

Agenda



Technical Publications Committee Meeting

Monday, April 24, 2023 • 2:00pm – 4:00pm EST

Hybrid Meeting • Cincinnati, OH

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 XX:XX

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

IV. Approval of Meeting Minutes

Nicklaus

- A. Review and approve draft minutes of August 02, 2022, meeting.
 - a. [080222 Meeting Minutes](#)

V. Updates /Old Business

- A. AEM Safety & Product Leadership Updates Lynch
 - i. AEM technical committee restructure
- B. Standards Updates
 - i. ISO 11684:2023 - Tractors, machinery for agriculture and forestry, powered lawn and garden equipment — Safety labels — General principles
 - ii. ISO 3600:2022 - Tractors, machinery for agriculture and forestry, powered lawn and garden equipment — Operator's manuals — Content and format
 - iii. TC 96/SC 7/WG4 – Tower Cranes – Operating manuals
- C. External MS Team – Tech Pubs
 - i. Only visible to the committee members

- ii. Subcommittees should be the first to join
- D. Tech Pubs Group Chat/Discussion Board
 - i. Way to share ideas & discuss common topics
 - ii. Grow your network of contacts
 - iii. If interested, email Valerie to be added to the external Team site

VI. AEM Benchmarking Project

Bridges

- A. Results Presentation

VII. New Business and Future Projects

- A. Discussion Topics

All

- a. Safety Warnings on Displays
- b. Future Technical Writers
- c. Manual/Instruction Requirements

VIII. Technical Publications Subcommittee – Updates

All

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

IX. Future Meetings

X. Adjournment

*Josh Nicklaus
Technical Publications Manager
Vermeer Corporation*

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

*Valerie Lynch
Technical Manager, Safety & Product Leadership
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