

Gain Immediate Efficiencies with Board and Meeting Manager

In many organisations, meetings are the forums for creating decisions for action.

Better and Faster Information Flow

Quality and timely information flow across increasingly complex organisations can be a critical success factor. With Board and Meeting Manager, the task of managing meetings is handled efficiently and in line with your organisations' standards and templates.

A Measurable Return on Your Investment

Cathy Harding, Information Management Coordinator, Western Downs Regional Council said, "Board and Meeting Manager has brought the council huge efficiencies in the seven years we have been using it, with easy access to information, reports registered as they are typed, and an excellent validation process, as well as ensuring officers type reports in standardised templates. The process also links documents already registered in TechnologyOne Enterprise Content Management (ECM) to new documents quickly and easily, and tasks them to officers. History is captured, and everyone has access and knows what stage the document process is up to."

"The implementation of Board and Meeting Manager and our streamlining of processes have saved us in excess of 60 hours a month, and with the automated creation and distribution of action items, we have saved an extra three to four days per month on average. The process also allows the CEO to look at all of the minute strips and who the item has been tasked to," said Cathy. Western Downs Regional Council runs a number of top-level programs, each with its own reporting line. Before council meetings, each program's reports are collated within Board and Meeting Manager, and then generated into an agenda. This final agenda is distributed electronically and in hardcopy to the councillors.

Finding Information Quickly and Easily

Tweed Shire Council tracks reports and views notes on draft reports from within Board and Meeting Manager to ensure that, when appropriate, reports and their notes are placed on meeting agendas.

"One of the best things about Board and Meeting Manager is that it allows all users to access reports, minutes and action items using search techniques," said Meredith Smith, Tweed Shire Council's Secretariat Co-ordinator.

Ms Smith said that, "using Board and Meeting Manager to manage the agenda-voting-minutes-actions process has enabled the council to take advantage of evolving technologies that benefit both internal and external customers. For example, documents within Board and Meeting Manager are easily rendered to make available on the council's website, and all staff have access to the agendas, minutes and action items, which arms them with information for customer queries and report writing."

A Standardised Look and Feel

Board and Meeting Manager helps users maintain organisation-wide standards for electronic documents, increasing their quality and reducing the need for manual formatting and collation.

At Western Downs Regional Council, all templates are set up with macros in advance and are therefore consistent across the council.

"This gives our documentation a professional feel, something that many of our users and stakeholders comment on," said Cathy Harding. "We've set up Board and Meeting Manager with Microsoft Word's AutoText feature, so entries can be made quickly and seamlessly during a meeting while keeping to the predefined template. It gave us an opportunity to introduce document standards across the organisation, and made us think about our processes and prioritise what was important."

"We estimate that we picked up 1.5 days on the previous method, and the team has been reduced to two staff who now manage other administrative areas of the council. With Board and Meeting Manager, many staff now write their own reports," said Cathy.

Reducing Risk

Having a standardised and distributed way of managing meeting activity has also been a major area of risk mitigation for Tweed Shire Council. Prior to implementing Board and Meeting Manager, the council ran an automated, custom designed system, which was operated and maintained by one user. This person eventually left and took that knowledge, which was a factor in council introducing Board and Meeting Manager.

Compelling reasons to choose TechnologyOne

1. We have more than 15 years experience working with local government organisations
2. Our staff have extensive industry experience and will listen to your requirements
3. We deliver solutions that provide you with the flexibility to adapt to changing business demands and government regulations
4. We are committed to delivering solutions that provide total cost of ownership advantages over our competitors
5. We have a track record for consistently delivering on-time and on-budget implementations
6. We deliver sophisticated 'out of the box' solutions that seamlessly integrate with your existing software
7. Your investment in Board and Meeting Manager is backed by our Evolve strategy, which provides software upgrades as part of your annual support costs (no new licence fees are involved)
8. We continue to learn about the challenges our customers face and are committed to delivering software that can help
9. We provide direct access to our R&D team and reinvest substantially into the ongoing R&D of our products
10. We are a world-class company, one of the largest publicly listed IT companies on the Australian Securities Exchange (ASX: TNE), and are continuing our global expansion



For additional information, visit TechnologyOne's web site at www.TechnologyOneCorp.com or phone 1800 671 978

About TechnologyOne

TechnologyOne (ASX: TNE) is a leading enterprise software solutions provider. For more than 20 years we have been providing deeply integrated software solutions for business, government, financial services, local government, health and community services, and the education and the utilities sectors. Tens of thousands of people each day use our world class solutions, which we develop, implement and support. Our enterprise-wide solution suite, is based on leading edge technology and is backed up by a substantial R&D program. Our consulting teams provide world-class services and this provides our customers with a long term, secure and valuable partnership. TechnologyOne employs more than 700 people and has offices in each State and Territory of Australia, as well as New Zealand, Asia and the United Kingdom.

Our enterprise software solution suite encompasses Financials, Supply Chain, Human Resource, Payroll, Enterprise Budgeting, Performance Planning, Business Intelligence, Property & Rating, Student Management, Works & Assets, Enterprise Content Management and Customer Relationship Management.

For further information please visit www.TechnologyOneCorp.com