

# We will get started soon!

- Please enter your questions in the chat area throughout the webinar.
- Comments and questions will be addressed at the end.
- Try using Google Chrome or Mozilla browsers for best results.
- We will email a replay of the webinar in the next few days.
- For connectivity problems, try the “Reconnect” button at the top.



# Board Meeting & Management Software

Boardable helps nonprofit leaders and the meetings they run be more organized, impactful, and fun.



# Agenda

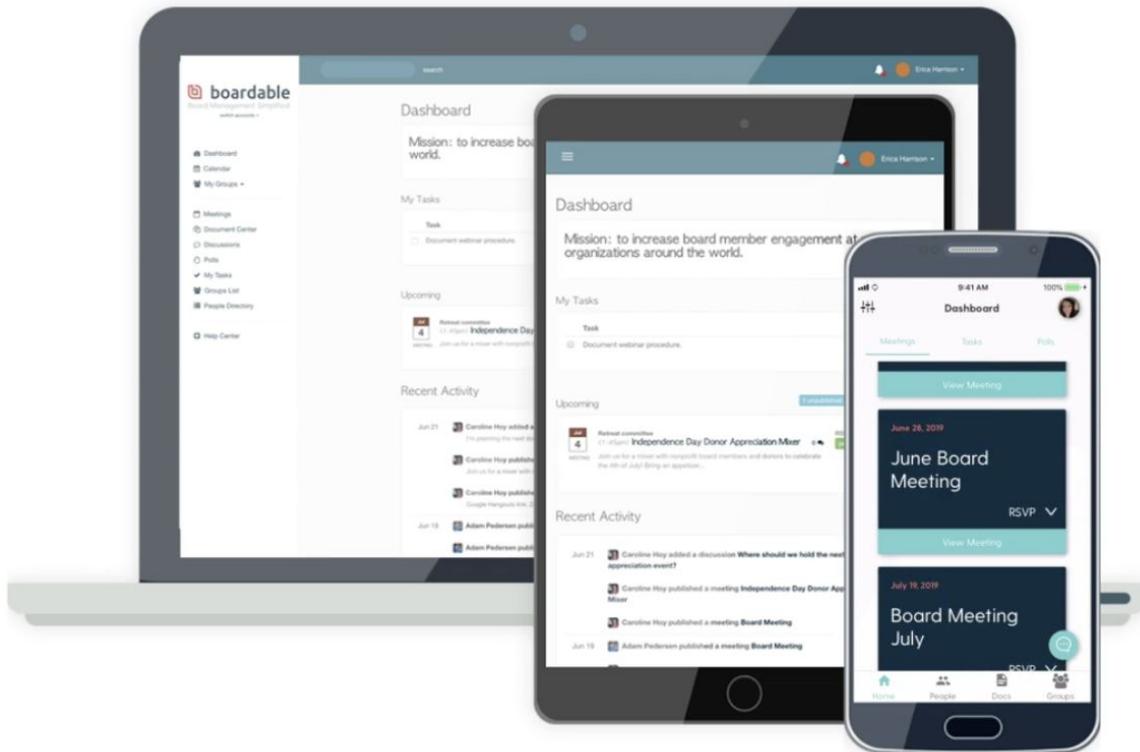
- **Introductions**
- **Feature Overview**
- **Feature Training**
  - Goals, Reports, E-Signatures, Broadcast Announcements, Board Packet Quick Print, Notifications Log, Free-form Minutes Maker
  - Boardable Meetings with Video
- **Live Q&A**



**Centralize** activities for meetings, documents, discussions, polls, and contracts

**Automate** scheduling, calendaring, and reminders

**Integrate** with Gmail and Outlook as well as document services





# Boardable Plans

## LEGACY

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Customers who joined Boardable before our current plan structure launched in January 2020

- Original platform, including meetings, polls, tasks, Document Center, and more

## ESSENTIALS

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Streamline your board experience by centralizing communications, document storage, and meeting planning

- Set and track 1 goal
- Export data from previous 3 months
- Boardable Meeting with Video (Users Only)

## PROFESSIONAL

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Take your board to the next level with dedicated support and more advanced tools for a more professional board experience

- Unlimited goals & reports
- Board Packet Quick Print
- E-Signatures
- Success Manager
- Boardable Meeting with Video (+Guest)

## ENTERPRISE

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Let us help you expand with custom features and consulting

- Custom reporting
- 3rd-party integrations
- Multiple account instances
- Nonprofit expert consulting



# User Permissions

## Administrators

All privileges including billing information, ability to change plan type, add people, change account settings, and update announcements.

## Members

Create meetings, polls, discussions, upload documents, and view all activity in assigned groups.

## Observers

Participate in groups they are assigned to, discussions, polls, and meetings when invited, but are not able to see the Document Center.



# Virtual Meetings with Boardable

- Meeting Center with Documents
- Public meeting page
- Task tracker tool
- Discussions
- Online voting via polls feature
- Convenient mobile app
- E-Signatures (Professional Only)
- Boardable Meeting with Video (Beta)



# Boardable Meetings with Video

Whether you're meeting remotely, in-person, or a combination of the two, Boardable Meetings with Video gives your organization the tools needed to have a more focused and engaged meeting experience.

The screenshot displays the Boardable video meeting interface. At the top, the header shows the Boardable logo, the meeting title "Q3 2020 Board Meeting", and icons for settings, help, and the current user. On the left, a sidebar contains icons for a clipboard, editing, a document, a chat window with two messages, and an information icon. The main content area shows a presentation slide titled "Minutes\_June\_2020.doc" with a "Present Now" button. The slide content includes the Boardable logo, the heading "Who Are We?", a paragraph describing the company's mission and history, and a section titled "Our Values" with five icons: Drive, Integrity, Respect, Teamwork, and Empathy. On the right, a large video window shows a woman with blonde hair smiling, and a grid of smaller windows shows other participants. At the bottom of the video window are icons for hand raise, microphone, mute, video off, and screen share.



## Boardable Meetings with Video

With the built-in agenda, your organization can move through the meeting while viewing the agenda, relevant meeting materials and video conference all within the Virtual Boardroom.

The screenshot displays the Boardable virtual meeting interface. At the top, the header shows the Boardable logo, the meeting title "Q3 2020 Board Meeting", and icons for settings, help, and a profile picture. The main interface is divided into three sections:

- Agenda Panel (Left):** Titled "Agenda" with a close button (X). It lists the meeting time "10:00pm - 4:15pm" and five agenda items:
  - I. Meet and Greet**
  - II. Take Attendance**
  - III. Unfinished Business**: Includes "a. Approve past meeting minutes" with a document icon and "Q2BoardMinutes\_2020.docx", and "b. Unresolved items from last meeting" with a profile icon.
  - IV. New Business**: Includes "a. Report from Finance Department" with a profile icon "FF", "b. Committee Report" with a profile icon "VB", and "c. Staff Report" with a profile icon "LA".
  - V. Parking Lot**
- Main Video Feed (Center):** A large video window showing a smiling woman with blonde hair wearing a white polka-dot shirt.
- Participants Panel (Right):** Titled "Participants (12)", it shows a grid of smaller video thumbnails for other attendees, including a woman in a dark patterned shirt, a man in a light blue shirt, a woman in a blue shirt, a man in a light blue shirt, and a woman in a light blue shirt.

At the bottom of the interface, there is a control bar with icons for hand raise, microphone, mute, video on/off, and screen share.



## **Boardable Meetings with Video**

Will be available to organizations on the Essentials and Professional Plan.

### **Essentials**

- Only Boardable users will have access to Boardable Meetings with Video.
- No guest access

### **Professional**

- Individuals without a Boardable user login can attend Boardable Meetings with Video.
- Guest access

# Essential Features





# Maximize Board Relationships & Connections

Get a Visual Overview of Your Organization at a Glance

**People Directory**  
See everyone in one place





# Dashboard

Everything in one place

- Announcements
- Quick RSVP
- Tasks
- Select availability
- Upcoming meetings
- Change RSVP
- Activity
- Notifications

## Dashboard

+

### Goals

2 / 4

2 / 4

### Activity Snapshot

Summary of your activity over the last 30 Days

13%

RSVP

13%

Attendance

0/0

Tasks

**Mission:** Boardable helps nonprofit leaders and the meetings they run, be **more organized, impactful, and fun.**

### My Tasks

Task	Task List / Meeting
<input type="checkbox"/> Task example - exec 1/15 completed	December Boar...

### Upcoming

5 unpublished meetings   5 unpublished polls

Jun

8

Board

(9:30am) **June Board Meeting**

MEETING

RSVP

yes
remote
no
maybe

Jul

31

(12:30pm) **Q3 Expenses**

POLL

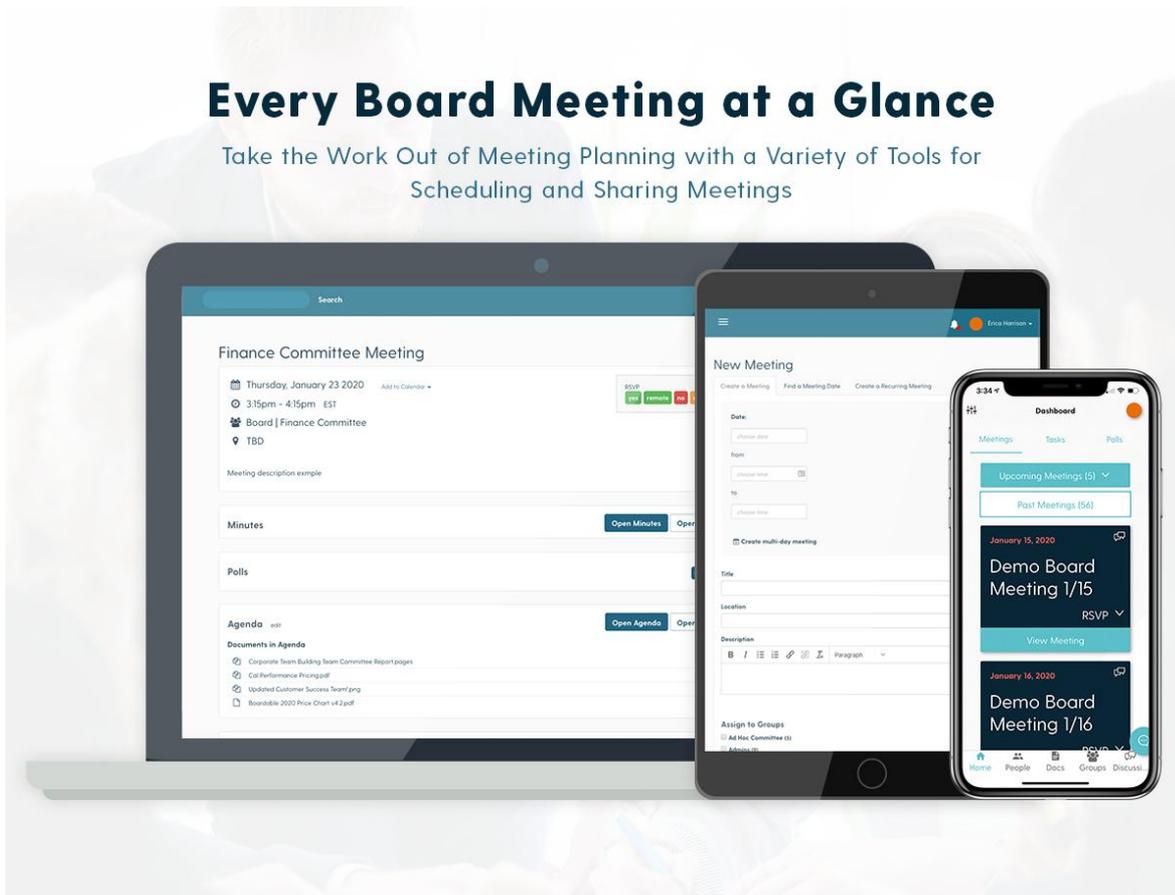


## Meetings Center

Administrators, meeting Collaborators, and Group Owners can create agendas, minutes, polls, send meeting messages, reserve dates by publishing to calendar only, or set the date and publish.

## Every Board Meeting at a Glance

Take the Work Out of Meeting Planning with a Variety of Tools for Scheduling and Sharing Meetings



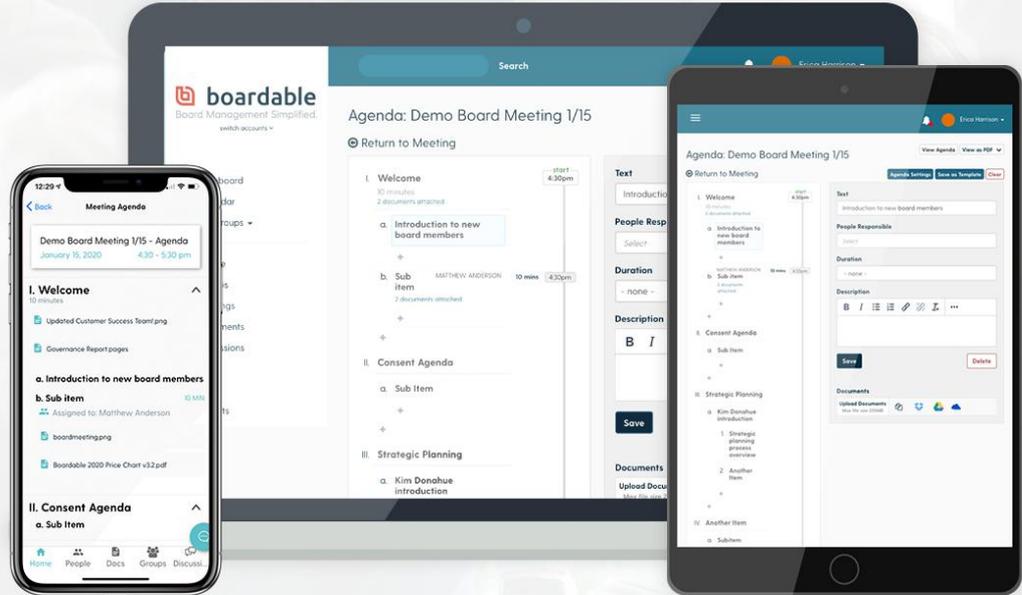


# Dynamic Meeting Agendas

Quickly Build Agendas That Drive Meeting Engagement

## Agenda Builder

Create agenda templates, personal notes, export PDFs, share agenda on public meeting page





**Minutes Maker**  
Record notes and  
decisions, assign tasks

Freeform and private  
notes also available.

### Edit Minutes: Third Quarter Board Meeting

[Return to Meeting](#)

**1. Welcome**

CEO Kristine Anderson welcomed all board members present and remote.

✓ **TASK:** Read welcome letter from City Manager GRACE BAKER 11/26/20

Enter text here Note Save

**a. Introduction Of New Members**

New member Molly Anderson is Kristine's Daughter In-Law and head of a local accounting firm.

Create a Boardable account for Molly. Note Decision Task Save

**i. Molly Anderson Profile**

Molly shared about her personal commitment to our cause and hopes for future contributions to the event and budgeting teams.

Enter text here Note Save

**2. Consent Agenda**

All members have voted to approve the agenda in the provided poll.

Enter text here Note Save

**a. Approval**

**DECISION:** Agenda approved unanimously with two abstentions.



## Calendar Integration

Connect your calendar and never miss a meeting

## Meeting Scheduling Tool

Find a date that works for everyone

### Settings

Calendar Integration

About Me

Profile Image

Contact and Social

Personal Info

Login and Password

**Calendar Integration**

Notifications

Timezone

Two Factor Authentication

**Google Calendar** connect  
sync your Boardable events with your Google calendar

**iCalendar Subscription**  
iCalendar feeds can be used with Apple Calendar, Google Calendar, Outlook, and any other service that supports the iCalendar format.

[Copy to Clipboard](#)

Be careful with this link. It is not password protected. Anyone with this link can see your Boardable events.

### New Meeting

Create a Meeting   Find a Meeting Date   Create a Recurring Meeting

**Available Dates**

<input type="text" value="05/29/2020"/>	from	<input type="text" value="12:00 PM"/>	to	<input type="text" value="1:00 PM"/>
<input type="text" value="06/01/2020"/>	from	<input type="text" value="12:00 PM"/>	to	<input type="text" value="1:00 PM"/>
<input type="text" value="06/03/2020"/>	from	<input type="text" value="12:00 PM"/>	to	<input type="text" value="1:00 PM"/> <span>✖</span>

[+ Add another date](#)

Notify me when everyone has submitted their schedule preference



# Polls

Vote on important issues

# Discussions

Collaborate with board members

## Poll

Which program should we highlight at the next board meeting?



Posted by: Krista Martin  
Due: June 1st 08:30am EDT  
Q4 Board Meeting

9 out of 11 assigned users have voted.

Education 3 votes



show votes

Adult Mentorship 4 votes



show votes

Pals 2 votes



show votes

## ED Salary FY 2020-2021

Edit Discussion



Posted by: Laura Clark  
03/27/2020, 2:57 pm EDT  
Executive Committee

Please provide comments on the proposal

### 3 Comments



Laura Clark - Mar 27, 2020  
I think it is on par with others in this industry



David Aaron - Mar 27, 2020  
I agree and think this is the right move for our organization.



Grace Baker - Mar 27, 2020  
I am in agreement as well but would like to discuss the following year plans when we meet next.



### New Comment

Rich text editor with formatting options: Bold (B), Italic (I), Bulleted List, Numbered List, Link, Unlink, and Text Color (I).

+ Attach File

Notifications will be sent to:

- DA GB KA LC MA

Everyone

Individuals v

Add Comment



# Document Center

Secure, accessible, and organized

## Document Center

Boardable Webinar > Board > [Edit Folder](#)

**Access is limited to:** Board

**DOCUMENTS**

- Home
- Starred

**SIGNATURES**

- All
- Completed
- Waiting for Signatures

**upload new document to Board**

	Name	Owner	Modified	
	<a href="#">+ New Folder</a>			
	Board giving	Laura Clark	Apr 10, 2020	...
★	Mission Statement	Amalia Howard	May 20	...
★	Mission and Vision Statement	Amalia Howard	Apr 14, 2020	...
☆	Governance Meeting	Laura Clark	Feb 07, 2020	...
☆	Mission Statement	Amalia Howard	May 18	...

# Professional Features





# E-Signatures

Sign documents virtually

The screenshot displays the 'Add Signable Document' interface. At the top, there are controls for adding a document, including a 'Date' dropdown and a 'Field For' dropdown set to 'Tonya Tucker'. Below this is a toolbar with navigation icons and a zoom level of 162%. The main document content includes a list of tasks:

- Task:** Present updated f meeting.
- c. Committee Reports**  
The event planning committ
- Task:** Pay invoice for ve
- 4. New Business**
- 5. Adjournment**  
Meeting ajourned Board Chair at 8:30 pm

At the bottom of the document, there are two signature fields: a blue dashed box labeled 'SIGNATURE: Tonya Tucker' and a green solid box labeled 'DATE: Tonya Tucker'. A '1 / 1' page indicator is visible in the bottom left corner.

An inset window shows the '1 signature remaining' status and a 'Next' button. It also displays a zoom level of 161%. A task 'Follow-up with Ieshia' by Krista Martin on 10/19/2020 is visible. A signature modal is open, showing a 'Draw' tab with a handwritten signature, a 'Type' tab, and an 'Upload' tab. The modal includes a 'Clear' button, a 'Save signature' checkbox (checked), and a 'Create' button.



## My Notifications History

See all your notifications in one place

## Organization Notifications History

See all your organization's notifications in one place

# Notifications History

Log of notifications sent to users

My Notifications

Organization Notifications

Search

Clear

Search

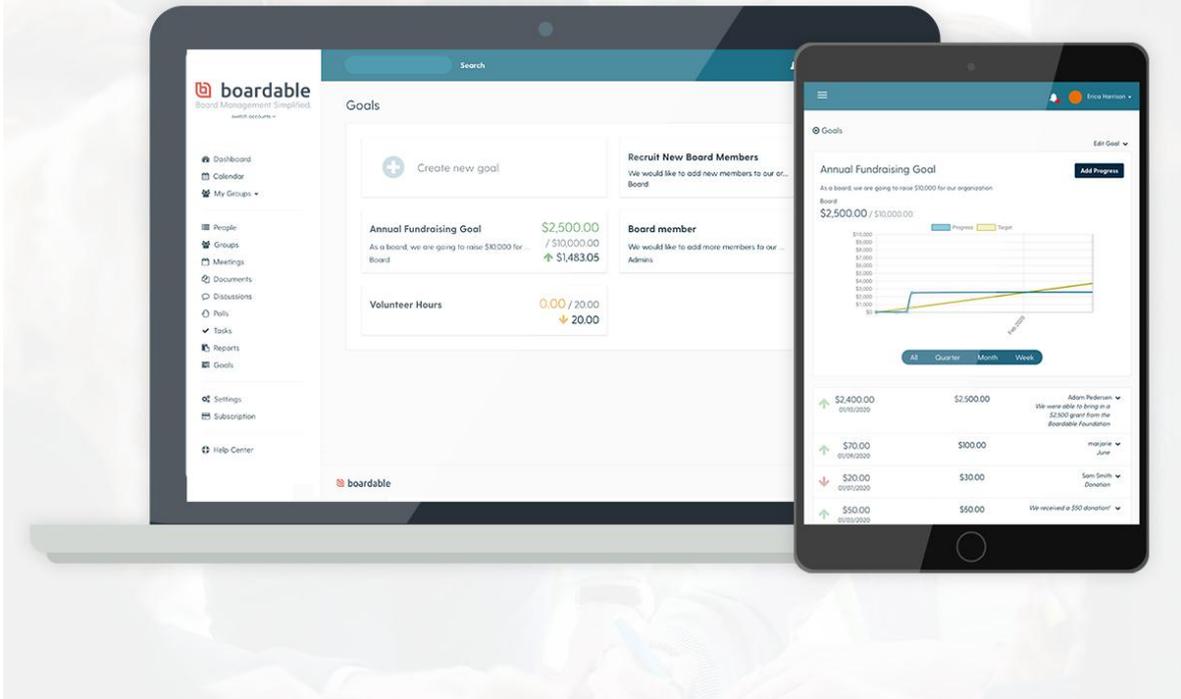
-  To: Jeb Banner Original entity deleted.  
03:39 PM Jun 03, 2020  
[Review & Sign](#)
-  To: Jeb Banner Weekly Leadership Team Meeting   
08:48 AM Jun 03, 2020  
*Let's use Boardable video!*  
**WHEN** June 3rd, 2020 9:00am - 10:30am EDT  
**RSVP** Yes Remote No Maybe
-  To: Andy Clark Weekly Leadership Team Meeting   
08:48 AM Jun 03, 2020  
*Let's use Boardable video!*  
**WHEN** June 3rd, 2020 9:00am - 10:30am EDT  
**RSVP** Yes Remote No Maybe
-  To: Krista Martin Weekly Leadership Team Meeting   
08:48 AM Jun 03, 2020  
*Let's use Boardable video!*  
**WHEN** June 3rd, 2020 9:00am - 10:30am EDT  
**RSVP** Yes Remote No Maybe



**Unlimited Goal Tracking**  
Visually track your board's performance, strategic goals, and accomplishments

## Hold Your Board Accountable

Set Goals and Track Your Board's Performance

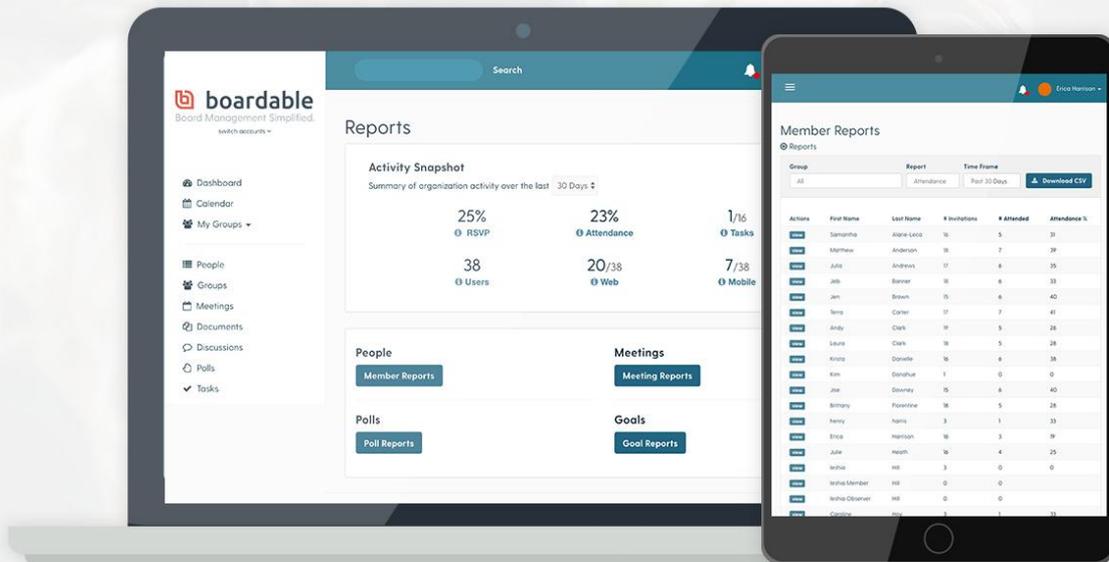




**Unlimited Reports**  
Gain insight into your board's activity

# Stay Up to Date on the Health of Your Board

Instantly View and Download Reports of Your Board's Activity





## 100% Dedicated to your Success

Guided Onboarding

Dedicated Customer  
Success Manager

Annual  
Account Review

In-App Support

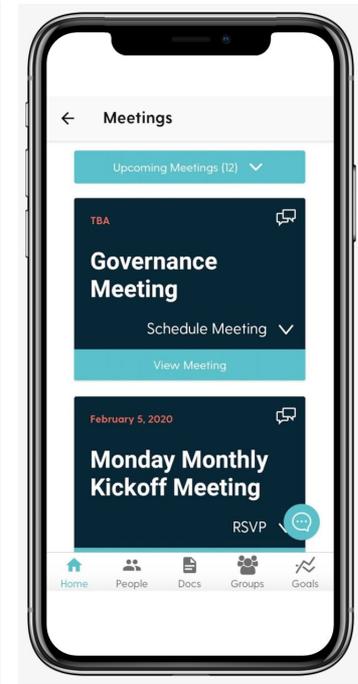
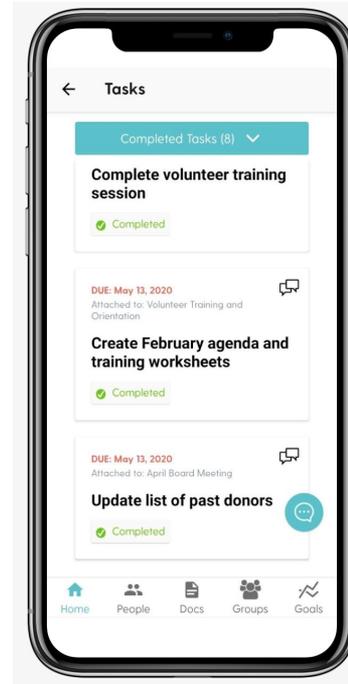
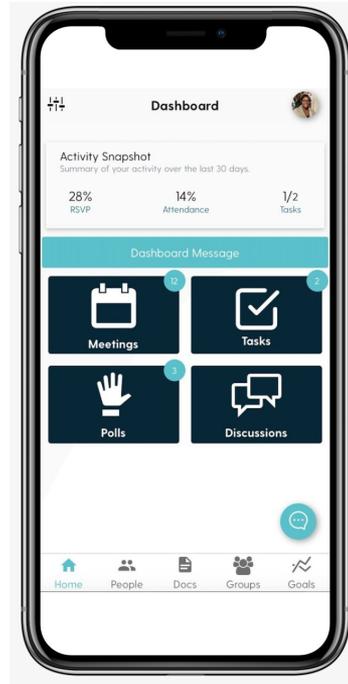
# Additional Resources





# Mobile App

Available in the Apple App Store and Google Play Store





# Security

Boardable employs best practices for securing all user information, data, and documents.

Boardable is Privacy Shield compliant. Learn more at <https://boardable.com/security/>

This includes the use of Secure Sockets Layer (SSL) certification which encrypts all browser data and Amazon Web Services (AWS).

**AWS Document Storage** is encrypted and then stored on S3. S3 is redundantly stored on multiple devices across multiple facilities.

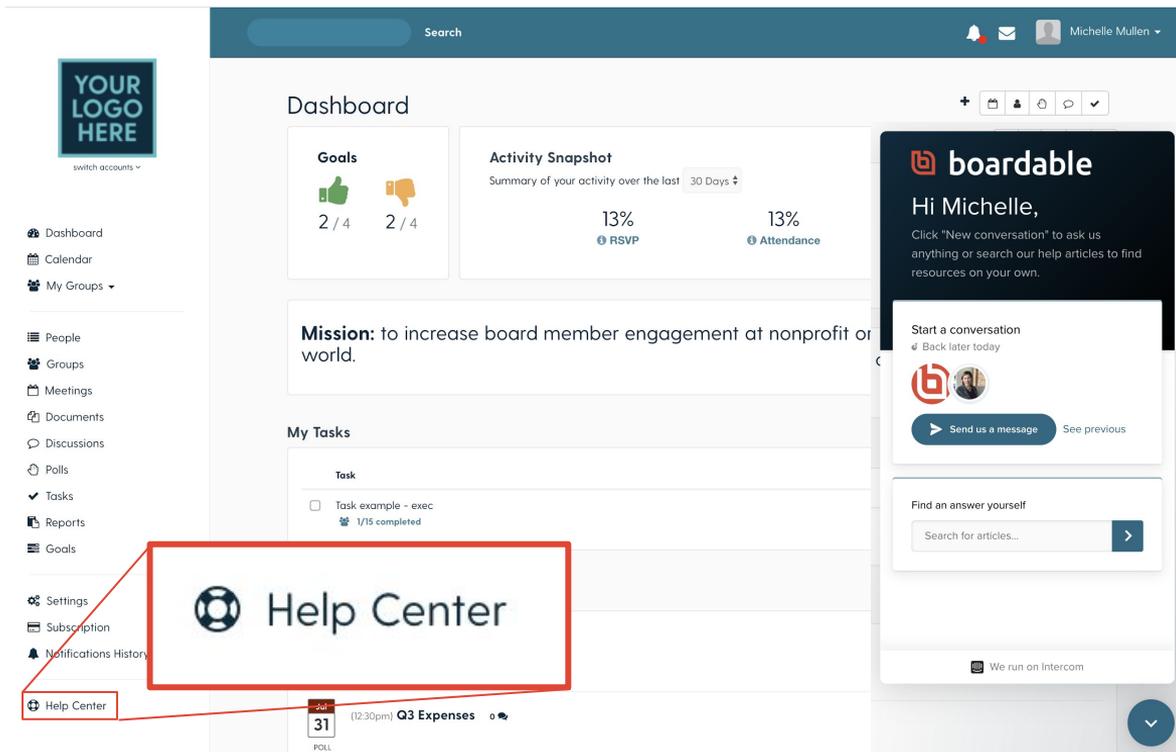
Data Retention. If your organization decides to leave Boardable, we will work with you to export the data you need, including documents, attendance records, and your people director.

Learn more about Amazon's security protocol at <https://aws.amazon.com/security>.



## Have Questions? Built-in customer support

Click on the Help Center to search for FAQs, answers, and tips. You can also reach us through the chat bubble in the lower right of every screen.





## Transparent Pricing.

### Essentials

starting at

**\$79**/mo or **\$71.10**/mo  
with annual plan (10% off)

### Professional

starting at

**\$199**/mo or **\$179.10**/mo  
with annual plan (10% off)

### Enterprise

starting at

**\$299**/mo **Contact us for  
a custom quote**

View a breakdown of features and pricing at <https://boardable.com/pricing>

**Thank you.**

Questions?

 boardable