

Using or Creating 'Custom Minutes' on the 'Minutes Report' screen

In this document we will go over some new functionality that has been added to the Minutes Report page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

Links in Different Locations

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This will show the 'standard' practice many of our customers use for getting and posting their approved minutes as the custom minutes.

Download Custom Minutes and Attachments: Page 3

Here we will discuss the ability to download the custom minutes with the meeting attachments from the 'Minutes Report' screen.

Letting the system create the 'Custom Minutes': Page 4

Here we will discuss using the system to create the custom minutes while downloading the custom minutes with attachments.

NOTE: Several places in this document refer to downloading either the Minutes Report and attachments, or the Custom Minutes and attachments. In both cases in both cases this extends only to those attachments eligible for download. Attachments and documents in BoardBook can be designated as 'Display in PDF Viewer Only (Prevent Downloads)'. Attachments and documents designated in this way cannot be downloaded.

Custom Minutes and the 'standard' practice

For many of our customers, the approved minutes do not exactly match what is generated by a minutes report. This may be a difference of spelling and grammar, information placement, or the addition of signatures and dates. For these organizations, being able to upload a specifically created or updated 'Custom Minutes' has been the practice. This practice often, but by no means always, follows these steps:

Meeting is held:

During the meeting a Minutes Manager, or perhaps Board Secretary records the relevant information for the minutes. They may be using our built in minutes manager tools, or documenting this outside of the BoardBook program or some mix of both.

After the meeting:

Regardless of the method of collection, the minutes are prepared as the draft minutes to be presented and approved by the board.

If one or more of the minutes manager tools are used this is often this is a mix of downloading the minutes report and making any needed updates or corrections.

At a future meeting:

The draft minutes are reviewed by the board and at some point approved.

After the draft minutes have been approved

The draft minutes, now the approved minutes may be updated with one or more signatures and possibly an approval date.

A Word, text, or PDF copy of the approved minutes is then uploaded to the original meeting as the 'Custom Minutes'

The meeting is then moved from the published status to the completed status and the minutes become available to the various audiences.

The above has been what we can call the standard, or typical process for the minutes. This process is followed by a majority of our customers. Dozens of minor variations are used and a minority of our customer base use completely different processes. Even of that minority, many follow the same steps listed under 'After the draft minutes have been approve'.

Download Custom Minutes and Attachments

The newer functionality allows users to download not just the minutes report, but also the custom minutes with the attachments. This capability is available on the 'Minutes Report' screen.

Upload, or have uploaded the Custom Minutes as normal.

Navigate to the 'Minutes Report' screen.

Click the 'Download Minutes & Attachments' button.

In the 'Template' drop down select 'Custom Minutes'

Note: Under 'Include Attached PDF's?' only the 'No, Do Not Include Attachments', 'Yes, After the Entire Agenda', and 'Yes, in a Zip File' options will be available.

Uncheck any attachments you do not want included.

Click the 'Download' button

Letting the system create the 'Custom Minutes'

On the 'Minutes Report' screen, there is an option to have the system create the 'Custom Minutes' as part of the 'Download Minutes & Attachments' option. Note this will create the 'Custom Minutes' by using whichever Minutes Report Template is selected in the drop down to run a Minutes Report and then uploading the result of that Minutes Report as the 'Custom Minutes'.

Here are the steps and actions:

Navigate to the 'Minutes Report' screen.

Use the Minutes Report Template drop down to select the template to be used if it is not already selected.

Click the 'Download Minutes & Attachments' button.

In the 'Template' drop down select '+ Create New Custom Minutes'

Note: Under 'Include Attached PDF's?' only the 'No, Do Not Include Attachments', 'Yes, After the Entire Agenda', and 'Yes, in a Zip File' options will be available.

Uncheck any attachments you do not want included.

Click the 'Download' button

Here is what the system will do following you click of the Download button:

The system will create a minutes report based on the selected minutes report template and the information for the minutes collected using the 'Discussion Field', 'Attendance', and 'Take Action' tools.

A copy of the report, not including the attachments will be set as the 'Custom Minutes' for the meeting.

NOTE: When the meeting is moved to the 'Completed' status this 'Custom Minutes' will be presumed to be the approved minutes for the meeting.

NOTE: This can result in an unreviewed minutes report being published as the presumptive approved minutes.

A second copy of the report, this time including any selected attachments will be downloaded.