

Introduction

BoardBook® was developed in 2002 by the Texas Association of School Boards to help Texas school districts cut costs by providing a digital system that reduces the labor and materials involved in the printing and distribution of school board meeting packets. As BoardBook® grew in popularity, other boards outside of Texas began to take notice and request access to the program.

Today, over 1,600 organizations throughout the United States and Canada use BoardBook®—these include colleges and universities, counties, cities, public libraries, public health care facilities, associations, and non-profit organizations.

One of the biggest advantages of using BoardBook® is the reduction in the time and expenses related to board meeting preparation. The other is its flexibility. Designed for both online and offline use, you can access materials no matter where you are.

BoardBook® allows you to stay current with state and national trends in processes and technology that enable effective and efficient governance. At the same time, it provides a better experience for constituents by making your information available to the public in a professional format.

Organizations choose BoardBook® because it is user friendly and simple to implement. BoardBook's 98% renewal rate is a testament to our commitment to excellent customer service and the superior value BoardBook provides our users.

BoardBook® Premier

Since the advent of the BoardBook® product, we have now upgraded to the new BoardBook® Premier program. BoardBook® Premier is fully functional with a wide range of features. These features have been expanded even more for those who want additional functions and capabilities.

Features

- Attachment Uploads in Bulk
- Electronic Attendance
- 13 User Access Permissions
- Follow the Leader
- Hand Raising
- Personal Note Taking
- Public Projector
- Cloud Based Storage
- Historical/Searchable Meeting Database
- Unlimited Users
- Public Subscription Option

Features cont.

- Electronic Voting
- 10 Viewer Groups (Boards, Committees)
- Planning & Tracking Goals
- Online Document Repository
- Organizational Branding
- Website Links
- Document Viewer Control

Summary of Features

The following features were designed for a better meeting and meeting preparation experience:

Automatic PDF Conversion

Eliminate unnecessary printing and scanning of agenda packet attachments. Agenda managers can upload standard file types, such as Word, Excel, PowerPoint, and image files directly into BoardBook® Premier, and the program automatically converts the files into PDF documents.

Electronic Voting

Premier allows the person that is leading the meeting to take an action at any point and create (or select) a recommended motion. The leader is then able to specify which board member made the motion and who seconded. The leader can record the votes and Premier shows the results of the vote. These are then be added to the minutes automatically. You also have the additional capability for your members to review the motion and cast their votes from their own devices.

Templates

A variety of different template types and options let you customize everything from default item formatting to agendas and notices.

Drag and Drop/Re-Positioning Items

Agenda managers can drag and drop agenda items or re-position an item with ease whenever the order of agenda topics changes. BoardBook® Premier automatically updates the agenda item numbering and lettering. This makes last minute changes easy.

Attendance

Premier allows an organization to take board member attendance in meetings. Attendance can be taken at any point during the meeting and is date and time stamped.

Minutes

BoardBook® Premier provides a minutes report that is automatically created based on the agenda for a meeting. Any attendance or voting performed as well as any discussion notes documented during the meeting are added to the minutes report.

Supplemental Documents

Late-arriving attachments, documents presented at the meeting, or web links can all be added to specific meetings within BoardBook® Premier.

Security

Access to BoardBook® Premier is tightly controlled through a secure user management portal managed by your local account administrator. And with multiple viewing options, leadership can ensure the right information is shared with the right people.

Searchable Archive

Historical meeting information is automatically archived in BoardBook® Premier and can easily be searched with keywords. Premier also provides an advanced search tool to narrow search results by date range or specific meeting categories.

Browser-based Program Access

Whether it's Chrome, Firefox, Microsoft Edge, or Safari, you can use your preferred browser on any device to access the program.

Resources/Online Documents

Additional resources such as policy manuals, school handbooks, expense report forms, and external web links can be added to BoardBook to provide a centralized repository of information for board members and administrators.

Email Notifications

BoardBook® Premier provides a convenient way to notify board members when a meeting is available for viewing. Additional email notifications can be sent as needed.

Public Postings

BoardBook® Premier makes it so easy to post and maintain required postings. With just one click, any document can also be shared with the public.

Printing

BoardBook® Premier is equipped to facilitate a paperless meeting, but you always have the option to print selected documents or the whole meeting packet.

Pricing

\$4,000.00 Per Year

Implementation Process

- The BoardBook® subscription includes unlimited training and support. Training begins with a 3 hour training program with the agenda manager and then follow-up training based on the needs and skills of each customer.
- Board members are granted access. 24/7 access to handouts and videos show your board members how to use the platform. Additional training is available as needed.
- A link to a BoardBook web page is provided for public postings. Publishing public documents then becomes as easy as adding a link to your organization's website.

BoardBook® makes implementation easy. You could be up and running for **your next meeting!**

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