



## Paperless Board Meetings

*Spend Your Time Making the Decisions That Matter.*



### Transparency

Provide your community with easy online access to publicly available documents and policies.



### Security

Easily manage users, public or confidential information, and the privacy of members.



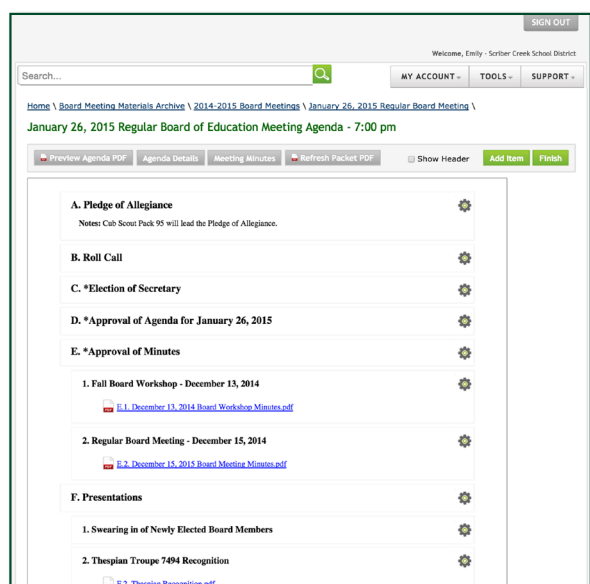
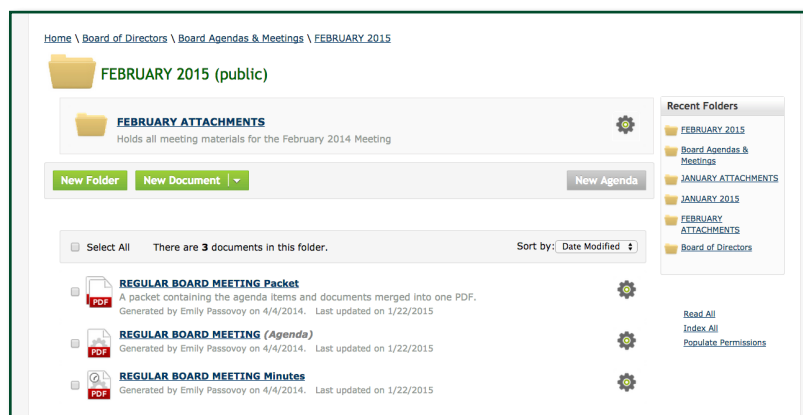
### Efficiency

Give instant access to the information needed to make timely and impactful decisions.

## Welcome to eConvene™!

Welcome to a better way of managing board meetings. Whether you're looking to go completely paperless or not, eConvene will save you time creating and maintaining agendas, board packets, managing document archives, and more.

Why spend more time and money when you don't have to?



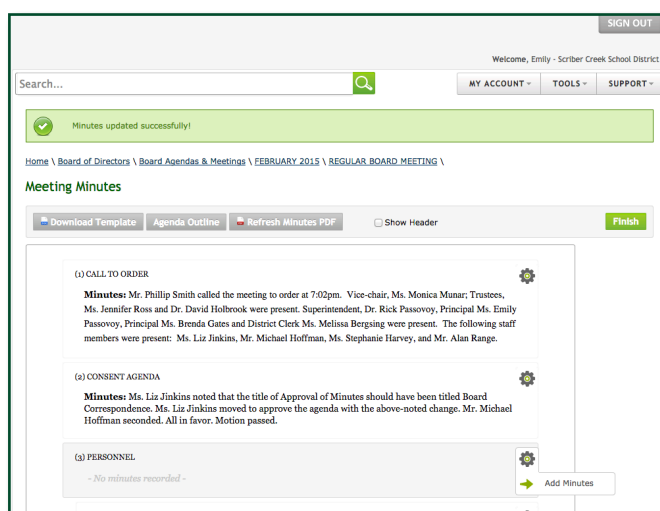
## Agenda Details & Outline

Make your agenda your way! With the flexible e-Convene agenda builder, you can add items and sub items, add attachments, add descriptions, confidential notes, and more. You can also customize your header and footer with your logo and any additional information you want to appear. Designing how your agenda is displayed is easy, including many options such as confidential text, cover letter, watermarks and styles.

Like the agenda you made? Make it a template to make next months agenda easier and faster to create.

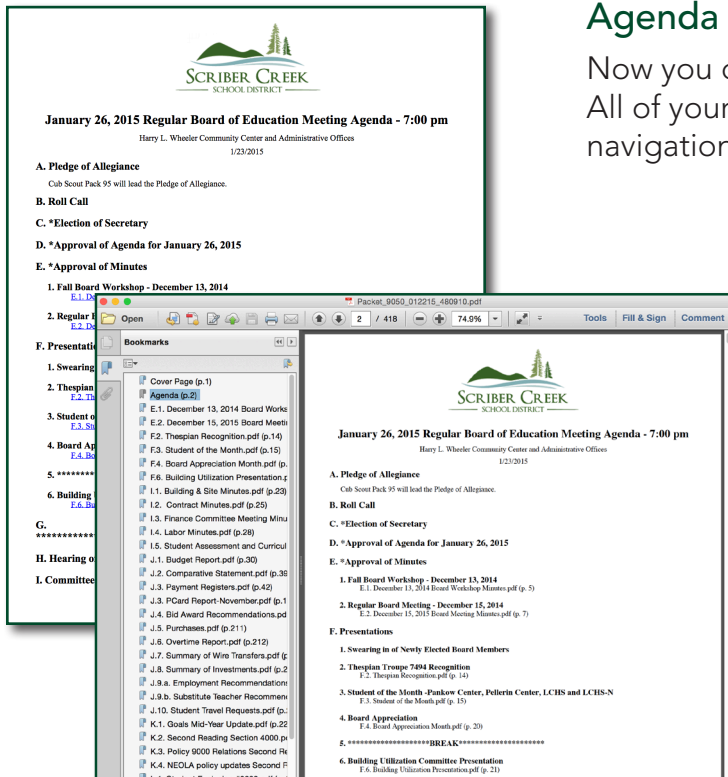
## Meeting Minutes

The meeting minute generator will automatically clone your agenda into an easy to transcribe format. During your meeting, simply click the gear symbol next to the agenda item, select "Add Minutes", enter your text, and save. It's that easy. Once your meeting is done, select the "Generate Minutes PDF" button. If you've made any changes to your minutes, simply click the "Refresh Minutes PDF" button.



## Agenda PDF

Now you can run your meeting from your agenda!  
All of your attachments are now hyperlinked for easy navigation.



## Agenda Packet PDF

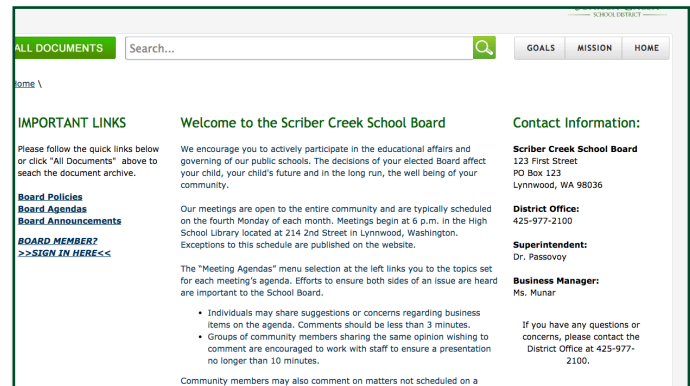
Agenda packets made easy! Your agenda packet PDF includes a cover page, your agenda, and all of your attachments with page numbers. On the agenda, your attachments are automatically bookmarked for easy navigation in Adobe® Reader.

## Document Management Powerhouse

Store all of your policies, procedures, agendas, packets, minutes, and more inside eConvene.

## Public Site

You can share policies, procedures, agendas, minutes, and more with the public as necessary. Customize your site with your logo, links to your homepage, contact information, important links and messages, and more.



## Get Started Today

- WASA members receive discounted pricing
- Easy billing through WASA
- Hassle-free enrollment

### Getting Started

Send a PO or contact us

fax: (425) 776-3377

support@transact.com

425.977.2117

[www.transact.com/wasa](http://www.transact.com/wasa)

TransACT Tax ID: 47-5313048  
WASA eConvene Member Rate: \$3,200



## Paperless Board Meetings & Document Management System

[www.transact.com/wasa](http://www.transact.com/wasa)

### Save Money

Paper, toner, postage and hours spent compiling documents are all costs that add up.

A subscription to eConvene saves money over this dated style of governance.

### Save Time

Admins: upload, compile and distribute documents in minutes. Publish for the public in a few clicks.

Board Members: find historical decisions in under a minute with keyword search. No more requesting old packets.

### Save Sanity

Want us to set up your agenda templates, public site, and archives? No problem. Simply provide us with your previous agendas and we'll do the rest.

### **Contact Us to Enroll**

Send a PO or contact us with questions  
[support@transact.com](mailto:support@transact.com)

425.977.2117

[www.transact.com/WASA](http://www.transact.com/WASA)

TransACT Tax ID: 47-5313048  
WASA Membership Rate: \$3,200

### **About TransACT and WASA**

The Washington Association of School Administrators has partnered with TransACT to provide easy access to online resources for over 10 years. Dozens of Washington State districts subscribe to discounted eConvene services through their WASA membership:

- 1) eConvene Paperless Board Meetings  
Discounted access to school board meeting management software.
- 2) WASA Eduportal Resources  
An online resource center of Washington state policies and data for district administrators.