



# KSBA

KENTUCKY SCHOOL BOARDS  
ASSOCIATION



# eMeeting

Looking for a user-friendly, virtually paperless board meeting service? Originally designed specifically for school boards, the KSBA eMeeting Service is now available for school boards, school councils, associations and other public agencies.

Using eMeeting, the Meeting Manager can create a secure electronic meeting – from developing the agenda to creating the minutes and everything in between. When the meeting is published, users receive an email to let them know the meeting is ready to be reviewed. With the ability to log in from the comfort of their homes, workplace or on the road, they can open and review the agenda and related documents. The search feature can easily locate information from previous meetings. No more time consuming, tedious searches through mounds of paper or CDs.

### eMeeting enables users to:

- reduce costs
- increase efficiency
- eliminate unnecessary paperwork
- enable members, staff and the community to access meeting materials.

*See reverse side for features and additional information.*

### Follow KSBA on social media



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@KSBAnews

**To discuss pricing, contact your assigned policy consultant or**

**Katrina Kinman,**  
KSBA Director of Policy & eMeeting Services  
800-372-2962 or [katrina.kinman@ksba.org](mailto:katrina.kinman@ksba.org)  
[www.ksba.org](http://www.ksba.org)

# eMeeting



## eMeeting features include:

- Password protected access for certain features and audiences
- Controlled access to designated documents
- Advanced search features for quick access to data
- Information to promote compliance with Open Meetings and Open Records requirements
- Links to legal documents (KRS, KAR, OAG or online board policies)
- Goal tracking
- Sticky notes for personal note taking
- Off-line version for flexibility
- Technical support via telephone or email



“eMeeting has been of tremendous help to Lincoln County Schools. All meetings are in one database with searchable agenda items and attachments, which saves a great deal of time over reading through the minutes book for a particular item and then having find and pull requests and attachments from the appropriate packet. **Board agenda and minutes practically write themselves** and the reports feature allows the secretary to easily access Board member attendance for the quarterly board pay. It’s also incredibly helpful to have all schools’ SBDM minutes and agendas in eMeeting so the secretary doesn’t have to wait for schools to send them, but can find, print, and attach them to the upcoming meeting. **With all its features and ease of use, eMeeting has ended up saving the district money in personnel time and effort.**

- Lincoln County Schools (Ky.) eMeeting Manager



260 Democrat Drive  
Frankfort, KY 40601

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