



GRANICUS

# Tips for Building More Productive Boards (and Running Efficient Meetings)



Webinar by Granicus

# Granicus is Empowering the Digital Transformation of Government

**Serving**  
the public's  
needs and  
interests since  
1999



**Connecting**  
residents with  
government-  
provided  
information  
and services

**6,000+** Government Customers

**14** Of 15 Federal Agencies

**1,000+** Employees Worldwide

**50** States, plus locales in Canada, UK, Ireland, Australia, New Zealand

**48** of 50 Largest US Cities

# Connecting & Interacting Today



## Questions

Submit your questions via the Zoom Q&A console.



## govCommunity

See additional resources and chat after the webinar.

[community.granicus.com](https://community.granicus.com)



## Chat

Your peers are in the chat. We encourage you to connect there!

# Today's **Speakers**



**Megan Asikainen CMC**

Product Manager  
Granicus  
Former Municipal Clerk



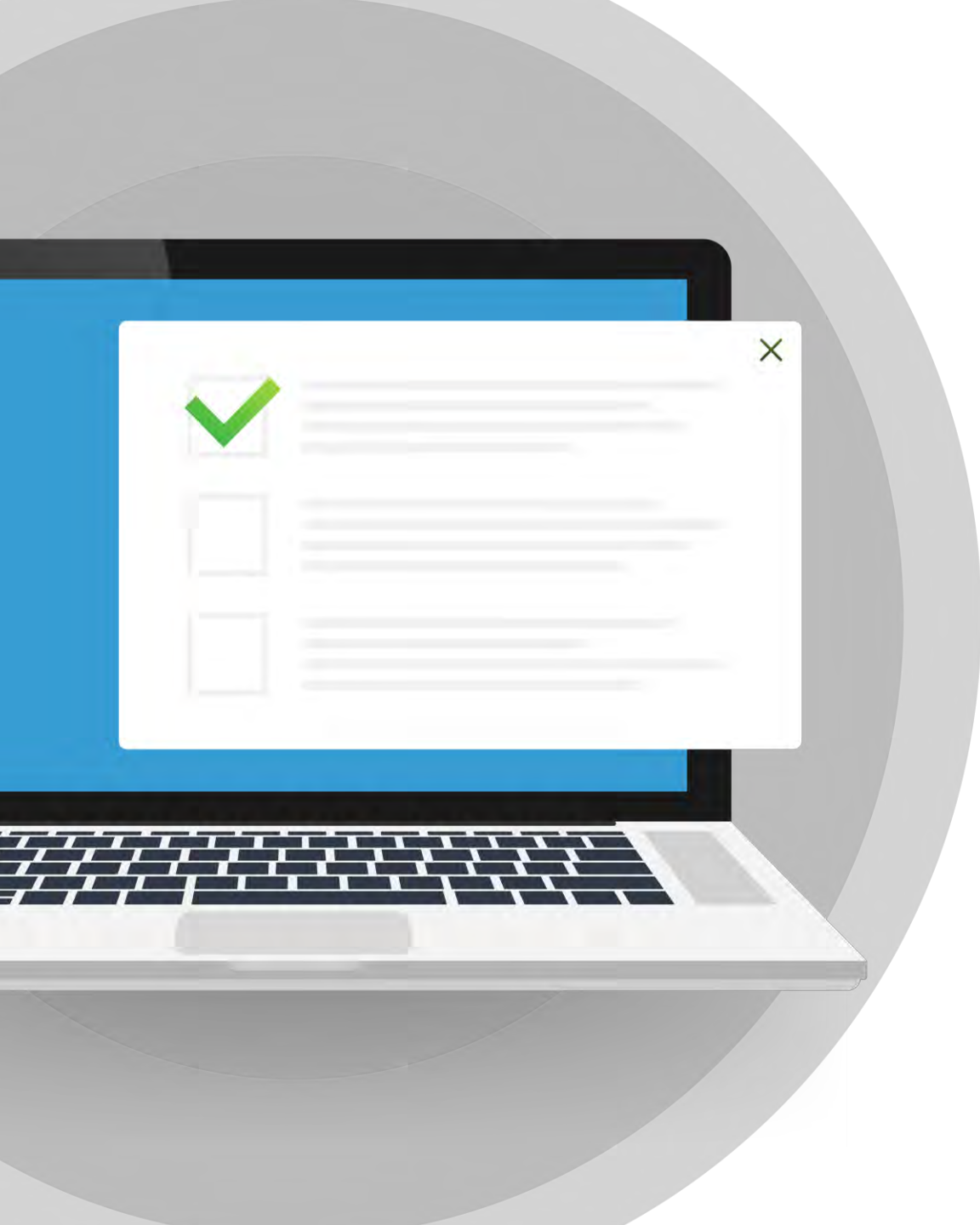
**Cindi L. Mansell CRM, MMC**

Master Municipal  
Clerk & Records and Information  
Manager



**Steph Bergman**

Marketing Manager  
Granicus



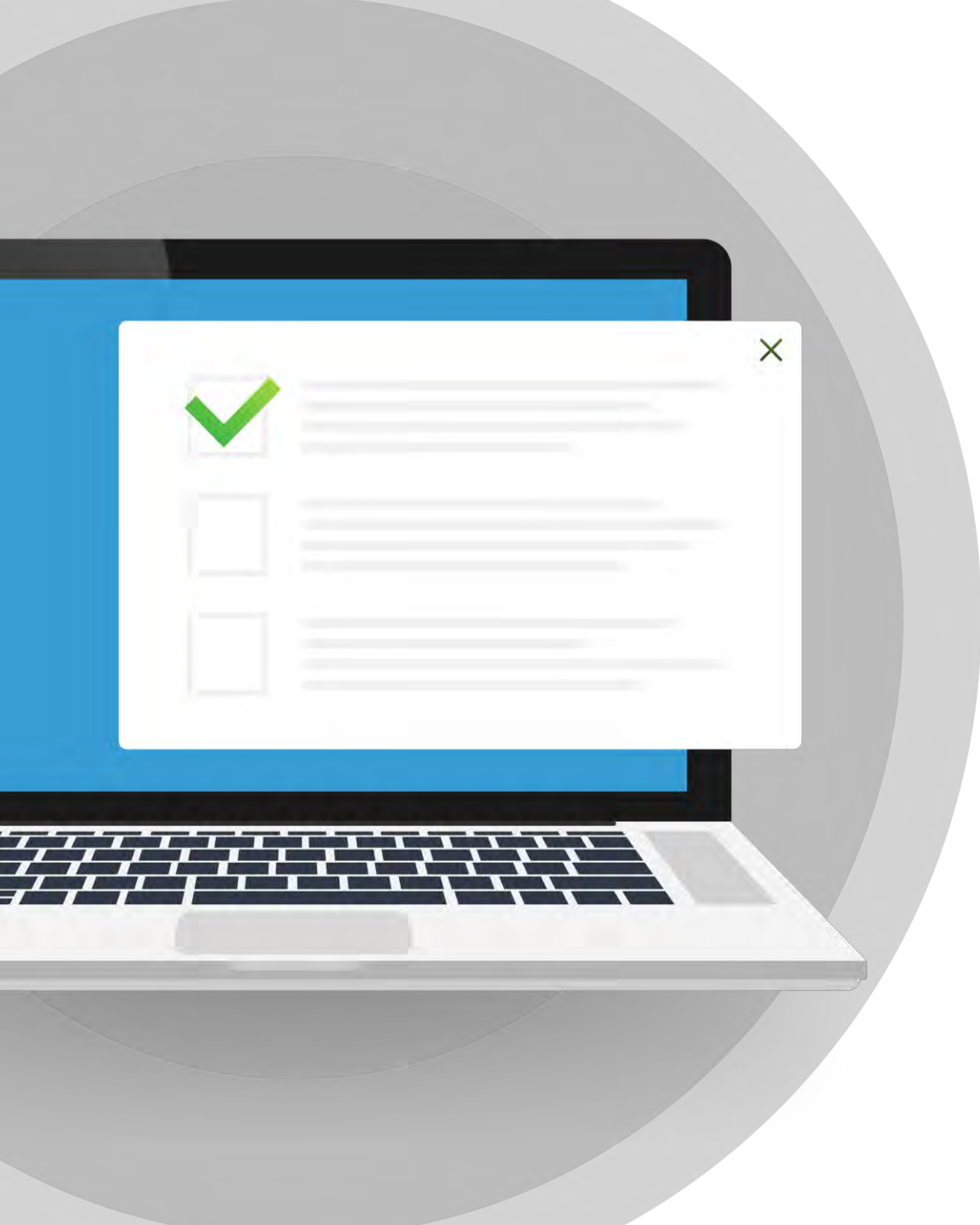
## Poll

How would you rate the productivity of your board meetings?

# Fundamentals of the Best Run Public Meeting

1. Understanding leadership and setting the stage
2. Published agendas
3. Maximize public engagement benefits

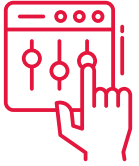




## Poll

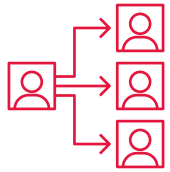
How often does your board meetings extend past the scheduled time?

# Productivity Depends on the Board Members



Membership changes

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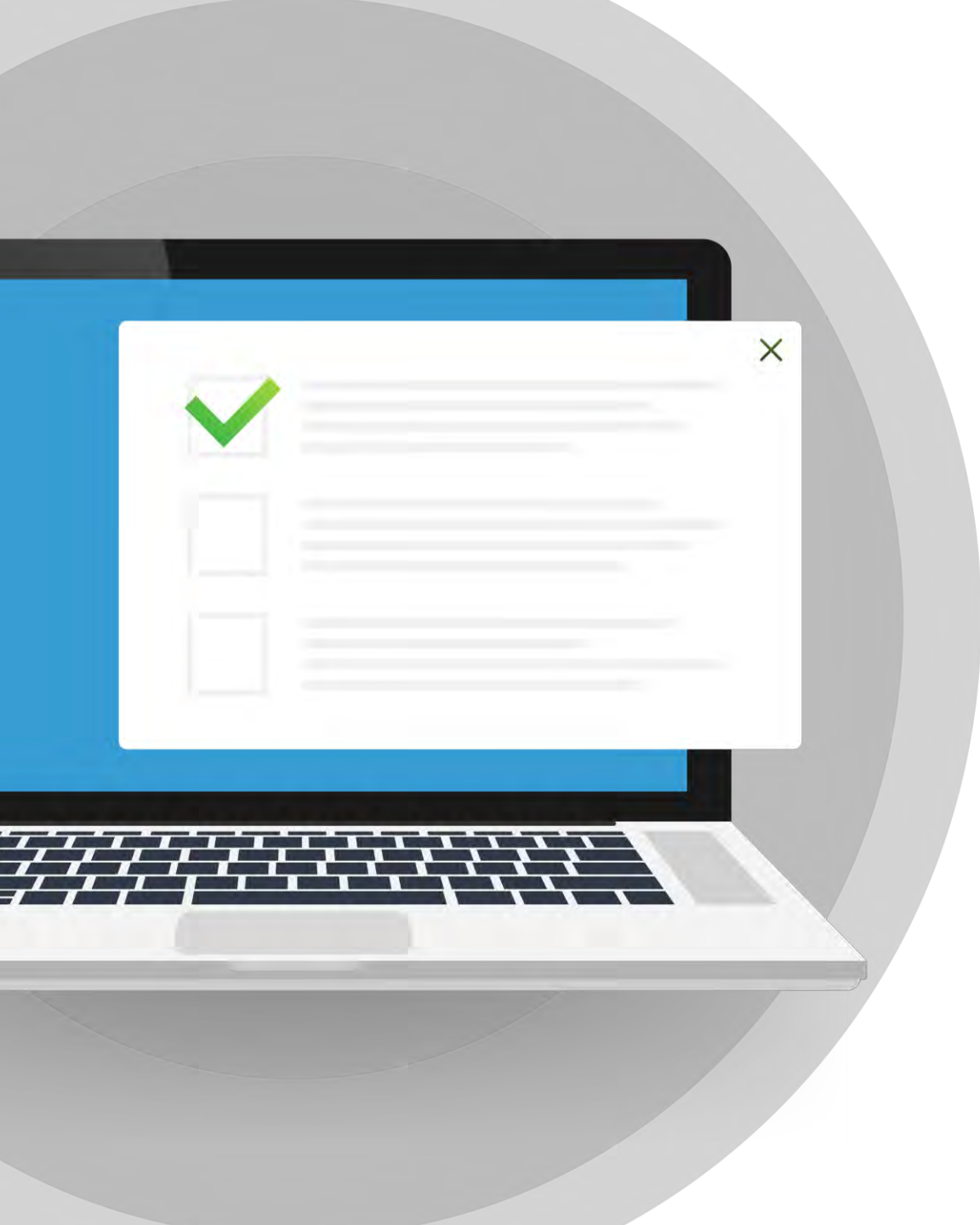
Changes in board dynamic

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Positive and negative for staff



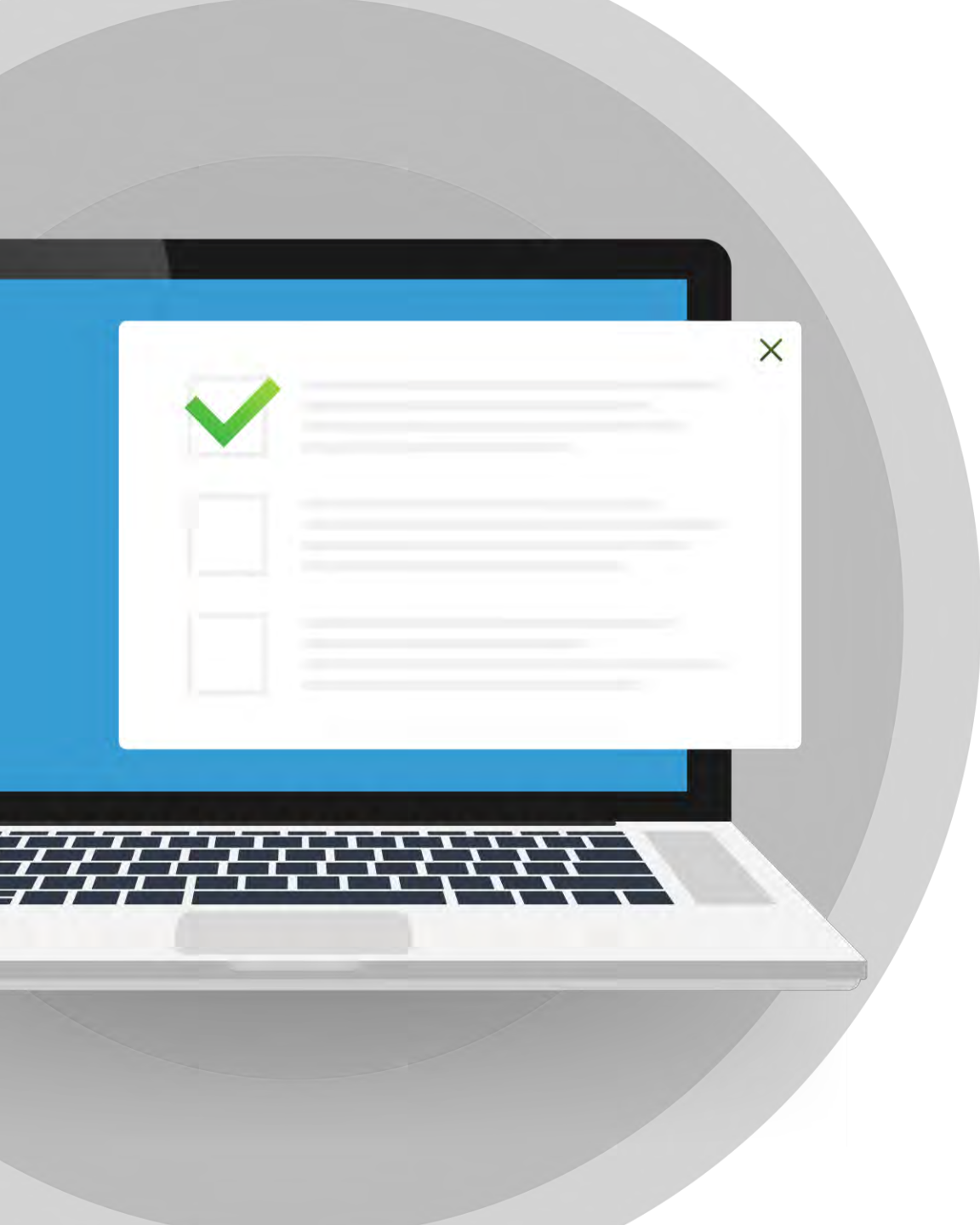


## Poll

Do you have an onboarding / training program in place for new board members?

# Making a Smooth Transition

- ✓ Onboarding
- ✓ Training
- ✓ Documented processes & procedures
- ✓ Work as a team
- ✓ Be empathetic



## Poll

Do you currently utilize technology in your meeting process (either before, during or after)?

# Technology – Tools That Can Help



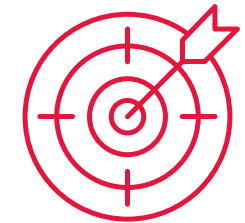
Technology  
is critical



All tech is  
not equal



Digital agendas  
& packets



Setting  
goals



## DID YOU KNOW

50 – 75%

of staff time is wasted creating agendas and minutes manually?



# Pinellas County, Florida

Goal: Automated meeting and agenda preparation.



75%

Reduction in agenda item approval time



100%

Reduction in paper required for meetings



3

Weeks approval time



Our previous process was tedious, time consuming and expensive. It stresses me out just to think about it.

— *Becky Batten, IT Applications Developer at Pinellas County*



govMeetings





Did you know you could **automate** the board management process?

# San Jose, California

Goal: Less paper and less staff time needed for organizing.



3X

number of online applications



2X

number of appointments



Less filling cabinets (14 down to 1)

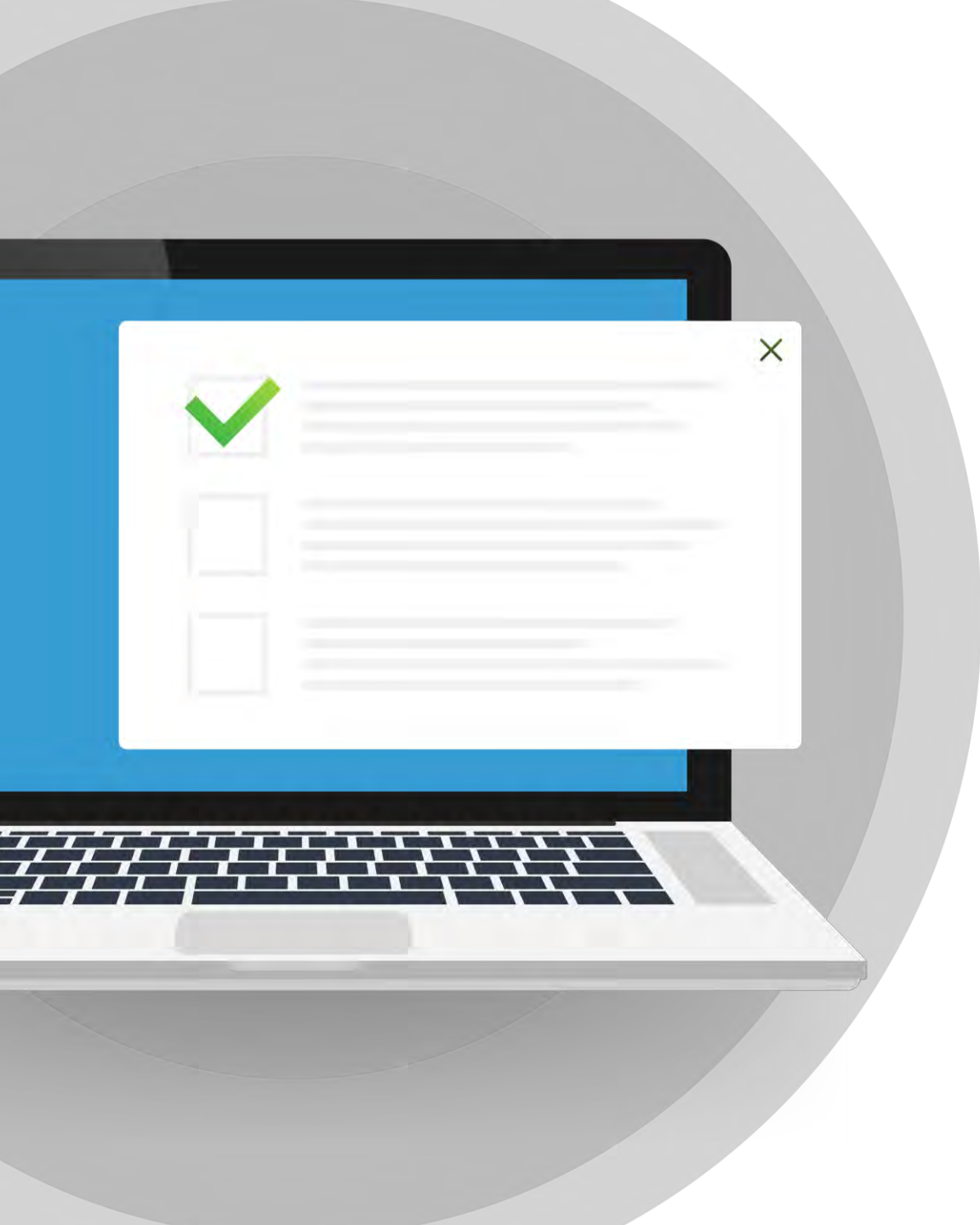


Once we started using Granicus, we saw an enormous increase in the number of applicants to our citizen boards... And, importantly, the pool of applicants was more diverse and representative of the city.

— Anh Tran, Deputy Clerk







## Poll

Would you like more information on how Granicus can help with your meeting efficiency?



**Thank You**

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