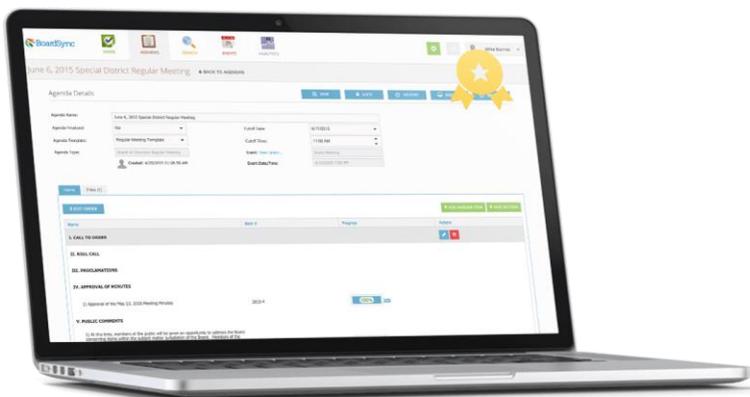# AGENDA AUTOMATION

WHY AUTOMATE?

A manual, agenda process typically requires significant time and effort, including creating the agenda items, getting items approved, organizing all of the supporting documents, creating the agenda, and building the agenda packet – Not to mention, converting files to PDF, publishing to your website, delivering it to the council and board members, etc.

Countless hours are spent creating the agenda and packet for every council, board and committee meeting.

BoardSync simplifies the entire meeting process from start to finish. In addition, providing staff a central location for all board and committee meetings with the same simple, consistent process.

Customers choose BoardSync for our features, ease of use, and modern design. Think about it: if you stop using a manual process and transition to a paperless agenda system that makes it more complicated, you're not saving any time. Trees are precious, but so is your time.

Let us show you how it works. Call us to discuss your requirements and to schedule an online demonstration. 480 661-5629

Great Features, Simple to Use

- Unlimited Meetings
- Unlimited Users
- Unlimited Storage
- Custom Agenda Design
- Electronic Approvals Engine
- Electronic File Management
- Confidential Attachments
- Roll Call, Motion and Vote Tracking
- Minutes Comments and Discussions
- Speaker Management
- Task Management Pre and Post Meeting
- Comments Engine with Notifications
- Drag and Drop Re-ordering
- Approvals Progress Bars
- Automated Track Changes
- Standard Reporting
- Dashboards and Analytics
- Pre-Defined Item Content
- Automatic Default Items
- Copy and Move Items
- Intelligent Keyword Search and Filters
- Custom Security Profiles
- Automatic Email Notifications
- Dropbox Integration for Delivery
- Board Member Portal
- Public Portal
- Live Streaming and Video-On-Demand
- Videos with Linked Agendas and Minutes
- iPads and Tablets Supported
- And More...

BoardSync is the fusion of powerful features, intuitive user experience, and beautiful design.