BoardBook®

The Meeting Cycle

The purpose of this document is to identify what we see among our users as the 'typical' meeting cycle and identify each step and the resources on the BoardBook support page which may be helpful. In general, the meeting cycle can be thought of as the events and actions that take place starting with the creation of the meeting through its completion when no further action is expected.

Unless otherwise noted, a user must have the 'Agenda Manager' permission to perform any of the steps listed in this document.

The videos and handouts mentioned in this document can all be found on our support page. The support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting 'BoardBook Administration and Meeting Management Help'.

In this document we will start with an overview of the meeting cycle and then discuss each step in more detail:

Overview of the meeting cycle
Creating the meeting
Creating the agenda
Publishing the meeting
During the meeting
Completing the meeting

Overview of the meeting cycle:

Again, in general the meeting cycle can be thought of as the events and actions that take place starting with the creation of the meeting through its completion when no further action is expected.

1. Create the meeting
   Pick a meeting template if one is being used
2. Create the agenda
   Import items
   Edit existing items (either from the import, or meeting template if one is being used)
   Add new items or sub-items
3. Publish the meeting
   Download agenda report if needed for physical posting or other reason
   Download agenda and attachments for archive or other purposes
   Send notification email to board members and other users
4. During the meeting
   Taking the minutes
   Meeting management (Lead / Follow, Public Projector)
   Submit draft minutes for approval (often done in the following meeting)
5. Completing a meeting
   Upload approved minutes as the custom minutes
   Move the meeting status to Completed

Creating the meeting:

A new meeting is started by clicking on one of the ‘Create New Meeting’ buttons located on the Home page as well as the Meetings, Minutes, and Agendas pages. On the Create Meeting page the user selects or fills in information about the meeting.

On our support page videos covering meeting creation can be found in the Creating the Meeting section, including a video on the Advanced Meeting Options.

Note that using Meeting Templates to automatically populate meeting settings and even agenda items for meetings that are similar can be a great time saver. Check the Working with Meeting and Report Templates section for videos and handouts on this subject.

Creating the agenda:

Once the new meeting is saved the user is taken to the Edit Agenda screen. This can also be reached for an existing meeting by clicking on the meeting Date Time Title link and choosing Edit Agenda. Creating the agenda typically involves these steps:

Import agenda items. Agenda items can be imported from any meeting that has not been deleted and is a great way to not only get a quick start on the agenda but also insures items subjects and descriptions are consistent over time. See the video ‘Import Agenda Items’.

Rearranging items to appear in the desired order. See the video ‘Reordering Agenda Items’ which covers how to rearrange items using drag and drop. Individual items can also be moved by changing the positioning information. This is covered in the videos ‘Adding Sub Items or Changing an Item’s Position’.

Editing existing items to update them for the specific meeting. See the video ‘Editing an existing agenda item’.

Adding new items or subitems. See the video ‘Adding Items or Sub-items to the Agenda’, the video ‘Adding, deleting, and updating attachments’, and the foundation video ‘Controlling Permissions to Agenda Item Fields and Attachments’ may also be helpful.

On our support page additional videos and handouts covering agenda creation can be found in the Working with the Agenda section.

Note the Item Request feature allows users with the Item Requester permission to essentially create a new stand-alone item to submit for a meeting. That item can be either made directly available for the Agenda Manager to return or place in the agenda or be reviewed by a user with the Requested Agenda Item Approver permission first before being sent to the Agenda Manager. This is documented in the ‘Agenda Item Requestor Process’ handout.

Publishing the meeting:

Once the agenda is in order the meeting status is changed to make the meeting available to your board members and eventually all your users and the public, if the public page is being used by your organization.

Download the Agenda Report. The Agenda Report is typically what is downloaded if you need a printed document for posting. Note that some organizations use the Public Notice instead. See the handout Downloading and Running the Agenda Report for more information.

Download the Agenda Report with Attachments. The Agenda Report with Attachments, often called the packet is often downloaded as a way of producing and keeping a local archive of the meeting. If can also be useful if you have users who will not or are not capable of reviewing the materials online.

NOTE: The downloaded packet cannot contain any attachment marked to prevent downloads.

Publish the meeting. The meeting is published by changing the meeting status. The video Releasing the Meeting by Changing the Status may be helpful as may the video Quick overview of how the Meeting Status is used to control the Release of Meeting Materials which covers the various meeting statuses and how they work.

Send the notification email to your board members and other users. See the document 'Sending Meeting Notifications'.

On our support page additional videos and handouts related to releasing the meeting can be found in the Releasing the Meeting section as well as the Meeting Documents section.

During the meeting:

During the meeting the BoardBook focus is on two things with a third event happening that is relevant to completing the meeting.

Taking the minutes. In BoardBook we have tools to help the minutes taker, a user with the Minutes Manager permission, handle the three basic tasks needed for typical minutes:

Board member attendance: The typical minutes need to be very clear which board members are present, not only at the start of the meeting but throughout the meeting. This is handled using the Attendance tool.

Recording any actions / votes: Again typical minutes need to record certain information. The motion that was made, who made the motion, who seconded the motion and the result of the motion. In BoardBook this is the Take Action tool.

Finally, most organizations have other pieces of information they want recorded in the minutes. This might be the attendance of administrative staff, or information about a discussion item. This is the sort of information that is recorded using the Discussion tool.

These tools are covered in the Minutes Manager Tools video, and Minutes Management Tools in BoardBook Premier handout.

Managing the meeting. BoardBook has three tools which can be used to help manage your meeting.

The meeting leader. In BoardBook, a user with the 'Meeting Leader' permission can lead the navigation of the meeting. When a user leading the meeting clicks on the second item in the agenda,

any user who chooses to follow as well as the public projector page will go to that item. While the public projector, which can be used to drive a projector and any users such as the board members can voluntarily choose to follow.
Following the leader. If the meeting navigation is being led, any user can choose voluntarily to follow. When the leader clicks on an agenda item, any user following will be taken to that same item. When the leader opens an attachment, any user following will, presuming they have permission to see that attachment, have that attachment open on their screen as well.

Public projector. Intended as a way for the public in the meeting room to follow along, the public projector automatically follows the meeting leader. It also automatically filters to show only that information which is available to the public.

Draft minutes are something typically put forward for board approval during the meeting. In most cases these will be the minutes from the, or a prior meeting. Having the draft minutes approved is a step necessary to complete the typical meeting cycle.

Information on, leading, following, and the public projector can be found on both the meeting management support page as well as the board members and other viewers support page. This support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting 'BoardBook Board Member and other Viewer Help'.

Completing the meeting:

Completing the meeting is about moving the meeting from an active status where things are still in motion for the meeting to the completed status where no further action is expected to be taken, and the approved minutes are displayed. The final steps for completing a meeting are as follows:

Uploading the approved minutes as the custom minutes. This is done whether the minutes themselves have been recorded using the BoardBook tools or through some other means.

Moving the meeting status from Published to Completed. This step makes the approved minutes available to your audiences.

This process is covered in the After the Meeting section on the support page.