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Your Meetings, Evolved - Paperless Meeting Automation Solution

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What is the current process?

- **Agenda items**- submitted by email or hardcopy. Reports created in Word.
- **Agenda**- copy & paste/typed into Word.
- **Minutes**- copy & paste/typed into Word.
- **Meeting** – either print hardcopy or email PDF to Participants, then upload to website.
- **Action Follow up** – if managed at all, markup minutes & emailed around. Very little tracking visibility.





How do you automate it?

- Transform the existing meeting preparation, facilitation, and follow up process into single a streamlined process.
- Reduce/Eliminate copy & paste or re-typing of information in the meeting cycle.
- All meeting information for past & present meetings at your finger tips.
- Move towards use of technology in the meeting to improve flow and efficiency.



Common Motivators?

- **Legislation** – Accessibility, Open Government Laws, Freedom of Information/Public Records Request, etc.
- **Budget Cuts** – Organizations are trying to do more with the same or reduced budgets.
- **Workforce Changes** – Many facing retirements and generational differences & struggles with building of Corporate Knowledgebase.
- **Customer Service** – Elevate service that organization provides to all stakeholders
- **Green Initiatives** – Most have some type of green initiative. Agenda packages can be top offenders of paper waste.





Introducing eSCRIBE

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Who is eSCRIBE Solutions?

- Originally founded in 2003
- Background in Public Sector Consulting
 - STRONG project management background = your project success.
- Member of the Microsoft Certified Program since 2003
- Proven track record of helping organizations implement efficiencies & reducing paper



What is eSCRIBE?

- ✓ Integrated meeting management platform
- ✓ Automates the complete meeting lifecycle
- ✓ Supports flexible meeting hierarchies - Legislative Meetings, Management, Departmental and Ad Hoc Teams
- ✓ Provides a consistent meeting experience for all user groups
- ✓ Enforces discipline and structure where required
- ✓ Full reporting and business analytical support
- ✓ Aligned with existing technologies already in place in many organizations

Admini

Participants

Cont

Public

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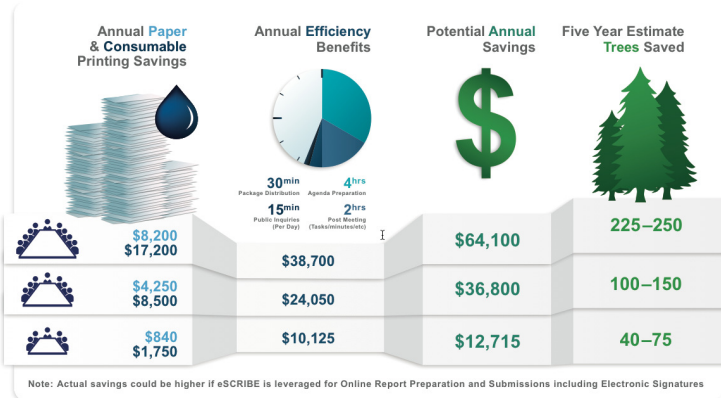
What is eSCRIBE?

- Aligned with the Microsoft Technology Stack
 - Available in both on premise and online hosted solution offerings
 - Seamless integration with Microsoft SharePoint, and Microsoft Office suite (ex: Word, Outlook)
 - Integration with Active Directory for single sign on
- Help address change management by leveraging tools that staff already know (Word, Outlook)
- Limitless possibility of integrations into other systems
 - Records Management
 - Websites
 - Video/Audio Streaming
 - Electronic voting terminals

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Return on Investment

eSCRIBE™ Typical Savings for a Board and Committees



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Demonstration

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Microsoft Partner
Silver Independent Software Vendor (ISV)