

# All-Net Meetings

Agendas in Minutes - Minutes in Seconds



## 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

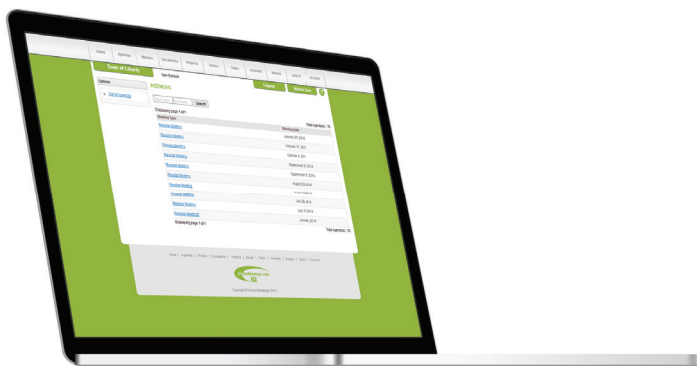
- ✔ A centralized scheduling system that syncs with a users Microsoft Outlook™ calendar.

### 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](http://www.AllNetMeetings.com)  
**(204) 421-9314**

**all-net**   
municipal solutions

# 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](http://www.allnetmeetings.ca)

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

## Other Facts

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

- 🌱 Total annual 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](http://www.conservatree.com)



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Call Vern at 204-421-9314