

AgendaQuick

FROM DESTINY SOFTWARE

AgendaQuick™ is a Web-based software application designed to simplify the agenda process from start to finish. You might call it an electronic agenda or e-agenda. But no matter what you call it, AgendaQuick™ will make creating and distributing agendas - quick and easy.

The screenshot shows the 'Create Agenda' web application interface. At the top, it says 'AgendaQuick FROM DESTINY SOFTWARE'. Below that is a 'Create Agenda' form with fields for Meeting (12/15/2006 - City Council Agenda), Agenda Template (City Council Agenda), Meeting Name (City Council Agenda), and Default Document Directory (2006/CITY/20061215_16). There are buttons for 'MS Word' and 'PDF'. Below the form is an 'Agenda Items' section with a table of items. The table has columns for 'Levels Type/Area', 'Agenda', 'AI- #', and 'Delete?'. The items listed are: 1. City Council Meeting City Council Chambers 256 W. Dayton 7:00 P.M., 2. (Date), 3. Proclamations Proclamations and Presentations, and 4. Call to the Public.

KEY FEATURES:

- **CUSTOMIZABLE TEMPLATES** - Allow you to replicate your current paper forms or design new ones
- **VARIABLE & FIXED ROUTING** - Gives the user and the administrator the ability to move documents easily throughout the organization for approval and review
- **UNLIMITED MEETING TYPES** - Use AgendaQuick for any type of meeting you conduct in your organization, there is no limit to the number of meeting types or additional expense
- **ELECTRONIC ATTACHMENTS** - Quickly add supporting documents, maps, photos, & more
- **AUTO-RENUMBERING** - Easily add or update agenda items and have your agenda automatically renumber
- **RECYCLE BIN & COPY FUNCTION** - Move or copy agenda items from one meeting to the next
- **SCHEDULING AND CUTOFF FUNCTION** - Let you control the agenda item process

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- Quickly customize templates to match your current process
- Add your own text boxes and labels
- Attach supporting documents in a variety of file formats
- Drop down menus, auto-fills and updatable menu choices that you customize, all make creating and revising an agenda quick and easy

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Create Agenda - Agenda Item

Submitted By: Jim Lampley, Engineering Agenda Item: 27 Status Print

Meeting Type: County Commissioners Department: Engineering

Meeting: 01/06/2007 Submitted For: David Blakenship

Title: Rebate Check from Scott & White Prescription Services

Agenda Area: County Judge

Label Format: Font: Times New Roman Size: Small Bold Underline

Save & Return

Information Attachments Fiscal Impact Int. Comments

Information

Narrative (text will appear on the agenda)

Request acknowledgement of a check, in the amount of \$2,444.54, from Scott & White Prescription Services. The check represents rebate proceeds for the 2nd quarter of 2005.

Summary

Previous Action

Your Website

SERVICES VISITORS BUSINESS GOVERNMENT SEARCH GO

Home > Government > Your Government > City Council Minutes

Your Government

- 2006 City Council Minutes
- 2007 City Council Minutes
- About Council Meetings
- City Council Agenda
- Mayor/City Council
- The Budget

To view a Meeting Agenda, select a month and year from the corresponding drop-down menus and click 'Submit'.

To view details on an agenda item, click on the agenda item text you want to review. Documents within the agenda item can also be viewed by clicking on the underlined title in the 'Attachments' section.

Month: Jan Year: 2007 Submit

Agendas	Meeting	Minutes
January 8, 2007	Regular City Council Agenda	
January 22, 2007	Regular City Council Agenda	

- Once your agenda is approved and finalized—send it to your website with just a “click”
- The public can quickly locate agendas & minutes
- AgendaQuick™ integrates easily with other meeting applications—such as digital recording software, making the entire agenda and minutes process seamless

AgendaQuick™ was designed by city and county clerks. It's easy to use, loaded with features and one of the most affordable—fully functional agenda applications on the market.

“What I really like about AgendaQuick is no more running around, up and down stairs chasing our agenda memos through the approval process, its all done in the system now.” Sandy Chase, City Clerk, Edmonds, Washington