



Why It's Time for Modern Boards To Blow Up the Board Book

 **boardable**

A digital resource provided by your friends at Boardable

Overview

The board book. As a longtime mainstay in corporate and mission-driven board meetings around the world, the board book is simultaneously viewed as a necessity and a nuisance.

Traditionally, the materials that board management shares ahead of meetings (“board books”) are comprised of dozens of pages that outline strategy, financial standing, performance, and other vital aspects of the organization’s operations— printed out no less. This reference guide delivers powerful insight into how an organization is currently performing and what needs to be done to fuel future growth. Board members rely on this information to guide their decisions on overall strategy, revenue allocation, performance measurement, and risk management.

While board books deliver crucial information, these multi-page monoliths are starting to feel outdated and unnecessary in today’s fast-paced, tech-first landscape.

Created by the leaders at **Boardable**, this e-book will help your board leaders reimagine your approach to board books, offering innovative ideas for bringing the next generation of documentation to your organization.

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The Problem with Traditional Board Books

While board books are chock full of useful information, modern boards are shifting away from the long-standing printed format. As each organization's priorities vary, they make the transition for different reasons.

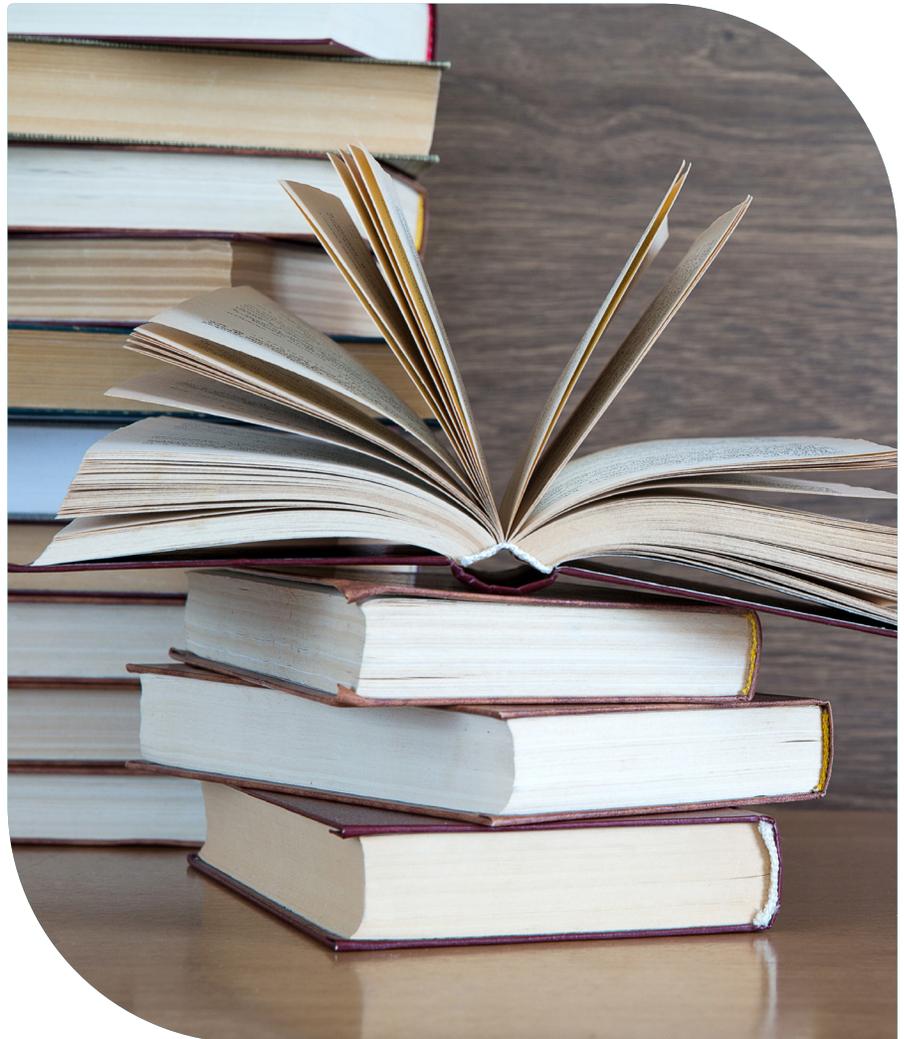
However, most organizations agree that traditional board books suffer from three overarching problems:

01.

Board members don't have time to read board books.

Your board members are busy people with dynamic responsibilities outside of their board duties. They're putting their expertise to work and investing their time into **making high-level decisions**

for your organization. Between their families and professional lives, sometimes they don't even have time to attend board meetings in person, let alone read pages upon pages in their free time. To respect your members' time, it makes sense to convert your documentation into a more accessible, condensed format.



02.

Creating a board book wastes everyone's time. If you're in charge of creating the board book, you recognize firsthand the massive amount of time that goes into creating one that's informative. You spend hours collecting the information, organizing it in an appropriate fashion, and printing out a copy for each board member. This dominates time that can be better spent strategizing and pursuing your mission.

03.

Printing massive documents is a waste of financial and physical resources. Printing multiple copies of dozens of pages wastes valuable resources and revenue that your organization's various teams work tirelessly to earn. That can be especially impactful on growing businesses and smaller organizations with limited budgets.

All this to say: physical board books are no longer the most efficient way to disperse valuable information to board members, especially not on a regular basis. If your board still relies on printing your board books, it's time to rethink your strategy and consider a more sustainable approach.

Going Digital: The Next-Generation Board Book

As the world of mission-driven boards becomes more demanding, today's leaders need to play into tech developments and be innovative to keep up.

The new wave of technology has ushered in countless tools that streamline our everyday operations. Cloud computing has transformed the world around us, ushering us into paperless environments. Board books are one of many aspects of your organization that can benefit from this shift.

Instead of spending countless hours compiling dozens of pages, organizational leaders can quicken the process and relay that same key information in a modern format that promotes convenience. As we'll explore, **dedicated board portals** that offer document storage capabilities offer a new digital format that can enable board members to easily locate the information they need, collaborate on documents, and access vital resources wherever they are.

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Going paperless still allows you to deliver the information board members need to know – it simply presents it in a way that leverages technology, convenience, and efficiency.

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The Everlasting Importance of Board Books

Are traditional board books even necessary anymore now that everything is online?

The short answer here is yes... and no. With the level of **responsibility your board members hold**, they need easy access to **detailed meeting minutes** and key organizational data— down to your daily budgets and annual goals. After all, well-compiled board books empower them to make informed decisions and exercise proper governance practices.

This amount of information naturally lends itself to work well when presented in a board book format, but that doesn't mean you have to go with a traditional three-hole punch binder. If your organization (and its board members) are ready for a change, there's never been a better time to go for it!

With society's ever-growing reliance on technology, modern organizations have already made the switch to online platforms as part of their regular proceedings. For instance, many boards rely on **automated meeting scheduling**, **online agenda building**, and **digital voting** to continue serving their respective organizations. Some have even made the shift to remote operations altogether, which means much of the information typically housed in a board book is already available online in some capacity.

If your team has access to this data online, all you really have to figure out is how best to organize and deliver the content to your board members. And it doesn't have to be in a "book" format, either. An online document management platform, especially if integrated with your board management software, could work just as well. Luckily, Boardable integrates with many popular document storage platforms, including Google Drive, Dropbox, and OneDrive.

The Benefits of Going Digital

Embracing a digital format allows you to highlight the most important information without overwhelming board members with disorganized, chaotic documents. Leaders can better organize documentation for specific meetings and invite board members to collaborate on once-stagnant documents – all while still saving plenty of time to reinvest in other areas of the organization.

Safe and Secure

Boards handle massive amounts of confidential information regarding the organization's strategic plans and financial stability. With that comes an extra need for security that technology can provide.

Paper documents can easily get lost or fall into the wrong hands if not handled with the proper care. When you store your documents in a centralized, cloud-based system, they won't be mixed up in a disorganized filing cabinet or left behind somewhere never to be seen again.

While you might initially think that going digital invites unwanted users to tap into this information, a cloud-based platform is actually much safer when it comes to keeping sensitive information and documents private.

A platform that implements **stringent security measures** will encrypt any sensitive documents and passwords. Not to mention, administrators gain complete control over security settings, reinforcing who can (and can't) access specific documents. Even if a device that's logged into the board portal is stolen, lost, or otherwise compromised, you can easily wipe those devices, instantly removing access to your electronic board book.



Quick and Efficient

Oftentimes, boards need to collaborate and make decisions outside of their regularly scheduled board meetings. The shift to digital makes remote decision-making easier than ever before. With just a few clicks, administrators can quickly upload and share private documents with users.

E-Signatures take efficiency even further. You won't have to schedule a special meeting to get approval for impactful decisions when board members can easily access, vote on, and electronically sign off on all documents.



Inexpensive

Boards spend hours compiling board books and countless funds paying for them. [The United States Environmental Protection Agency \(EPA\)](#) estimates that companies that still use physical documents spend an average of \$80 per employee on paper per year. This can really add up and be a huge money-suck over time.

Beyond saving on shipping costs for remote board members, going digital allows you to cut down substantially on ink and paper costs since you won't have to print off hundreds of pages.



Quality technology does come at a price, but considering all the great benefits that come with adopting a [dedicated board portal](#), it's a small price to pay.

Collaborative

If your board is still in its early stages or board members prefer to discuss certain information before formally recording it, going digital may be a smart solution as it allows you to leverage a more collaborative approach. Electronic documentation enables users to discuss and update documents in real-time, so your documentation is never out of date.

Further, leadership will appreciate having input from other board members, who can contribute and easily pinpoint any gaps in the documentation. For instance, members of your finance committee could contribute to the section regarding the organization's financial data, while your marketing committee can be responsible for your outreach and events section.



Sustainable

Over the past several years, there's been a notable push for companies and other organizations to embrace sustainability. [The U.S. Energy Information Administration](#) estimates that paper and wood production is the third most energy-consuming industry, and organizations can easily combat the need for paper by adopting electronic alternatives.

Paperless board books enable boards to excel when it comes to sustainability, helping position their organizations as socially responsible and reduce their carbon footprints.



Advocating for the Transition to a Paperless Board Book

As leaders at your organization, it's up to board members to lead the charge in transitioning to a paperless workplace. If you want to say goodbye to the physical board book days forever, here are a few tips to get buy-in for the transition to paperless documents:

- **Highlight the benefits of modern board books.** First, explain to your team **the benefits of an online board book**, from being more efficient to saving time and resources. Understanding the logic behind the proposed switch is imperative.
- **Have a plan for disposing of old documents.** If you'll need to scan paper documents and turn them into digital files, be prepared to follow through with properly disposing of the hard copies when you're done.
- **Select the right system to manage documents.** Selecting a secure, user-friendly **document management platform** is vital for making the transition as seamless as possible. Conduct plenty of research and try out the software before rolling it out across the team. Then, be prepared to provide everyone with enough training to make adopting a paperless board book simple.



Taking these steps will make it easy to get buy-in across the organization and for board leaders to give you the green light. With everyone behind the idea, you can finally say goodbye to the traditional board book and hello to a modern, progressive way of running board meetings.

How A Board Portal Can Smoothen the Transition to Electronic Documentation

A board portal is a platform that's built specifically to enable secure secure digital communication among members of a board of directors. A well-built platform like [Boardable](#) comes equipped with tools to:



Message



Hold meetings



Vote



Build
agendas



Record
meeting
minutes



Securely
store
documents

Verified Market Research indicates that the U.S. board portal market is projected to reach **\$10.43 billion by 2026, which will be a 20.15% increase from 2019**. The rapid adoption of these platforms is a direct result of growing expectations for board members to be highly efficient. Boardable is among the leaders in the board portal space, thanks to its wide selection of desirable features.

Boardable empowers modern boards to spend less time managing and more time leading.

Streamline many of your daily processes, including building and distributing board books.

Boardable makes the switch to virtual board books seamless by helping mission-driven boards to:

- **Consolidate documents.** With Boardable, there's no need for everyone to keep up with reams of paper or dig through lengthy email chains to find what they need. Our **Document Center** houses all the files your team needs in one place. It delivers many of the same tools as the traditional file-hosting services you're used to. Upload multiple files at once. Then, quickly build well-organized board books with folders, subfolders, and even sub-subfolders.
- **Securely store resources.** We recognize that board members have to manage confidential resources for your organization, which is why we're committed to fully protecting all your information with **extra security precautions**. This starts with secure sockets layer (SSL) certification that encrypts browser data. We also employ **Amazon AWS Cloud Security**, which means documents are encrypted when uploaded to Boardable and then stored on Amazon S3. Further, we have strict password requirements, and the platform enables administrators to limit access to each folder within the Document Center.
- **View documents on any device.** View documents anywhere, anytime with the Boardable app that's available on both the **Apple iTunes Store** and the **Google Play Store**. Board members can access the user-friendly dashboard to review shared documents on the go, delivered in an organized format that's just as intuitive as the desktop interface. Not to mention, they'll have access to other aspects of the platform, like assigned tasks, available polls, and upcoming meeting details.

Boards that leverage dedicated board software like Boardable have a notable advantage. When a company or other mission-driven organization adopts dedicated tools like these, board members can exercise excellent governance and lead their organizations without worrying about navigating monotonous backend processes.

Managing your board has never been easier. Set an example for your organization and advocate for the transition to a paperless workplace by adopting our all-encompassing (and affordable) board portal.

Are you ready to make the shift to modern board documentation?

Launch a digital transformation
with Boardable.

Start Free Now



About Boardable

As leaders in the space, we understand the frustration you feel (and the hours you lose) just from organizing board meetings – let alone staying productive and communicating between them via email, phone, and text. We've lived that reality. After tirelessly searching for the right solution but not finding it, we decided to build it ourselves!

Boardable empowers you to work more efficiently with your board and refocus your energy on making strides toward your mission. Built for corporations and mission-driven organizations, our powerful board software gives your team the specialized tools to centralize all communication, whether you're in meetings or between them. Find the best meeting times, securely store all of your documents, archive discussion threads, meet remotely, and accomplish *much* more.

For more information, to schedule a demo, or to try Boardable for free (no credit card or commitment required), visit us at boardable.com.



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