



Meeting Efficiency

Be more efficient in public meetings and simplify your minutes workflow

The public meeting process is a cornerstone of democracy. Public policy takes shape based on important decisions, information, and government actions. It is critical that those actions and meeting outcomes are accurately recorded and made accessible to the public. However, creating meeting minutes generally require an extensive amount of time and effort.

The Meeting Efficiency Suite is an automated solution that streamlines the public meeting process and modernizes minutes creation. It helps clerk staff save countless hours in their post-meeting workflow and can provide elected officials with a more effective way to participate using touch-screen displays. This suite turns an otherwise lengthy process into a fast and accurate way to run public meetings and generate minutes.

Unlike any other solution, the Meeting Efficiency Suite combines action-style minutes with a digital recording of proceedings and publishes an integrated public record through your website, all while helping you save time and cut costs.

Bring order and efficiency to the public meeting process

- Streamline meetings. Easily record roll call, motions and votes
- Save time and ensure accuracy - capture meeting actions directly into the public record
- Run more productive meetings with touch-screen voting displays for elected members
- Easily publish minutes and supporting materials into a comprehensive public record
- Help the audience follow fast-paced meetings with a public display

Features List

Live Meeting Automation

- Record Motions, Votes and Notes
- Quick Notes & Text Expansion
- Roll Call Automation
- Data Capture to Create Minutes
- Touch-Screen Voting Displays*
- Digital Speaker Queue
- Vote Automation
- Paperless Agenda Packets

Post-Meeting Minutes Creation

- Microsoft Word™ Integration
- Publish PDF or HTML minutes

Additional Features

- Agenda Management API
- Public Display Monitor*
- VoteLog

* Hardware sold separately

Modernize your minutes.
Save time and effort.

Reduce your minutes workload with meeting preparation tools.

Import agendas before the meeting and pre-load motions and meeting attendees. Integrate with third-party agenda systems or simply upload your existing agenda document from Microsoft Word™.

Save time by capturing meeting actions and indexing video live.

Create draft minutes live during the meeting - record roll call, agenda items, speakers, motions, votes, and notes. Record the meeting video and create index points as you activate agenda items – all through a simple interface.

Finalize minutes quickly and easily—even in Microsoft Word™.

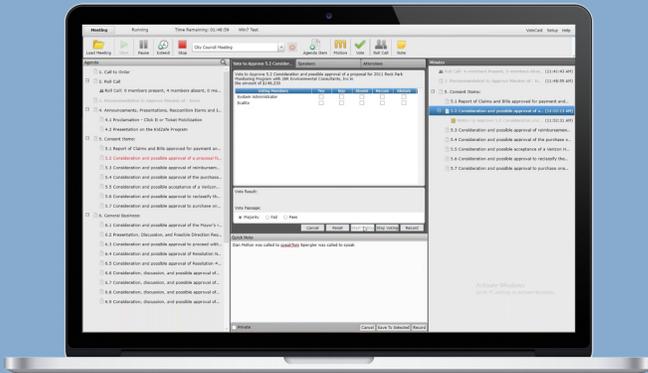
Complete your minutes in less time, from home or on the road. Whether you use the web solution or a more familiar Microsoft Word interface, you always have access to a complete video recording of the meeting to review.

Offer a complete, integrated public record and access to vote results.

Publish a searchable, integrated public record to your website that includes meeting video, agenda, minutes, and supporting documents all cross-linked. Help the public quickly discover the actions taken during meetings with VoteLog. Search legislation and retrieve details on a particular item: who motioned, seconded, the action take, vote result and how each member voted.

MEETING EFFICIENCY


An integrated public record combines the video, agenda, and minutes—all cross-linked together.



Save hours of post-meeting work. All actions are automatically documented for you as they occur.

Add touch-screen and public displays for improved efficiencies and access

Maintain order at meetings with modern touch-screen displays*

Give elected officials an easy-to-use touch-screen display with paperless access to the agenda and supporting materials. Members can cast votes and request to speak electronically. All actions recorded by elected members are captured directly into the public record in real-time, reducing the risk of inaccurately reporting policy actions and outcomes.

Give audiences real-time updates on meeting actions*

Display live meeting actions including the current agenda item, vote results, and speakers over large monitors in the meeting chambers or at onsite televisions. Plus, stream the broadcast of the meeting live online at government websites.



Elected officials can follow along, request to speak, and make motions electronically.