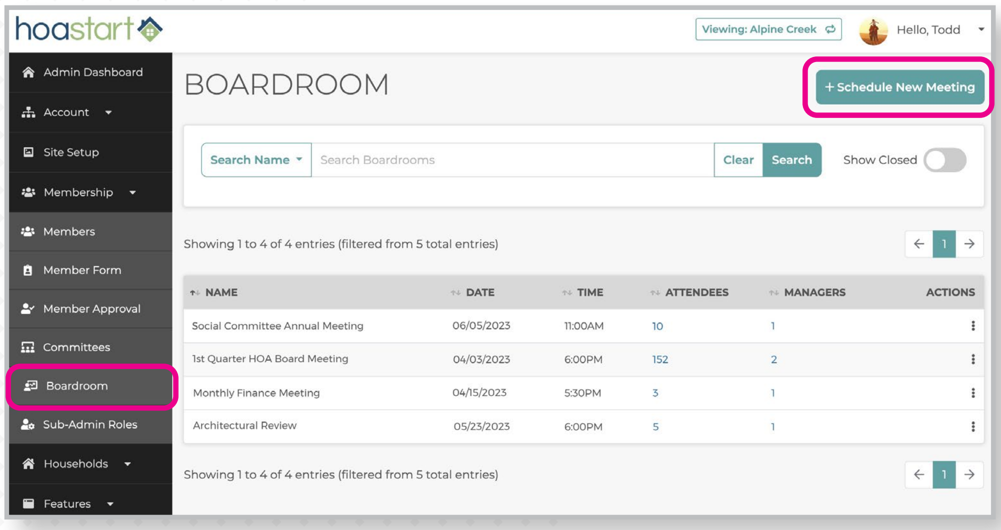
OVERVIEW OF BOARDROOM

Boardroom Meetings simplify the familiar task of bringing together community administration—and regular residents—for discussions of essential community topics. Create your meeting, select invitees, add documents and other assets for pre-meeting review, and include a link to a virtual conference. E-mail notifications provide updates, including reminders, as well as designated assets. Maintain meeting notes within a single interface to capture full, cohesive information about each gathering.

Click on the "Membership" tab to open it and the "Boardroom" tab to view a list of all open meetings. Click on the "+Schedule New Meeting" button to create a new meeting.



On the "Schedule Boardroom Meeting" modal window, give your meeting a descriptive name.

Select a Meeting Organizer to take and edit meeting notes within the Boardroom feature.

Select Boardroom Manager(s). They will have access to make comments, attach files, and review meeting notes while the meeting is open. They also have the ability to change parameters before and during the meeting.

- **Note that only the names of people with Admin status appear in the Meeting Organizer and Manager(s) dropdown menus.**

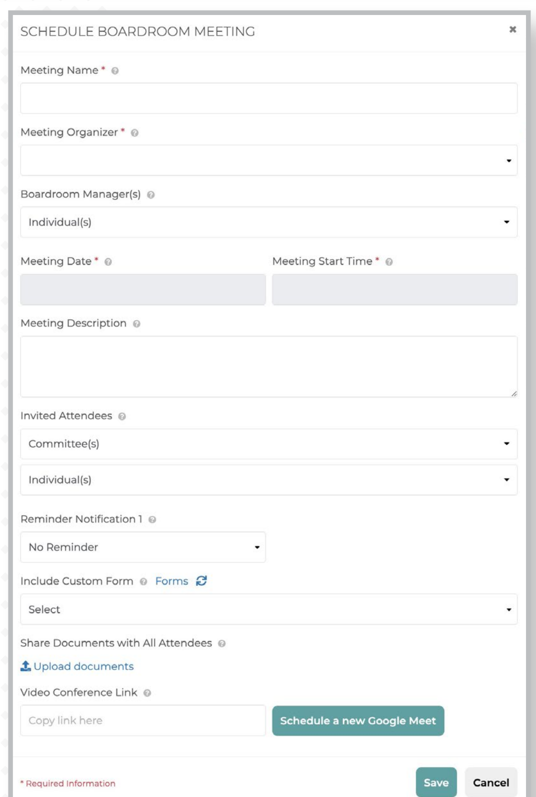
Select a Meeting Date and Meeting Start Time, and include a description of the focus and/or function of the meeting.

Invite attendees. You can include one or more committee groups, or add individual members who are registered on your community website.

When you first create a meeting, all attendees will receive an e-mailed notification with a full summary of the meeting information. Schedule up to two additional e-mailed reminder notifications to be sent to all attendees.

Include a custom form for those meetings that may require further information or feedback from attendees, or to collect ballots for an upcoming committee election.

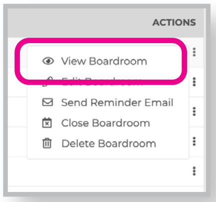
Upload and share important documents that members can download from e-mail notifications to review before the meetings.



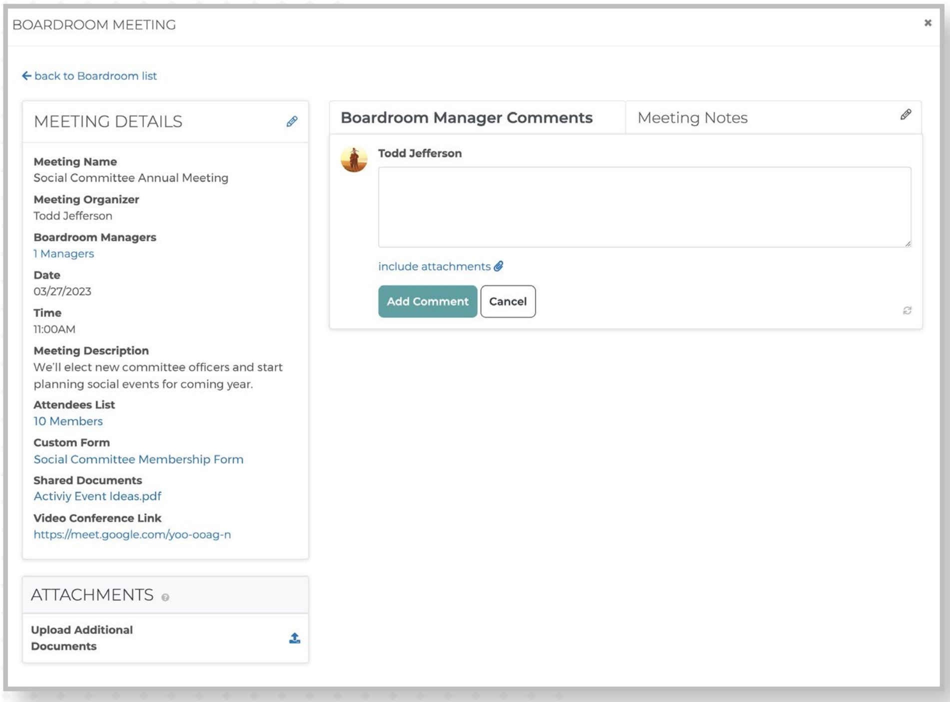
OVERVIEW OF BOARDROOM – CONTINUED

Add a pre-scheduled virtual meeting event, or simply click on the “Schedule a new Google Meet” button to create one. Follow the directions on the video conferencing site. Copy the Google Meet link from the conferencing site and paste it into the “Video Conference Link” box.

When you are happy with your Boardroom Meeting setup, click on the “Save” button.

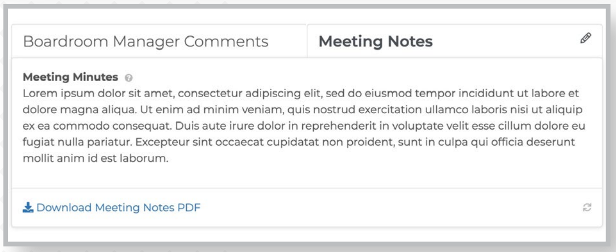


Once you have scheduled your meeting, you can view its details. Find your meeting in the summary list of open meetings, and click on the “Actions” column’s three-dots menu. From the dropdown menu, select “View Boardroom” to open the “Boardroom Meeting” window.



On the left side of the “Boardroom Meeting” window, the Meeting Details section provides a convenient overview. The Meeting Organizer and Manager(s) can click on the “Edit” icon (pencil) in this section to edit any scheduled details. The Custom Form, Shared Documents, and Video Conference all are linked so they open or download appropriate information.

In the Attachments section below the Meeting Details, Meeting Organizers and Managers can upload (and delete) additional documents. Attachments added to Boardroom Manager Comments also will appear here. Files uploaded here will be available to the Meeting Organizer and all Managers.



On the right side of the “Boardroom Meeting” window, the “Boardroom Manager Comments” tab accepts comments and document attachments from Meeting Manager(s) to capture ideas and outcomes before, during, or after the Meeting itself.

The “Meeting Notes” tab accepts notes and minutes before, during, and after the Meeting. Boardroom Managers can view these notes, but only Meeting Organizers can enter them. Once Meeting Organizers enter these notes, click on the “Download Meeting Notes PDF” link from the Meeting Notes tab to download the entries.

Click on the “Refresh” icon (two arrows that form a circle) in the lower right corner of the “Comments”/”Notes” box to view the latest entries.

- **Note that only the Meeting Organizer can add or edit notes in the Meeting Notes tab. This prevents multiple users from entering and saving notes at the same time and potentially overwriting each other’s entries.**

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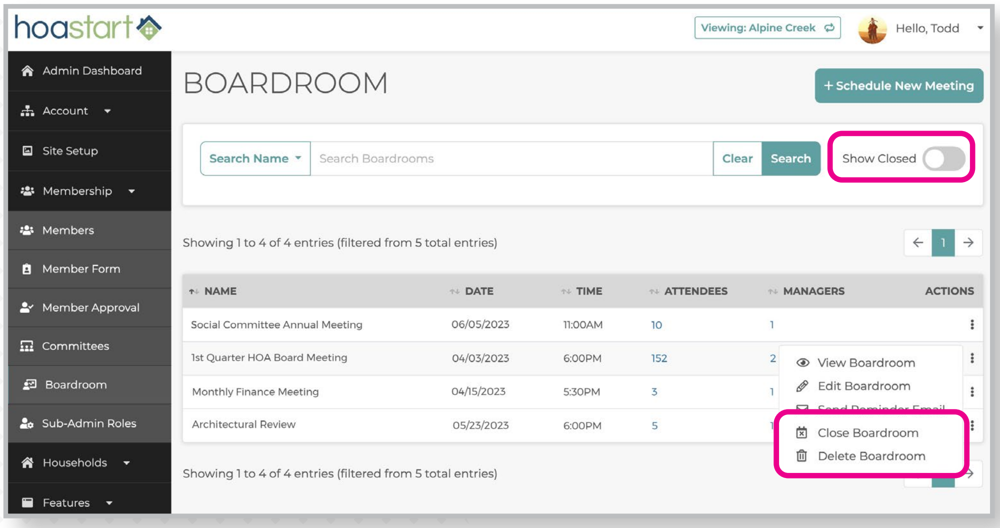
OVERVIEW OF BOARDROOM – CONTINUED

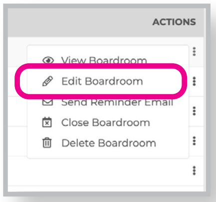
Once a meeting has concluded, system Admins can close it out. On the main Boardroom window, click on the "Actions" column's three-dots menu and chose "Close Boardroom."

Closing a meeting hides it from view on the main Boardroom window. You always can turn on the "Show Closed" toggle switch and reveal closed meetings. To reopen a closed meeting, click on the "Actions" column's three-dots menu and choose "Reopen Boardroom."



- **Note that you can delete a meeting permanently only if no comment activity or meeting notes have be added to it. If a meeting includes comments and/or notes, you only can close it.**

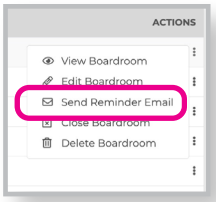
The "Actions" column's three-dots menu provides two additional options.



Choose "Edit Boardroom" to open the "Edit Boardroom Meeting" modal window and make changes.

Choose "Send Reminder Email" to send a new notification to all assigned attendees.

- **Note that every time you save changes to the meeting name, date, start time, description, attendees, custom form selection, and/or video conference link, all assigned attendees automatically receive a new, updated meeting notification.**



If you have additional questions about the Boardroom feature, please visit the Support Desk through your Admin Dashboard and open a support ticket.

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