BoardBook®

Minutes Management in BoardBook Premier

In this document we will go over the various tools and options for taking and managing minutes in the BoardBook Premier program. This document contains references to other documents and videos located on our support 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'.

Typical Minutes Cycle

Pre Meeting: The Agenda Manager and, or Minutes Manager update the Discussion information to make taking the minutes easier.

During the Meeting: The Minutes Manager updates information using the various Minutes Manage Tools. The 'Minutes Manager Tools' video is available showing a walkthrough of the tools discussed in this handout.

Post Meeting: The Minutes Report is downloaded, updated as desired and attached to the following meeting for approval as the Approved Minutes. Finally, the Approved Minutes are uploaded as the Custom Minutes and the meeting is moved to the Complete status. A video or this process is on our support page.

Minutes Manager Tools

Finding the Tools: Covered on page 2

Attendance: Covered starting on page 2

The Attendance tool is used to track the attendance of Voting Members during the meeting

Discussion: Covered starting on page 4

The Discussion tool allows the Minutes Manager to record information during the meeting.

Take Action: Covered starting on page 5

The Take Action tool allows the Minutes Manager to record the critical information about a vote.

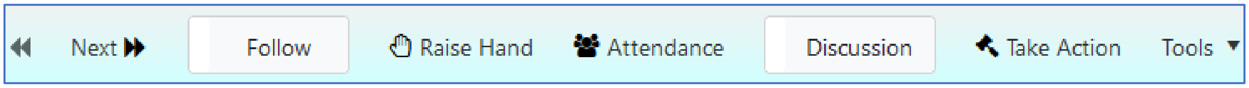
Minutes Report: Covered starting on page 7

Finishing the Minutes Cycle

Uploading the Approved Minutes and Completing the meeting: Covered starting on page 8

Finding the Minutes Manager tools:

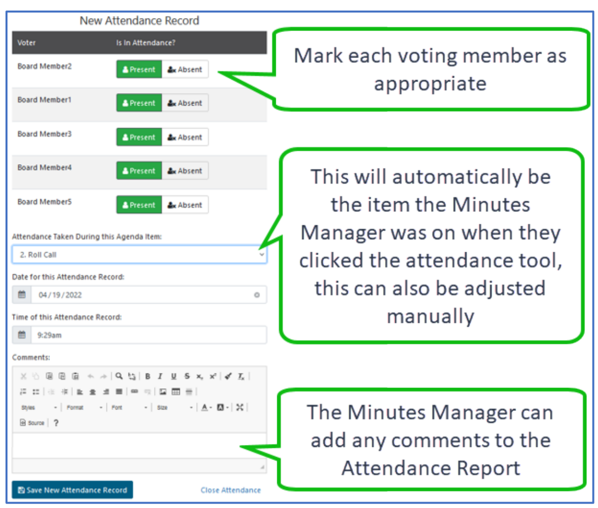
Click on the ‘Date at Time – Title’ link for the meeting.
Choose ‘View Meeting Details’



In the blue tool bar, you will see your Minutes Management Tools.
Note: If you do not see the ‘Attendance, Discussion, and Take Action’ tools either you do not have the ‘Minutes Manager’ permission, or the meeting you are in has been ‘Agenda and Minutes Locked’ and will need to be unlocked for you to use the tools.

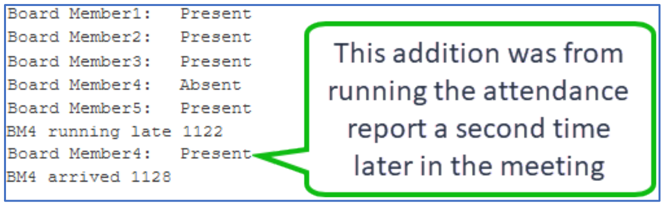
Attendance:

The Attendance tool in intended to allow a Minutes Manager to track the attendance or absence of Voting Members during the meeting. Ideally this will be done live. The Attendance tool is tied to the ‘Take Action’ tool. A user with the ‘Voting Member’ permission who has been recorded as absent will not be able to vote or have their vote or having made or seconded a motion recorded. Likewise, a Voting Member who is physically absent but has not been recorded as absent in the tool will be counted by the tool as available as part of the quorum and if the ‘Take Action’ tool is being used the Minutes Manager must be very careful to discount their vote.
Note: If you want to record the attendance of persons other than the voting members this can be done in the Discussion tool



This is what the attendance section of a Minutes Report looks like

Running additional reports will simply update the existing information



Once the information has been updated or added the Save New Attendance Record button should be clicked. If no changes were made and you wish to leave the attendance report screen without saving, click ‘Close Attendance’.

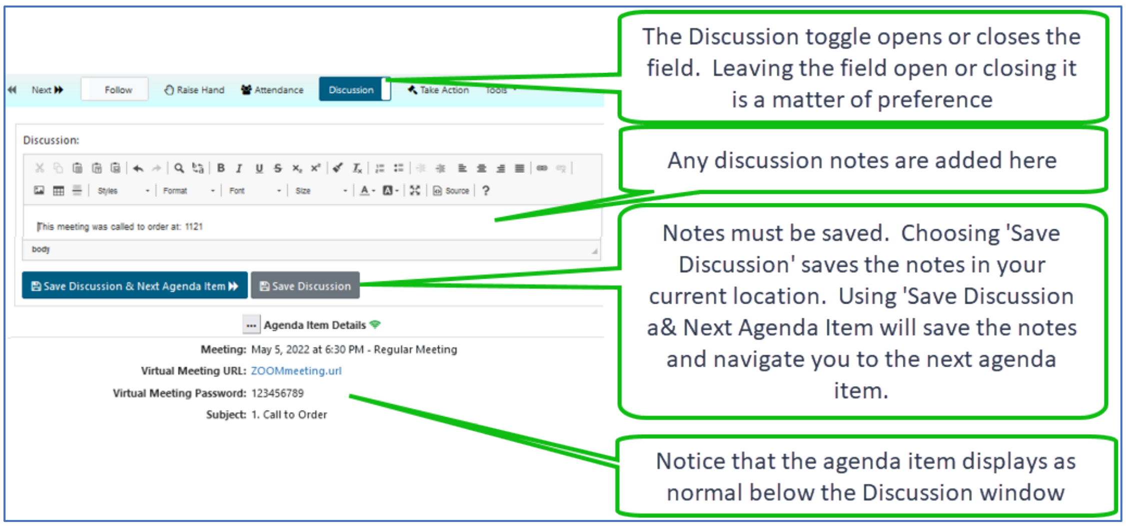
Discussion:

The Discussion toggle allows the Minutes Manager to display and add or edit information in the Discussion field. This field is also available to Agenda Managers when creating or editing an agenda item.

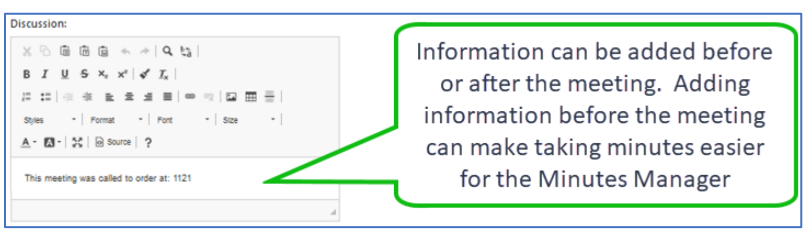
The Discussion field, whether accessed by a Minutes Manager using the Discussion toggle, or by an Agenda Manager while creating or editing an agenda item is intended for use in the minutes. Typical use for each type of user is described below:

The Minutes Manager accesses the Discussion field by clicking the Discussion toggle. When open, the discussion field shows for the currently selected agenda item. In this field the Minutes Manager can add new or edit existing text. This information is associated to the specific agenda item. Once the text has been added or edited the save button needs to be clicked.

This is what the Discussion field looks like when used by a Minutes Manager



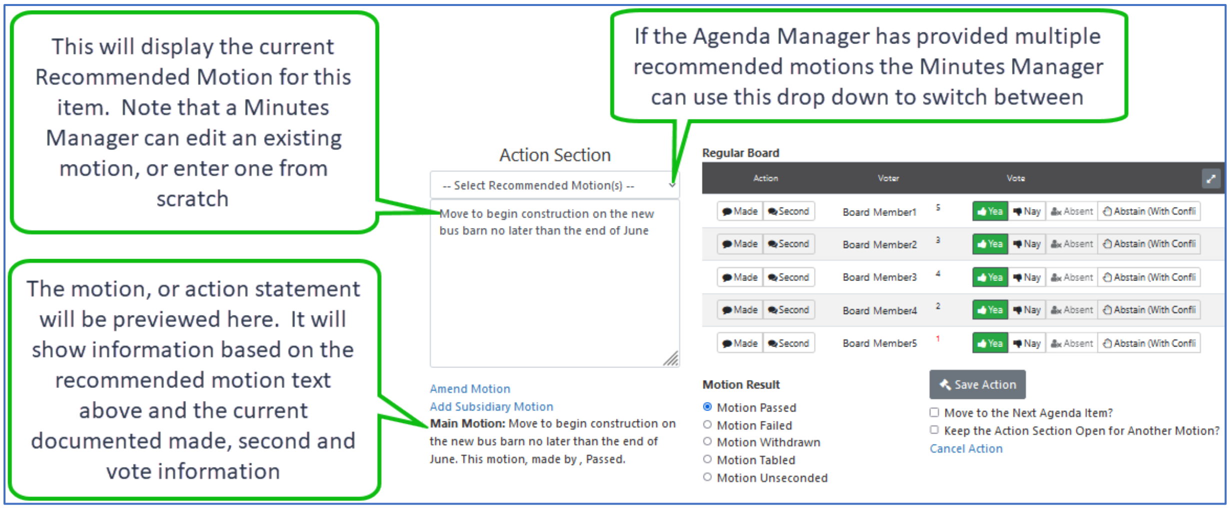
This is what the discussion field as seen by an Agenda Manager during either agenda item creation, or when editing an agenda item:



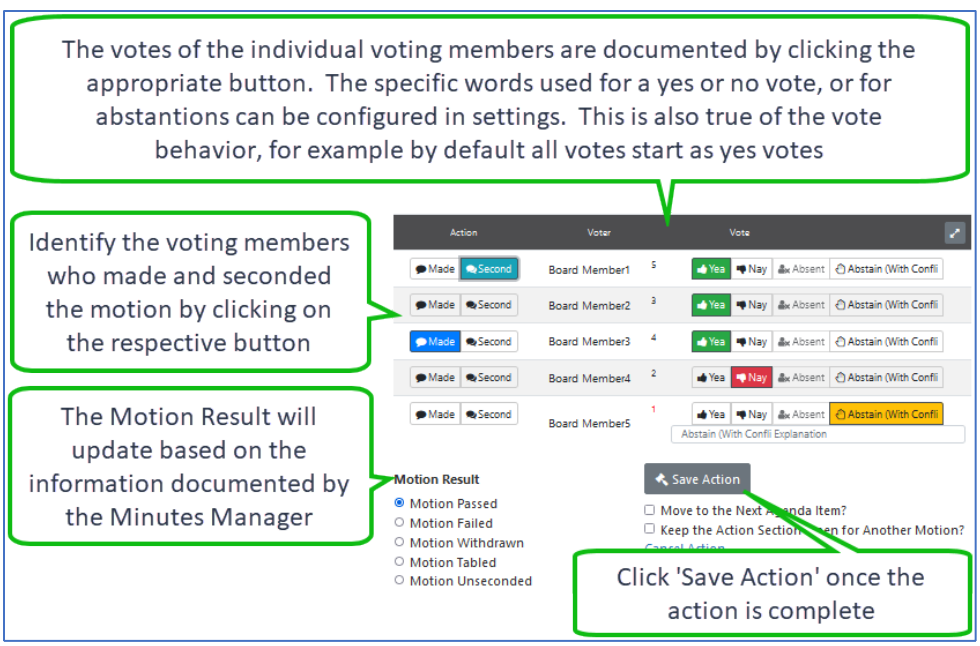
Take Action:

The Take Action tool allows the Minutes Manager to record the critical information about a vote. This information includes the motion, which voting members made and seconded the motion as well as the actual vote. To access the Take Action tool click on the Take Action button in the blue tool bar.

Working with the Recommended Motion:



Working with the Vote:



Once the action is saved the motion or action statement is displayed for users and on the public projector if it is being used. This same information will be added to the information collected for the minutes report as shown below.

Action(s):

Motion Passed:

Move to begin construction on the new bus barn no later than the end of June. This motion, made by Board Member3 and seconded by Board Member1, Passed.

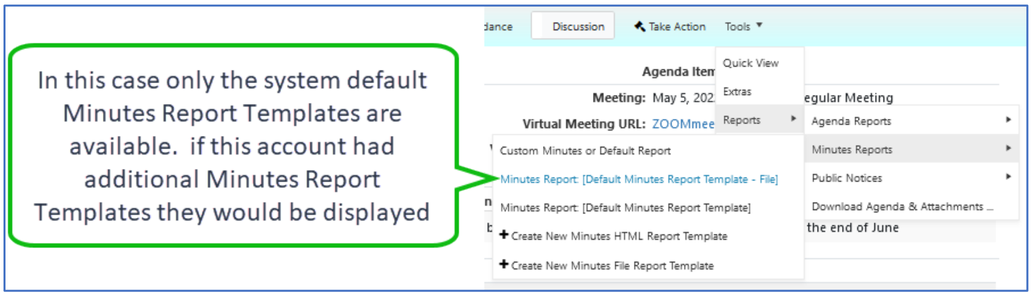
Edit

Delete

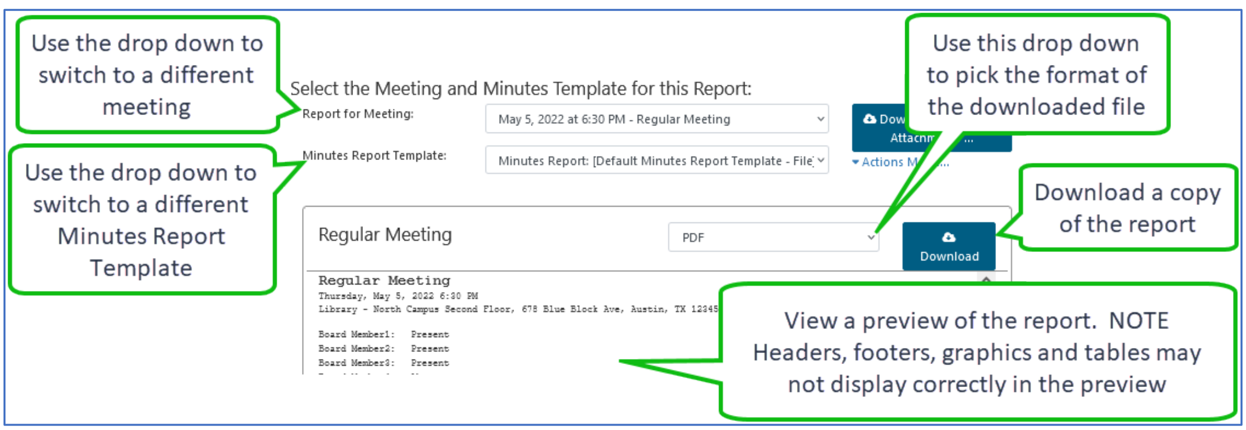
Minutes Report:

The Minutes Report is intended to consolidate the list of agenda items with any additional information added via the Minutes Manager tools. The resulting report is formatted via a report template and downloaded.

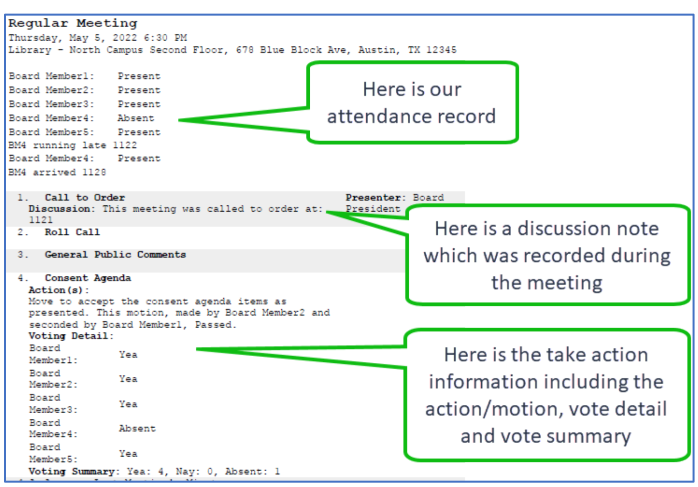
This report is run by clicking on ‘Tools’ in the blue bar then selecting ‘Report’ then ‘Minutes Report’ and finally the specific report template you wish to use. Shown below is this selection resulting in the use of the menu to select the ‘Default Minutes Report Template – File’.



The Minutes Report screen works exactly like the screens used for the Agenda Report, and the Public Notice. Because of this, only a general layout is described. For a more detailed explanation of how this screen works check the ‘Downloading and Running the Agenda Report’ handout on the support page.



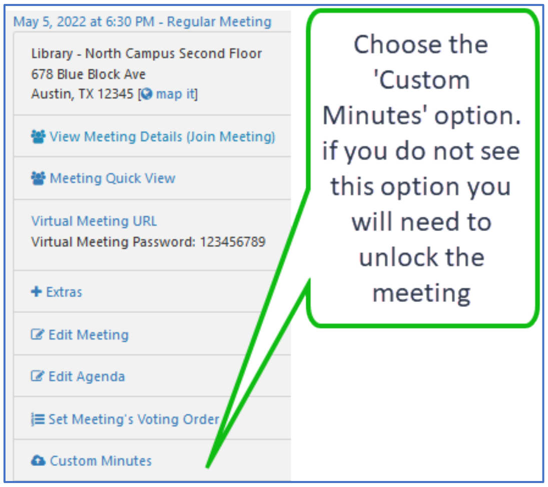
Here is an example of what the downloaded minutes report looks like using the ‘Default Minutes Report Template’.



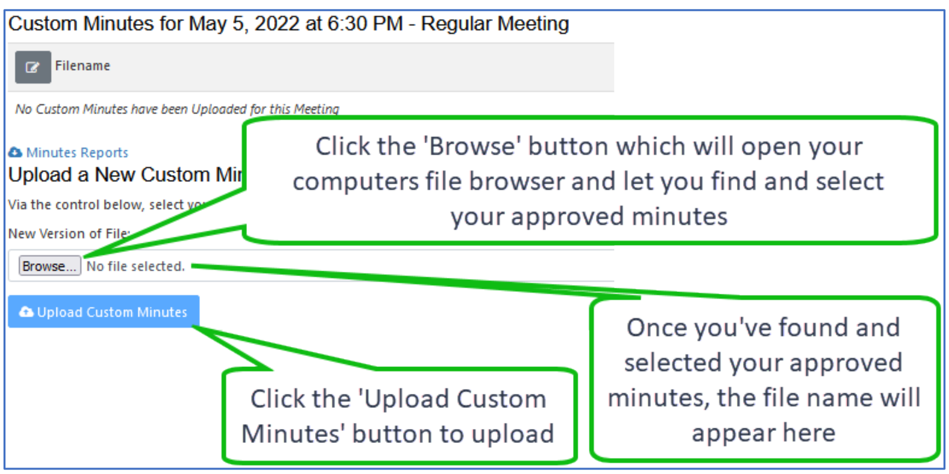
Uploading the Approved Minutes and Completing the Meeting:

For most organizations, the final steps for a meeting are adding the approved minutes and making them available to the users and possibly the public. This is done in two steps:

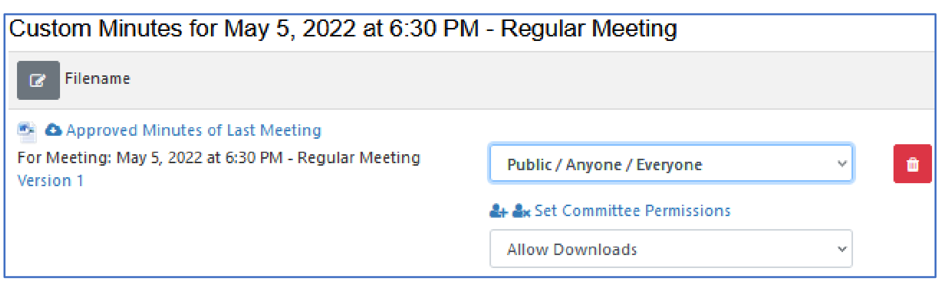
Step 1: Uploading the Approved Minutes as the Custom Minutes:



Once you're on the 'Custom Minutes' screen:



Once your approved minutes have uploaded it will look like this:



Note that you have the same options to change permissions, delete or prevent downloads you do when working with attachments.

Step 2: Updating the Status of your Meeting:

The final step for making your approved minutes available it to update your meeting to the completed status. Typically this is done from the 'Meetings, Minutes, and Agendas' screen.