

# Make Meetings Easy

Meeting, Agenda, Video, & Board Management Solutions



## INCREASE EFFICIENCY:

# 600 hours

lost yearly from printing and distributing public meeting agendas.

“ govMeetings took a lot of work off my plate, and it made things clearer for the public. We have enhanced civic engagement, increased transparency, and improved accessibility. ”

– Laura Reams, City Clerk,  
Hyattsville, MD

## The Challenge

As a clerk or meeting manager, you have many responsibilities. But the public meeting process — preparing, getting approvals, compiling agendas, sharing results, and much more — consumes much of your time. Unable to focus on the work you value most, your day is spent on manual meeting processes that are outdated, inefficient, and costly. Finally, one of your most important audiences, the citizens, struggle to stay informed.

## What If You Could...

- ✓ **Reclaim time** to focus on what matters by automating manual meeting processes?
- ✓ **Run meetings effortlessly** by capturing minutes digitally, tracking motions and votes, and streaming video?
- ✓ **Better serve your constituents** by giving them one digital place with everything they need to participate?

## Run Perfect Meetings With govMeetings

With govMeetings solutions, you can streamline the entire meeting process. You can dramatically reduce staff time, provide easily accessible meeting information to constituents, and run the perfect meeting. Join over 2,400 other government organizations who use govMeetings to simplify public meetings—start to finish.

**FEATURES & SERVICES:****PRE-meeting***Automated preparation*

- Simplify Boards and Commissions Management
- Automate agenda creation & approvals
- Collect online citizen feedback

**IN-meeting***Streamlined facilitation*

- Capture meeting motions & votes
- Live stream & record comprehensive public records
- Go paperless with digital board agendas & meeting materials
- Caption video for ADA accessibility

**POST-meeting***Simplified sharing*

- Finalize meeting minutes quickly
- Automate publishing to a central web page on your site
- Enable social sharing & notifications

**GET INSPIRED**

See more customer successes &gt;

**With govMeetings You Can...**

- ✓ **Automate the end-to-end meeting process** — easily build digital agendas, capture in-meeting actions & automatically record minutes into public record.
- ✓ **Improve collaboration and decision-making** with a digital agenda app for board members, including convenient research and annotation capabilities.
- ✓ **Provide a central online meeting location** where citizens can search, find, and review meeting videos, agendas, minutes, and more.
- ✓ **Meet compliance requirements for accessibility and security** by optimizing meeting content for your website.

**Customer Success**

Instead of losing valuable hours to printing, assembling, and distributing agenda packets, the City of Keene uses govMeetings to increase transparency and save time and resources.

**65%**

Reduction in time  
spent fielding  
meeting inquiries

**50%**

Reduction in  
paper waste

**90%**

Fewer meeting  
inquiries after change  
to self-service

“ With convenient access to over 3 years of meeting minutes, including video & attachments, Granicus provides a simple public meeting site and useful research tools for our community.”

– Bill Dow –Keene, NH

**About Granicus:** More than 4,200 government agencies use Granicus to modernize their online services, web presence, and communications strategies. We offer seamless digital solutions that help government actively reach, inform, and engage citizens on the first unified civic engagement platform for government.