

## Meetings & Board Management

# Decisive and secure decision making

Bolster collaboration, enhance documentation and pave the way for more productive meetings.

In today's fast-paced business environment, organisations find themselves faced with multiple challenges. From ensuring strategic alignment and transparent decision-making to fostering a collaborative and innovative culture, the expectations from board management and company meetings are high. Moreover, with increasing legal and regulatory standards, adherence to good governance practices is no longer a choice, but a critical requirement for building trust and long-term sustainability.

## Reduce manual efforts, elevate board insight

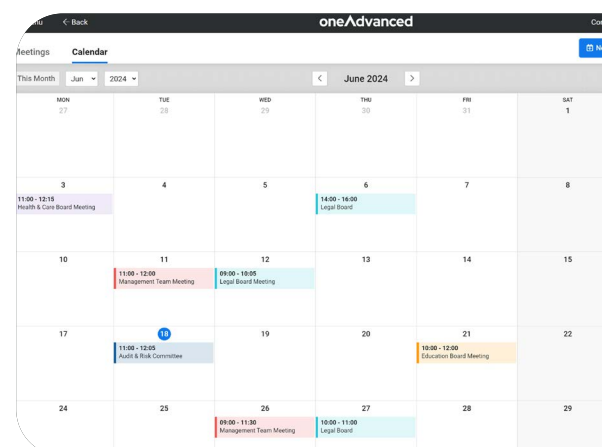
Orchestrating these processes effectively is easier said than done, often demanding significant time, effort, and resources, with meetings often resulting in ineffective communication and a lack of preparation, hampering decision-making processes.

This is where the need for a comprehensive meeting and board management software arises. A robust software solution will not only streamline meetings, saving valuable time, but also ensure effective communication amongst board members, bolstering decision-making processes.

From simplifying meeting management to enhancing board oversight, Meetings & Board Management aids in mitigating technological challenges, automating manual processes, and ensuring efficient record-keeping and compliance, providing an all-round solution to help your teams drive organisational growth and resilience.

### Key Capabilities:

- Intuitive, user-friendly design
- Templates and drag-and-drop agendas
- Allocate time for agenda items
- Add notes, Decisions, Minutes, Actions and Votes
- Live note taking and one - click minutes reports
- 'Follow me' functionality
- View actions from previous meetings
- Annotate documents with ease
- Secure sharing of board packs and auto 'read and annotate only' format
- Create Teams & Zooms links from within the meeting



## Streamline meeting organisation

### Create an agenda and attach documents in minutes

With Meetings & Board Management you can greatly reduce the manual preparation for your meetings and reduce the burden of administration by quickly creating an agenda using 'drag and drop' and templates. The tool enables you to compile a clear, comprehensive agenda that highlights key discussion points and objectives. Assign time slots for each agenda item so your meetings stay on track. This approach not only saves time but also ensures all participants are well-prepared and informed.

Attaching necessary documents for pre-reading ahead of the meeting provides everyone with consistent information, reducing misunderstandings and boosting overall productivity. By focusing on the substance of your meeting, you ensure a more efficient and effective use of everyone's time.

### Attach and share notes to agenda items ahead of time

Add reminders, questions or points to discuss to your agenda. By clearly outlining the discussion points, you ensure that the most strategic topics receive the attention they deserve. This approach not only keeps the meeting on track but also helps participants prepare better, leading to more focused and fruitful discussions. Embrace this simple yet effective strategy to make every minute of your meetings count.

### Annotate meeting packs ahead of time

Enhance your meeting productivity by providing attendees with instant, secure access to meeting packs. Share essential documents ahead of time, allowing participants to annotate important information and collaborate effectively before the meeting even begins.

Annotate documents like you would on paper, with highlighted sections, draw, underline and

circle with different colours and add notes on any page. And if the document needs amending, easily release an updated version to the meeting pack, ensuring everyone is looking at the latest version. Store commonly needed or referred to documents in the resource library so meeting attendees can access these at all times, and link these from within an agenda item, such as policies and procedures, training materials and annual reports.

This approach not only streamlines the meeting, reducing time-wasting in-meeting document reading but also fosters a more productive and engaged team. By prioritising pre-meeting preparation, you can transform your meetings into efficient, collaborative sessions that drive better outcomes.

### Answer queries and have discussions ahead of the meeting

Effective collaboration begins before the meeting even starts. By having conversations with other attendees and discussing queries in advance, through the use of shared notes, you can significantly enhance productivity and efficiency, reducing wasted time and speed up effective decision making. This approach ensures that everyone is well-prepared and on the same page, enabling the meeting to be more focused. This preparation not only saves time but also allows for deeper, more meaningful discussions during the meeting, ultimately leading to better outcomes for everyone involved.

The screenshot displays the oneAdvanced software interface. At the top, there's a navigation bar with 'Menu', 'Back', and 'oneAdvanced' branding. Below this, a header section shows the meeting details: 'June 26th Wednesday 2024', 'Committee: Management Team', 'Title: Management Team Meeting', 'Location: Teams', and 'When: Wed 26th June 2024 at 09:00'. On the right side of the header, there are buttons for 'Agenda View', 'Meeting Details', 'Notify Attendees', 'Download Pack', and 'Auto Renew'. The main content area is divided into two panels. The left panel, titled 'Agenda', shows a list of items: '1.0 Review Minutes of Management Team Meeting (draft)', '2.0 Chief Executive's Issues', '2.1 Review Action Log', '2.2 Health & Safety', '2.3 Communications', '3.0 Director's Updates', '3.1 Members Briefing', and '3.2 Corporate Affairs Report'. The right panel, titled 'Agenda Details', shows a form for editing an agenda item. It includes fields for 'Level' (Level 1), 'Item Ref.' (1.0), 'Heading', and 'Duration (minutes)' (5). There are also radio buttons for 'Purpose' (For Information, For Decision, For Approval, Instructions) and a rich text editor with various formatting options. At the bottom of the right panel, there are buttons for 'Click to Upload or drag files' and 'Click to add documents from Document Library'.

## For more information on Meetings & Board Management

please contact our team or speak to your OneAdvanced Account Manager

### Confident decision making, elevated communication

#### Assign actions, accelerate productivity

Maximise productivity and hasten decision-making processes by assigning actions during meetings. Not only does this allow you to monitor progress efficiently, but it also establishes a system of accountability, ensuring tasks are completed promptly. With automatic email reminders for due tasks, you can ensure no important action falls through the cracks. By assigning owners and setting deadlines, you accelerate outcomes and foster a culture of accountability and efficiency.

#### Increase engagement with Lead and Follow

Unleash a new level of engagement in your meetings with our lead and follow technology. Make sure everyone is kept on the same agenda item or page as the Chair or leader at any point in the meeting. This allows participants to track your position in a meeting without screen sharing, ensuring everyone is always on the same page. Regardless of how swiftly you navigate between topics and documents, attendees can keep up, maintaining focus and enhancing collaboration.

#### Voting & Polls

Empower your meetings with the strategic use of Voting & Polls. This feature enables attendees to ask or respond to questions both publicly and privately, enhancing communication and collaboration. Capture vote results and record decisions to uphold good governance. Align your team and make impactful decisions together with the Voting & Polls tool.

### Speedier, tracked and recorded outcomes

#### Produce meeting minutes in one-click

Utilise the categorisation of notes during meetings for the efficient creation of meeting minutes at just one click of a button. With notes classified as either 'Notes, Decisions, Minutes, Actions, or Votes' utilising the structure of the agenda, the comprehensive minutes report can be generated rapidly following conclusion of the meeting, with reports on just one note type also available. Significantly reduce the burden of admin tasks and enhance record keeping by tracking attendance, recording decisions, and noting outcomes.

#### Carry forward actions

Eliminate the need for time-consuming recap sessions with the Outcomes tab, that provides immediate access to key updates from previous meetings. Vastly improve efficiency and ensure that actions stay focused and on track. See the status at a glance, and drill down for more information, and view outstanding actions. With a readily available reference point, you'll improve productivity and outcomes.

"Given the benefits Meetings & Board Management would deliver, we expected the transition would be time consuming and intensive, at least in the early stages. Our experience was quite the opposite, as the system lightened our workload from day one."

BHA Corporate Services Manager

# Safely stored and securely shared

## Auto conversion of document to read & annotate only

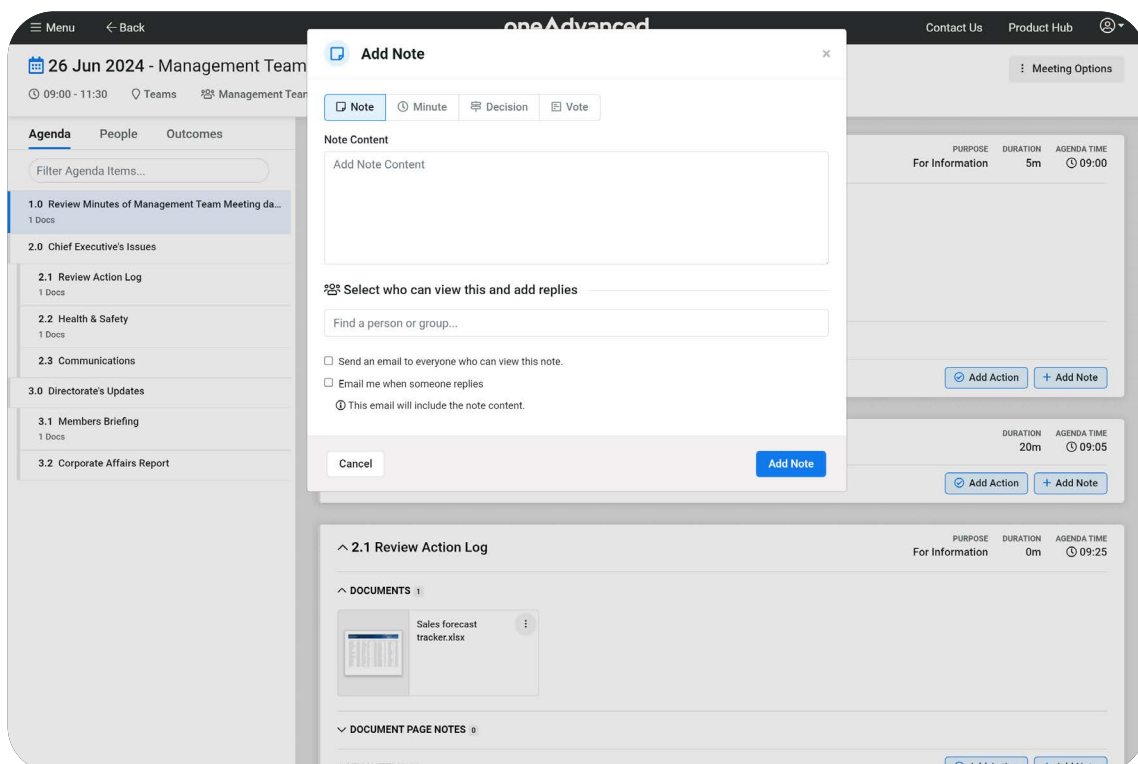
Deliver enhanced security by ensuring document integrity. The ability to see comments within the solution guarantees that the original content is never altered, providing a reliable record of documents. Multiple file formats can be accommodated for convenience without the need to convert to PDF. These files are automatically converted into a 'Read & Annotate only' format upon upload. This prevents unauthorised changes and preserves the original document, significantly improving security. By saving admin time and supporting auditability of amendments, our solution offers a fortified layer of protection for your documents and information.

## Shared with confidence

Improve your meeting security by sharing meeting packs securely utilising permissions to restrict or allow attendees to view the packs or agenda items, making sure the right individuals see the right information. The meeting packs remain secure and kept within the system and attendees access these via the platform, eliminating the risk of sensitive information being stored on personal email accounts and shared devices.

You are in charge, with the ability to easily amend the permissions for the meeting and its contents, full control for each attendee and agenda item to keep your data private and safe.

Information is kept in a secure, protected system allowing organisations to meet their responsibilities under GDPR and other data privacy requirements. All data is held behind multiple layers of well-designed, robust, tested security. Access is granted only with a valid login and to users explicitly granted permission. All access to data is logged against the user, and gives you the power to control the data and functionality each individual or group can access.



“The automatic generation of the meeting pack was an instant hit, and being able to access all the papers from anywhere at any time has provided so much more flexibility.”

Geraldine McKay, Western Health and Social Care Trust

## More than just a board portal

### Secure but collaborative

Gain trust when sharing and collaborating with attendees.

**Accurate and reliable:** Our system provides you with up-to-date information, securely accessed that you can rely on to enhance decision making.

**Enhanced Governance:** Improve record keeping, auditable note taking and permission controls foster a culture of improved governance.

### Improved outcomes

Drive a shift towards more proactive preparation to improve meeting efficiency.

**Increase engagement:** Our simple and effective system increases meeting preparation and engagement, to maximise productivity and speed-up the delivery of outcomes.

## Expertly supported

Rest assured; we'll be there to support you every step of the way during your onboarding journey.

**Customer Support:** Our team of qualified experts continue to support our customers even once onboarded.

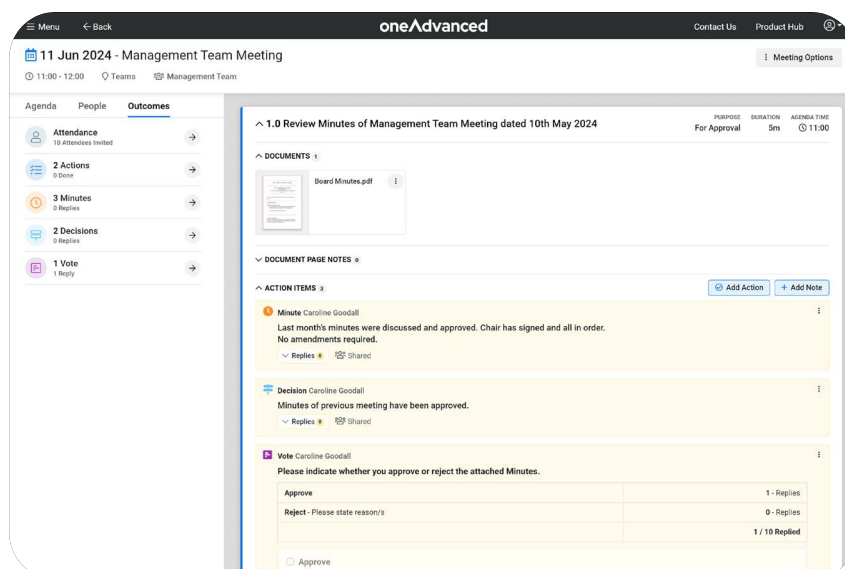
**Guided set-up:** Our team guide customers through the set-up process.

**Consultative approach:** We support our customers with a consultative approach throughout their onboarding journey and beyond, to a far greater degree and delivering greater product satisfaction than rival solutions.

## Next steps

Efficient meetings and board management are indispensable for maintaining effective communication, making sound decisions, ensuring good governance, and securing vital information within an organisation. Meetings & Board Management offers a secure, user-friendly solution that fits seamlessly into your organisation and provides an enhanced and more engaging meeting to deliver improved outcomes.

Ready to transform your meetings? Contact us for more information and see how our solution can benefit your organisation.



# OneAdvanced's Governance Platform

No more separate board portals, risk registers and objectives software. OneAdvanced's Governance platform allows CEOs, Directors, Managers and Leaders across any organisation to manage everything in one place.

**Meetings & Board Management** supports senior stakeholders host their most important meetings to fasten decision making, deliver outcomes and improve communication with an easy-to-use and secure, collaborative solution.

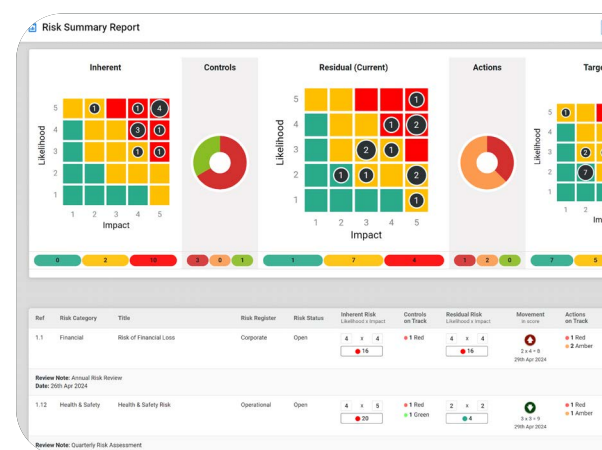
Much more than a standard board portal - create agendas, prepare and share meeting packs, manage access and attendance, hold votes and encourage preparation, collaboration and discussion.

**Risk Management** provides a clear, simple overview of an organisation's risk register with the control, guidance and visual summary to strengthen and embed a greater a culture of risk management.

An easy-to-use and intuitive solution to give greater visibility, awareness and empowerment to monitor and mitigate the risks facing your organisation. Save valuable time, avoid complex systems and spreadsheets and gain greater peace of mind that the threats to your organisation are all under control.

Both integrated solutions are built on our Governance & Risk Management platform, and when deployed together, can utilise the Objectives module to align and communicate your organisation's goals and objectives to those managing risks and making key decisions during meetings.

At OneAdvanced, we understand the importance of effective governance in leading an organisation successfully. Our governance solutions are designed to empower senior leaders by improving transparency and offering a deeper understanding and control over organisational governance. We help you channel your focus on vital information that stakeholders often miss, fostering enhanced collaboration on objectives, risks, and meeting outcomes. Our services not only manage governance practices across your entire organisation, but also aid non-risk professionals in understanding and manoeuvring through governance. We provide a high level of assurance to all stakeholders by effectively managing governance, instilling confidence that their interests are being looked after.



Get in touch

Want to find out more?

Contact one of our team members today!

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