BoardBook®

First Step – Practice Meeting

On of the things we recommend during the training is setting up a practice meeting. The one thing you can do to make the most of your training is to apply the lessons learned as soon as possible. We strongly encourage you to set up a practice meeting.

Reasons to set up a practice meeting instead of a real meeting:

Timing	With a practice meeting you have everything on hand right now. No waiting for attachments decisions or input from others.
More relaxed	A practice meeting is just that. There is no expectation that anyone will judge you on it or its content.
Exploration	This is your chance to really explore. What happens if I use this field, where does the information show up? These questions are better explored during a practice meeting.

This document may refer to videos or handout on related subjects. These can 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'.

The Agenda Manager permission is required to perform the steps below:

In this document we will help you setup a practice meeting and move it through the meeting cycle as far as practical.

Stopping Point

Depending on how far along your account is you may or may not want to take your practice meeting all the way through the meeting cycle. After all, while you are hopefully comfortable with your practice meeting you likely don't want it to be seen by your Board, and or the Public. How far to go with a practice meeting is obviously your decision but we'd like to offer a bit of information to help you make that decision. Basically, the break points below are based on your organization, and the BoardBook users in your organization.

Organization new to BoardBook: As new organizations typically only have one or more Agenda Managers added, this is an ideal situation for walking a practice meeting all the way through the meeting cycle.

Agenda Manager new to existing organization: This is more limiting and, in most cases, you will not want to move your practice meeting out of the 'In Development' status to prevent board members and other users from seeing the practice meeting. This is called out below as a stopping point.

Feel free to contact us if you want to confirm how far you can take a practice meeting.

Creating the Meeting

While creating the practice meeting, we suggest you put specific information in certain places in order to further understand how that information is used.

Create the meeting
Pick a meeting template if one exists
Name the meeting 'your name' Practice Meeting
Add a date and time
Remember to skip Start Time Description, Meeting End Data, and Meeting End Time
Pick a meeting location
Add a URL into Virtual Meeting URL, for example, https://www.google.com
Add information into the Note field, for example This is my Note.

> The Note field is generally used for miscellaneous information and will typically appear on the public page and be available for your users. It may appear on downloaded agendas or minutes.

Add information into the Reason field, for example This is my Reason.

> The Reason field is used when a meeting is cancelled or postponed. Learn more on our support page. Information in this field will also appear on the public page and be available for your users

Add information into the Posting Information field, for example This is my Posting Information.

> The Posting Information is used by some organizations as a way to insert the posting date and time into a downloaded agenda or notice. It will also appear on the public page and be available for your users.

At the bottom of the page click the blue Save & Add Agenda Items to Meeting button.
Remember that this may pop up a message about the meeting template. This is fine and you can simply click OK. This will take you to our next step 'Creating the Agenda'.

Creating the Agenda

Now that we are working with the agenda, we'll have you adding a few agenda items. Either add very basic items such as those suggested, or something else that is fairly simple. Do not get bogged down trying to create the perfect agenda or agenda item. Remember, this is practice.

If there is at least one other meeting on the account, we recommend starting by importing items from that agenda. If there is not, skip to 'Create a new agenda item', then once you've finished with this practice meeting, creating a second where you can practice using Import.

Use Import (found in the floating menu), select a meeting, and check five items. For now, go ahead and uncheck the Presenter, Description, Attachments and other fields then import.

You now have your first items in the agenda.

Create a new agenda item. Use the 'Create Meeting Agenda Item' button in the floating toolbar and create a new item.

In the left-hand column give your new item a subject, presenter, and description.
Scroll down and add an attachment. Change the permission of the attachment to 'Agenda Managers'.
Scroll back up and look in the right-hand column.
Use the 'Parent Agenda Item' drop down to make this a subitem of the second item in the agenda.
You will not be using the second drop down yet.
Save the agenda item.

Edit an existing item. Find the next to last item in the agenda. Click directly on the name of the item.
We are now editing this item.
Change the name of the item.
Add or change the presenter
Add two attachments
Change the order of the attachments by clicking the 'up-down arrow' button in the header just above the top attachment. Drag the second attachment to be the first attachment. Click the save button in the attachment header.
In the right-hand column use the 'Parent Agenda Item' drop down to select the second agenda item.
Use the 'Before Agenda Item' drop down to place this item before the other subitem.
Save the agenda item.

Reordering the agenda items.
In the header above our first agenda item click the blue 'Re-order Agenda Items' button.
Use drag and drop to move the third agenda item to be above the second agenda item.

If you need a refresher watch the 'Reordering Agenda Items' video on the support page.

Progress: So far in this practice meeting you have taken most of the actions you will need to create your meetings and agendas going forward. You have created a meeting, imported agenda items (unless this was skipped), added a new item, added attachments, edited an existing item, reordered attachments and reordered agenda items.

Producing the documents

Let's go ahead and download our agenda report.
Navigate to the 'Meetings, Minutes, and Agendas' screen. (Either click the quick link just below the gray menu bar, or on the gray menu bar click Meetings, then Meetings, Minutes and Agendas.)

On this screen, find your practice meeting. Remember it's the one with your name and practice meeting as the title. Follow the row over to the right-hand column and click 'Agenda Report'. On this screen find the smaller blue 'Download' button and download your agenda report.
Open your downloaded agenda report.

Can you find your meeting title?
Can you find the date, time, and location?
Do you see your Note, Reason, and or Posting Information? (any, all, or none of these may be present)
Find your list of agenda items.

You created this, doesn't it look nice?

Viewing the meeting

If you would like, from either the Home or Meetings Minutes and Agendas screen we can view the meeting materials as a user would. To do this we will click on the meeting (click on the meeting Date Time – Title link) and chose Meeting Quick View.

This screen will be laid out similar to the public screen in that it shows the list of agenda items and everything for those items that you have permission to see. Feel free to scroll up and down and click on any attachments to view them.

Next, we'll return to either the Home or Meetings Minutes and Agendas screen, click on the meeting again and choose View Meeting Details. This takes us to a significantly different way of viewing the meeting. This is also where we can access the Minutes Management Tools if we have the Minutes Manager permission.

Stopping point for practice meetings on existing accounts.

This is our first stopping point. If you are a new agenda manager with an existing organization, you will likely not want to go any further. The meeting is in the 'In Development' status and we will leave it in this status until we are ready to delete the meeting.

While the meeting is in this status you may want to update or make changes to the meeting or agenda information for additional practice, either of these can be done by clicking on the meeting and choosing Edit Meeting or Edit Agenda.

If you are not going beyond this stopping point skip down to 'Final steps'.

Releasing the meeting

Navigate to the 'Meetings, Minutes, and Agendas' screen. (Either click the quick link just below the gray menu bar, or on the gray menu bar click Meetings, then Meetings, Minutes and Agendas.)

Adding the approved minutes

Click on the meeting date time title link and choose 'Custom Minutes'.
On this screen you will upload the approved minutes for the meeting.
Click 'Choose File', and find your approved minutes, or a document substituting for your approved minutes.
Choose open file.
Now click the blue 'Upload Custom Minutes'.
Once the approved minutes have been uploaded return to the Meetings, Minutes, and Agendas screen.

Completing the meeting

Navigate to the Meetings, Minutes, and Agendas screen.
Find your meeting, and update the meeting status to 'Completed'
Note that until the meeting is in the Completed status the approved minutes will not be available.

Final Steps

Once we are done with our practice meeting, or meetings we will want to delete them.
Navigate to the Meetings, Minutes, and Agendas screen.
Find the meeting you wish to delete.
Click on the status for the meeting and click on the first red option. This option will move the meeting back one step in the status.
Once the meeting is in the ‘In Development’ status, the next backwards step will be Delete.
Choose this to delete the meeting.