All-Net Meetings
Agendas in Minutes - Minutes in Seconds

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Program **Features**

Agenda Manager

- Today your agenda packages are now electronic without the need to create paper packages.

- Documents and agenda items are simply added to your agenda and available to other users instantly.

- Documents are automatically converted to PDF format and decisions can now be searched and tracked.

Issue Manager

- You can manage issues and inform others instantly by email as new information and updates are added to an item.

Project Tracking

- Keep track of important projects and enable others to access and share information from one central source.

Resolution Manager

- Meeting decisions and resolutions can now be searched by keyword or date for easy access.

Automated Minutes

- Now that your agendas are created in minutes, your minutes are created in seconds as all your decisions are brought forward to automatically create your minutes from any meeting.

Remote Access

- Municipal staff and council can access the important information they need from home or the office saving time and money.
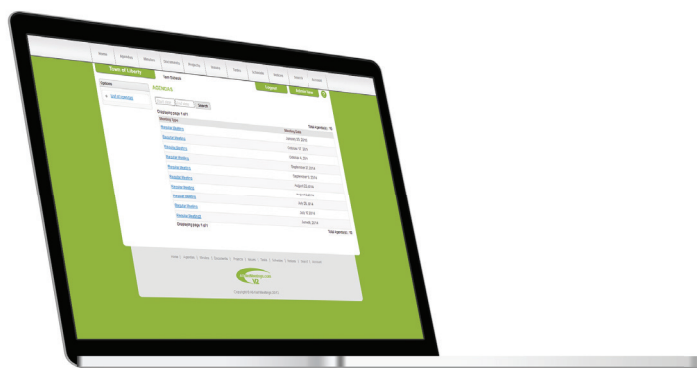
Automated Scheduling

- A centralized scheduling system that syncs with a users Microsoft Outlook TM calendar.

Task Manager

- Send and track tasks sent to other users by including due dates and automated e-mail copies.

Document Storage

- Provide access to important documents and files from home or the office.

Agendas in Minutes & Minutes in Seconds!

www.**AllNetMeetings**.com
(888) 403-4240

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SAVING YOU TIME AND MONEY

Time is money and All-Net Meetings is proven to save you time and money by recovering your initial investment in year one and saving you approximately $3,814/year each year after.

A breakdown of savings experienced by a typical All-Net Meeting customer is as follows:

Cost and Efficiency Savings

The following calculations are based on the following assumptions:
- 24 meetings per year (Regular and committee)
- Printing 10 agenda packages at 75 pages per meeting
- Cost for a ream of paper at $6.50
- Printing cost of 2.5 cents per page
- Labour costs of $25/hr

Your exact savings can be calculated online at www.allnetmeetings.ca

Paper & Printing Savings 18000 Pages/Year * $0.035/Page	$684.00
Time Savings – Average 5 hours of Prep Time per Meeting 5 Hours @ $24/Hr = $120 * 24 Meetings	$3,000.00
Time Savings - Minute preparations 2.5 Hours @ $24/Hr = $60 * 24 Meetings	$1,500.00
Time Savings - Distributing Participant Packages 20 Min/Pkg*240 Pkgs =80 Hrs @24/Hr	$2,000.00
Time Savings - Public Inquires for Agenda Items 25Hrs @$24/Hr	$625.00
Total Annual Savings (Before support fees)	$7,809.00

Other Facts

The following numbers are based on 24 meetings and an average staff cost of $24/hour

- 🌿 Total annual and savings: Before cost $7,809.00 – After cost $3,814.00

- 🌿 Number of trees saved per year: 2.2 trees
  (1 tree makes 16.67 reams of copy paper or 8,333 sheets)
   www.conservatree.com

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