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

Webinar by Granicus
Granicus is Empowering the Digital Transformation of Government

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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

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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
How would you rate the productivity of your board meetings?

Poll
Fundamentals of the Best Run Public Meeting

1. Understanding leadership and setting the stage
2. Published agendas
3. Maximize public engagement benefits
How often does your board meetings extend past the scheduled time?
Productivity Depends on the Board Members

- Membership changes
- Changes in board dynamic
- Positive and negative for staff
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
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
Would you like more information on how Granicus can help with your meeting efficiency?
Thank You

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