIII. Technical Publications Committee Chair/Vice-Chair Election

- a. Other nominees?
- b. Chair Nominees: Josh Nicklaus - Vermeer
- c. Vice-Chair nominees: Amanda Lutey – Pettibone

----- Lunch Break – Approx. 11:00am -----

IX. CE Standards – Technical Publications Focus

- a. Guest Speaker: Chuck Crowell - Caterpillar

X. Future Meetings

XI. Task Item

A. Task:

XII. Adjournment

Motion to adjourn was unanimously approved at **xx:xxam**

*Jill Wiggins
Digital Service Tools & Product Support Development
CNH Industrial America*

*Andy Current
Technical Information
Vactor Manufacturing*

*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:

A: PRESENT: Committee Members