

Board Connect

Release Notes V4

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Board Connect – V3.0 Release Notes:

Today's release is a major change to Board Connect. It brings in many new features and capabilities and simplifies many of the processes for how board administrators, board members and other roles operate within your organisation.

What's New:

Major Changes:

Add Board Connect to the App Bar

Make it easier for specific users to quickly open Board Connect by adding a Board Connect tab as a pinned app. This appears in the App Bar in Microsoft Teams. Clicking the app will launch the Board Connect tab.

Draft Meetings

Draft Meetings is a private collaboration space to organise and prepare for meetings. Plan and set up meetings and documents, ensuring you're well prepared. Confirm your finalised information prior to publishing the meeting and sending meeting invitations.

The new Draft Meetings feature includes the ability to invite collaborators and the option to assign approvers. Submit the draft meeting for their approval prior to publication.

Flying Minutes

Allows board members to make or vote on a decision without the need for a meeting. This is an efficient process to obtain a decision where a meeting is not required.

Flying Minutes created in Board Connect are sent to the selected board members via email, which includes:

- links to any relevant documents
- voting options enabling recipients to respond with quickly and easily.

Results are automatically compiled and displayed in Board Connect.

Decision Register

Contains a list of all decisions that are pending review and that have been actioned and finalised by the board. Additional details of each decision are available, including:

- date of decision made or to be made
- relevant information or documentation
- how decision was made
- voting results.

Decisions are auto-generated in Flying Minutes, or can be manually created.

Agenda Templates

Introducing the Board Connect Agenda Templates, there are three types of templates.

1. Create your own agenda template by setting a title and description, and order of your agenda. This template, can be used across all new meetings once created.
2. Best practice agenda; utilise our breadth of experience on what we define as a productive meeting agenda structure
3. Copy; simply copy your agenda from a previous meeting and carry it across to your new meeting

Meeting Minute Editor

The Meeting Minute Editor provides rich capability for board secretaries to efficiently capture minutes, actions and decisions all from within one screen in Board Connect. The information entered into the meeting minutes editor is then made available to be exported and distributed to your meeting invitees.

Export Meeting Minutes to PDF or Word

Quickly export the meeting minutes captured within Board Connect into PDF or Word format. Once generated and confirmed, you can email the document to your meeting invitees directly from Board Connect.

Manual Decisions

We've introduced a new form of decision called 'Manual Decision'.

A Manual decision helps organisations to efficiently make decisions within the meeting, but ensure that it is recorded for a range of purposes within the meeting itself. Manual Decisions are also then available in the decision register to understand what decisions have been made, and when in your board.

Minor Changes:

Navigation

We've introduced a new navigation menu to quickly access key menu items such as Home, Reading List, Flying Minutes and the decision register.

Sponsor field on polls

A new 'Sponsor' field has been added to the voting feature of Board Connect. This displays the name of key advocate for the decision, increasing transparency for those responding to the poll.

Associate a document on polls

A new option for voting feature of Board Connect allows association of relevant documents to a poll. This enables respondents to make an informed vote, and supporting the creation of votes to approve or endorse certain documents, for example.