

Minutes Management in BoardBook Premier

In this document we will go over the various tools and options for taking and managing minutes in the BoardBook Premier program. This document contains references to other documents and videos located on our support page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

Typical Minutes Cycle

Pre Meeting: The Agenda Manager and, or Minutes Manager update the Discussion information to make taking the minutes easier.

During the Meeting: The Minutes Manager updates information using the various Minutes Manage Tools. The 'Minutes Manager Tools' video is available showing a walkthrough of the tools discussed in this handout.

Post Meeting: The Minutes Report is downloaded, updated as desired and attached to the following meeting for approval as the Approved Minutes. Finally, the Approved Minutes are uploaded as the Custom Minutes and the meeting is moved to the Complete status. A video of this process is on our support page.

Minutes Manager Tools

Finding the Tools: Covered on page 2

Attendance: Covered starting on page 2

The Attendance tool is used to track the attendance of Voting Members during the meeting

Discussion: Covered starting on page 4

The Discussion tool allows the Minutes Manager to record information during the meeting.

Take Action: Covered starting on page 5

The Take Action tool allows the Minutes Manager to record the critical information about a vote.

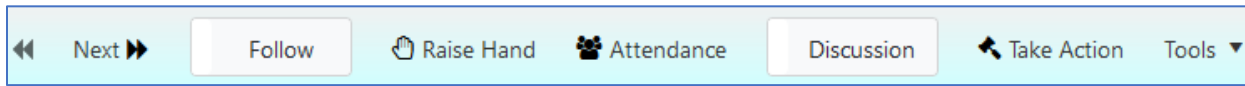
Minutes Report: Covered starting on page 7

Finishing the Minutes Cycle

Uploading the Approved Minutes and Completing the meeting: Covered starting on page 8

Finding the Minutes Manager tools:

Click on the 'Date at Time – Title' link for the meeting.
Choose 'View Meeting Details'



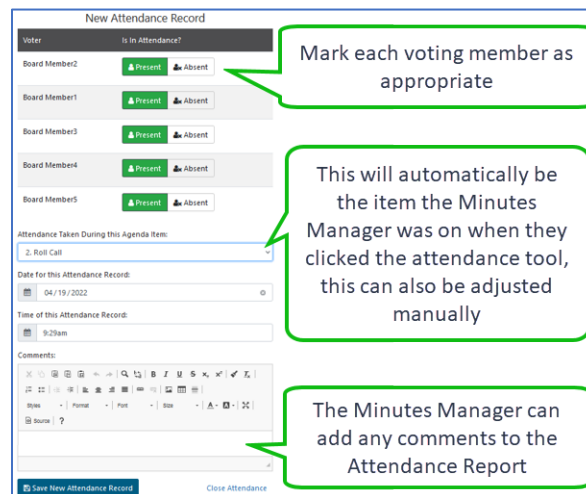
In the blue tool bar, you will see your Minutes Management Tools.

Note: If you do not see the 'Attendance, Discussion, and Take Action' tools either you do not have the 'Minutes Manager' permission, or the meeting you are in has been 'Agenda and Minutes Locked' and will need to be unlocked for you to use the tools.

Attendance:

The Attendance tool is intended to allow a Minutes Manager to track the attendance or absence of Voting Members during the meeting. Ideally this will be done live. The Attendance tool is tied to the 'Take Action' tool. A user with the 'Voting Member' permission who has been recorded as absent will not be able to vote or have their vote or having made or seconded a motion recorded. Likewise, a Voting Member who is physically absent but has not been recorded as absent in the tool will be counted by the tool as available as part of the quorum and if the 'Take Action' tool is being used the Minutes Manager must be very careful to discount their vote.

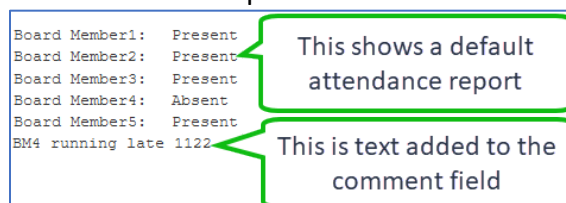
Note: If you want to record the attendance of persons other than the voting members this can be done in the Discussion tool



The image shows a screenshot of the 'New Attendance Record' form. It includes a table for marking members as present or absent, a dropdown for the agenda item, a date and time selector, and a comments field. Three callout boxes provide additional information:

- Mark each voting member as appropriate
- This will automatically be the item the Minutes Manager was on when they clicked the attendance tool, this can also be adjusted manually
- The Minutes Manager can add any comments to the Attendance Report

This is what the attendance section of a Minutes Report looks like



The image shows a screenshot of the attendance section of a Minutes Report. It displays a list of board members and their attendance status, along with a comment field. Two callout boxes provide additional information:

- This shows a default attendance report
- This is text added to the comment field

Running additional reports will simply update the existing information

Board Member1:	Present
Board Member2:	Present
Board Member3:	Present
Board Member4:	Absent
Board Member5:	Present
BM4 running late	1122
Board Member4:	Present
BM4 arrived	1128

This addition was from running the attendance report a second time later in the meeting

Once the information has been updated or added the Save New Attendance Record button should be clicked. If no changes were made and you wish to leave the attendance report screen without saving, click 'Close Attendance'.

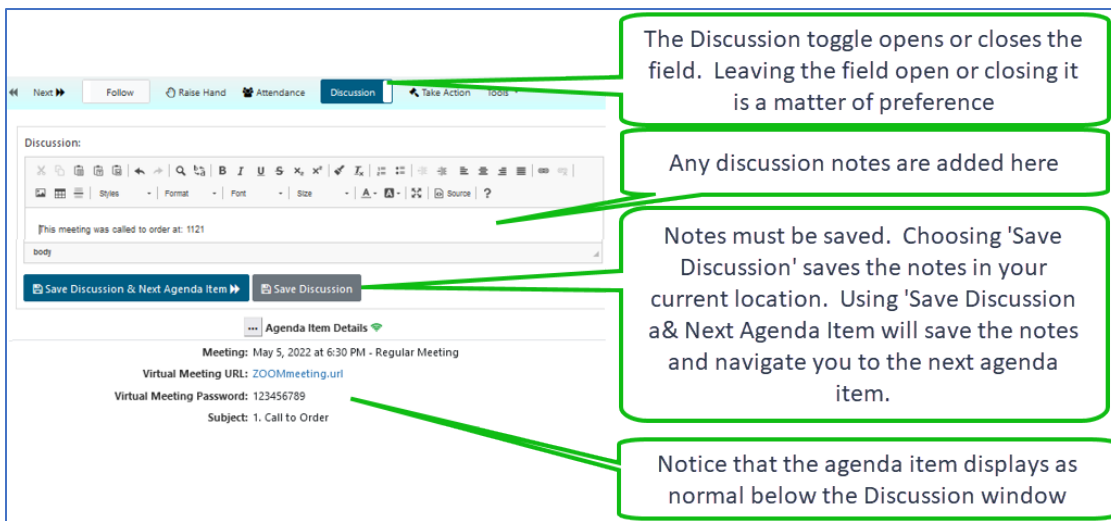
Discussion:

The Discussion toggle allows the Minutes Manager to display and add or edit information in the Discussion field. This field is also available to Agenda Managers when creating or editing an agenda item.

The Discussion field, whether accessed by a Minutes Manager using the Discussion toggle, or by an Agenda Manager while creating or editing an agenda item is intended for use in the minutes. Typical use for each type of user is described below:

The Minutes Manager accesses the Discussion field by clicking the Discussion toggle. When open, the discussion field shows for the currently selected agenda item. In this field the Minutes Manager can add new or edit existing text. This information is associated to the specific agenda item. Once the text has been added or edited the save button needs to be clicked.

This is what the Discussion field looks like when used by a Minutes Manager



The screenshot shows a software interface with a 'Discussion' toggle button. Below it is a rich text editor with a toolbar and a text area containing the text 'This meeting was called to order at: 1121'. Below the text area are two buttons: 'Save Discussion & Next Agenda Item' and 'Save Discussion'. Below the buttons is an 'Agenda Item Details' section with the following text: 'Meeting: May 5, 2022 at 6:30 PM - Regular Meeting', 'Virtual Meeting URL: ZOOMmeeting.url', 'Virtual Meeting Password: 123456789', and 'Subject: 1. Call to Order'. Four callout boxes point to specific elements: 1. The 'Discussion' toggle button. 2. The text area. 3. The 'Save Discussion & Next Agenda Item' button. 4. The 'Agenda Item Details' section.

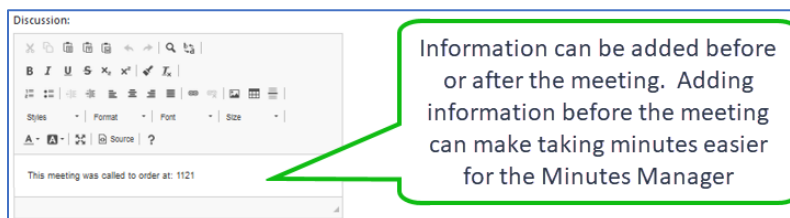
The Discussion toggle opens or closes the field. Leaving the field open or closing it is a matter of preference

Any discussion notes are added here

Notes must be saved. Choosing 'Save Discussion' saves the notes in your current location. Using 'Save Discussion a& Next Agenda Item' will save the notes and navigate you to the next agenda item.

Notice that the agenda item displays as normal below the Discussion window

This is what the discussion field as seen by an Agenda Manager during either agenda item creation, or when editing an agenda item:



The screenshot shows a 'Discussion' field with a rich text editor toolbar and a text area containing the text 'This meeting was called to order at: 1121'. A callout box points to the text area.

Information can be added before or after the meeting. Adding information before the meeting can make taking minutes easier for the Minutes Manager

Take Action:

The Take Action tool allows the Minutes Manager to record the critical information about a vote. This information includes the motion, which voting members made and seconded the motion as well as the actual vote. To access the Take Action tool click on the Take Action button in the blue tool bar.

Working with the Recommended Motion:

This will display the current Recommended Motion for this item. Note that a Minutes Manager can edit an existing motion, or enter one from scratch

If the Agenda Manager has provided multiple recommended motions the Minutes Manager can use this drop down to switch between

The motion, or action statement will be previewed here. It will show information based on the recommended motion text above and the current documented made, second and vote information

Action Section
 -- Select Recommended Motion(s) --
 Move to begin construction on the new bus barn no later than the end of June

Regular Board

Action	Voter	Vote
Made Second	Board Member1 5	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member2 3	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member3 4	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member4 2	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member5 1	Yea Nay Absent Abstain (With Confl)

Motion Result

- Motion Passed
- Motion Failed
- Motion Withdrawn
- Motion Tabled
- Motion Unseconded

Move to the Next Agenda Item?
 Keep the Action Section Open for Another Motion?
[Cancel Action](#)

Working with the Vote:

The votes of the individual voting members are documented by clicking the appropriate button. The specific words used for a yes or no vote, or for abstentions can be configured in settings. This is also true of the vote behavior, for example by default all votes start as yes votes

Identify the voting members who made and seconded the motion by clicking on the respective button

The Motion Result will update based on the information documented by the Minutes Manager

Click 'Save Action' once the action is complete

Regular Board

Action	Voter	Vote
Made Second	Board Member1 5	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member2 3	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member3 4	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member4 2	Yea Nay Absent Abstain (With Confl)
Made Second	Board Member5 1	Yea Nay Absent Abstain (With Confl)

Motion Result

- Motion Passed
- Motion Failed
- Motion Withdrawn
- Motion Tabled
- Motion Unseconded

Move to the Next Agenda Item?
 Keep the Action Section Open for Another Motion?
[Cancel Action](#)

Once the action is saved the motion or action statement is displayed for users and on the public projector if it is being used. This same information will be added to the information collected for the minutes report as shown below.

Action(s):

Motion Passed:

Move to begin construction on the new bus barn no later than the end of June. This motion, made by Board Member3 and seconded by Board Member1, Passed.

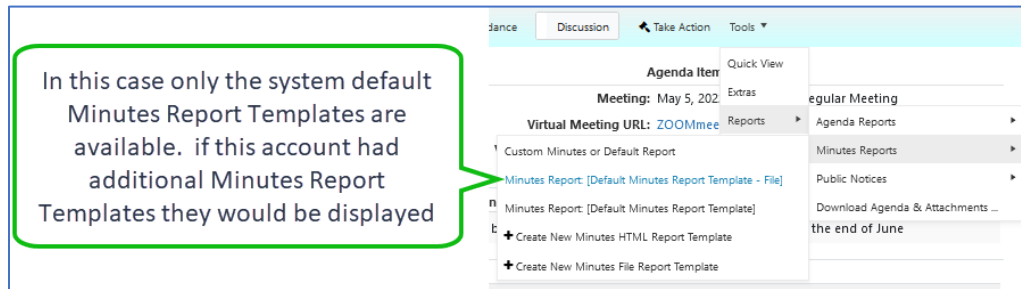
 Edit

 Delete

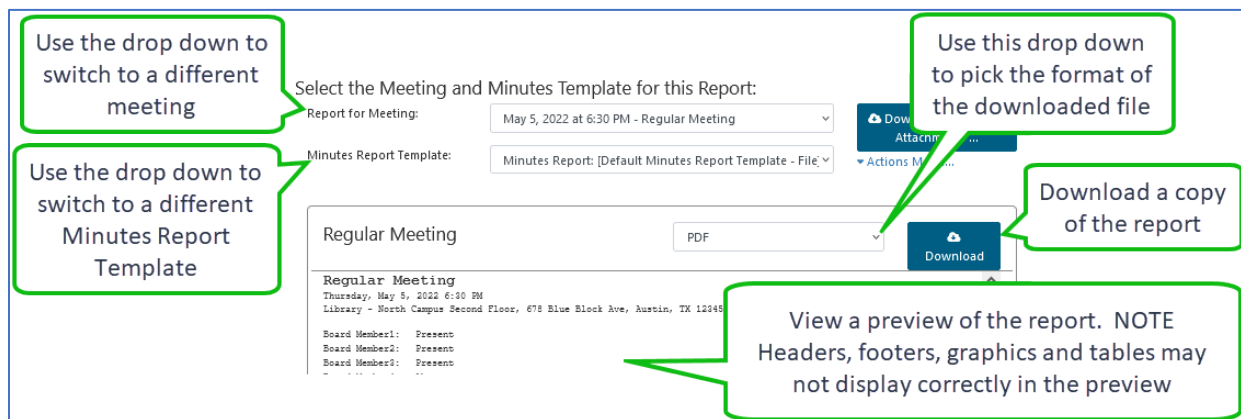
Minutes Report:

The Minutes Report is intended to consolidate the list of agenda items with any additional information added via the Minutes Manager tools. The resulting report is formatted via a report template and downloaded.

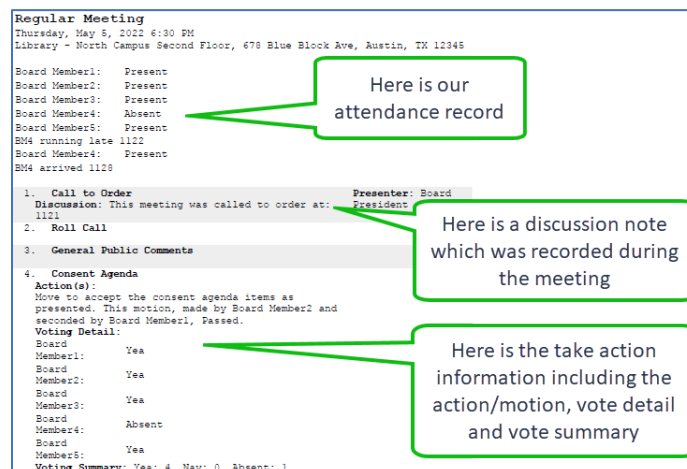
This report is run by clicking on 'Tools' in the blue bar then selecting 'Report' then 'Minutes Report' and finally the specific report template you wish to use. Shown below is this selection resulting in the use of the menu to select the 'Default Minutes Report Template – File'.



The Minutes Report screen works exactly like the screens used for the Agenda Report, and the Public Notice. Because of this, only a general layout is described. For a more detailed explanation of how this screen works check the 'Downloading and Running the Agenda Report' handout on the support page.



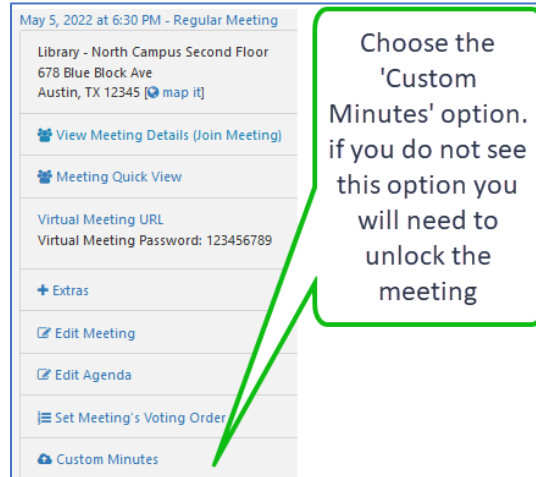
Here is an example of what the downloaded minutes report looks like using the 'Default Minutes Report Template'.



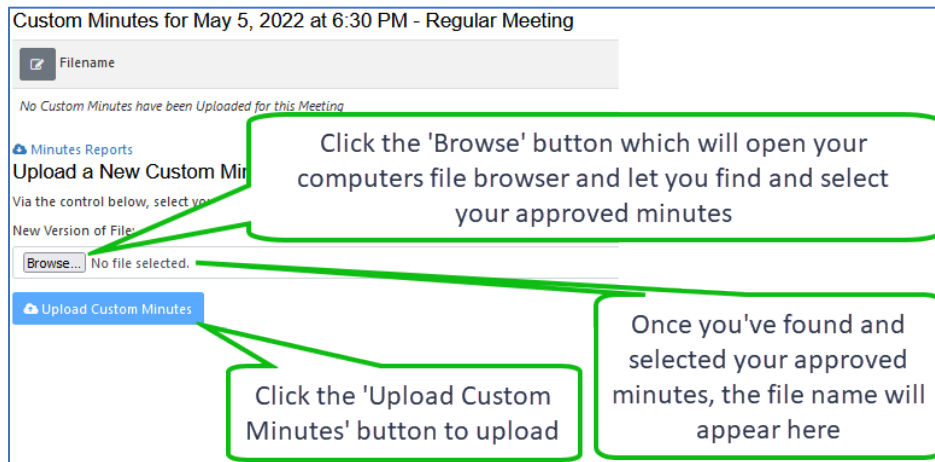
Uploading the Approved Minutes and Completing the Meeting:

For most organizations, the final steps for a meeting are adding the approved minutes and making them available to the users and possibly the public. This is done in two steps:

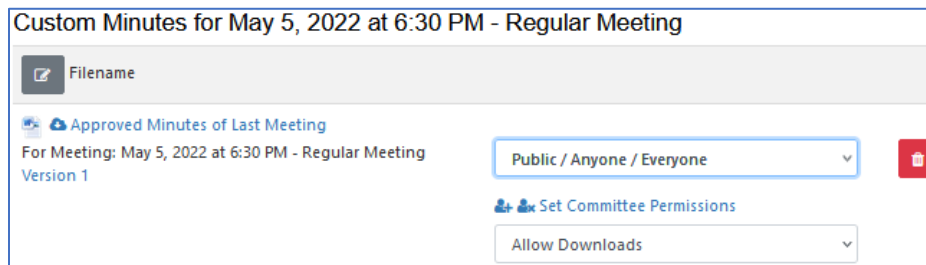
Step 1: Uploading the Approved Minutes as the Custom Minutes:



Once you're on the 'Custom Minutes' screen:



Once your approved minutes have uploaded it will look like this:



Note that you have the same options to change permissions, delete or prevent downloads you do when working with attachments.

Step 2: Updating the Status of your Meeting:

The final step for making your approved minutes available it to update your meeting to the completed status. Typically this is done from the 'Meetings, Minutes, and Agendas' screen.

The screenshot displays a meeting management interface. On the left, there are two meeting entries. The top entry is for a meeting on May 5, 2022, at 6:30 PM, titled 'Regular Meeting', located at the Library - North Campus Second Floor, 678 Blue Block Ave, Austin, TX 12345. The bottom entry is for a meeting on March 7, 2022, at 6:30 PM, also titled 'Regular Meeting', with the same location. On the right side of the interface, there are several action buttons: 'Public Notice', 'Agenda Report', 'Notify', and 'Email for this'. A dropdown menu is open, showing the current status as 'Published'. The menu options are: 'Mark Meeting Completed' (highlighted in green), 'Back to Review' (red), 'Archive Meeting' (yellow), and 'Cancel Meeting' (red). A callout box with a green border and text points to the 'Mark Meeting Completed' option, stating: 'Click the current status and choose 'Mark Meeting Completed''.