



Effective Board and Committee Management with Microsoft 365

Tuesday, May 3, 2022
12 - 1 PM EDT

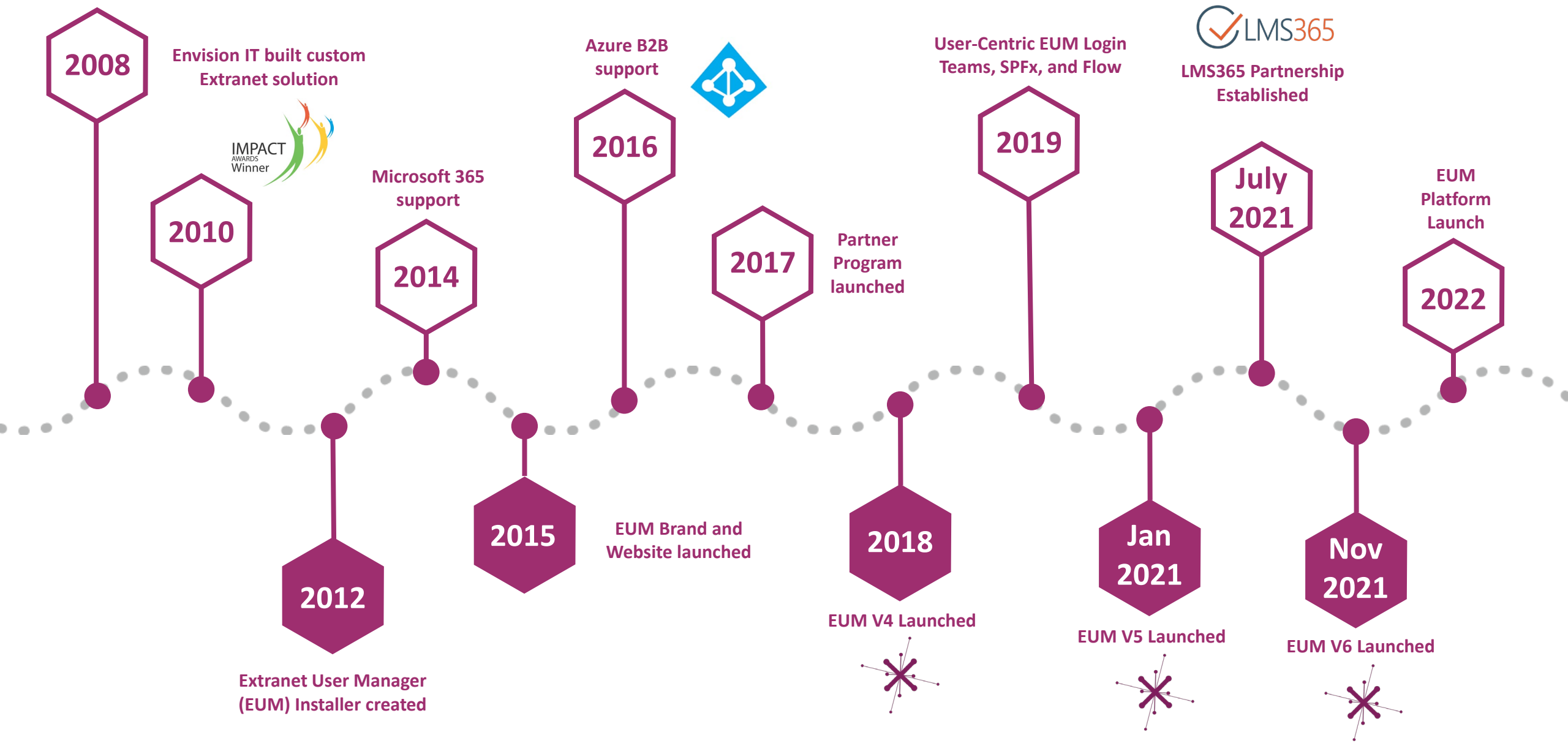
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Teams Meeting Etiquette

- This is a regular Teams meeting.
- Chat is open throughout the webinar.
- Feel free to ask questions or make comments through chat at any time.
- Please stay on mute. If you'd like to join the conversation, please ask on chat and wait for an invitation.
- Welcome, enjoy, and learn!



Customers around the Globe



100+ Customers Deployed Globally

Peter Carson



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- President Toronto SharePoint User Group



Agenda

Introductions

Board and Committee Management Challenges

Microsoft 365 Applications of Interest for Board Management

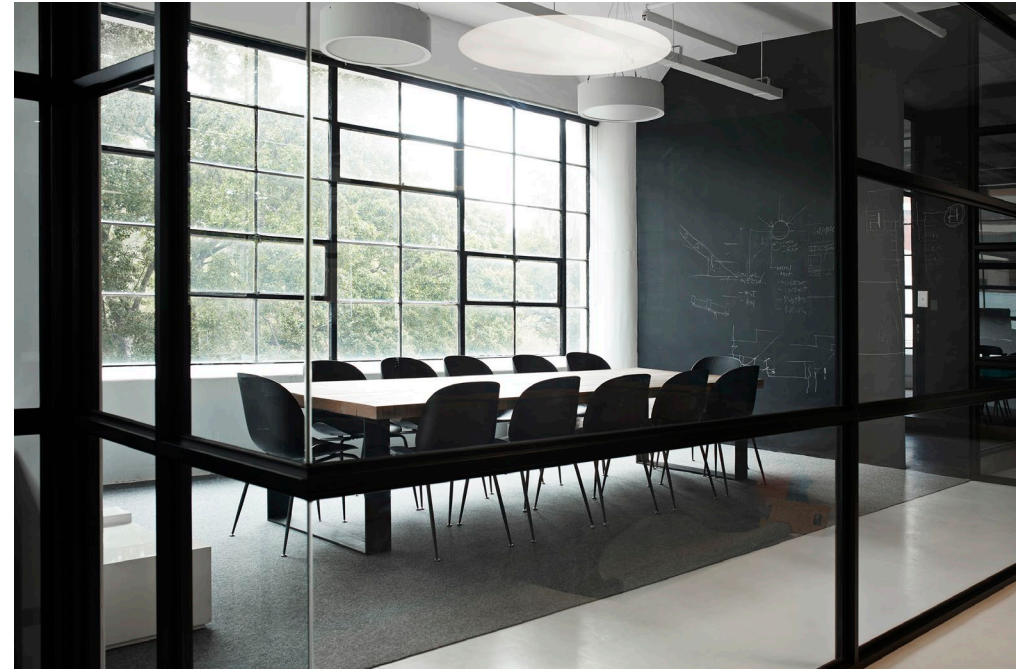
Board Committee Solution Review

Sample Committee and Board Portal Scenarios

Summary, Q&A, and Closing

Boards and Committees

- **Boards and Committees can take all types of different shapes**
- **Often consist of users external to the organization**
- **Meetings happen on a recurring basis**
- **Packages have to be compiled and delivered to board members**
- **Delivery methods can include:**
 - Physical documents sent via mail
 - Email
 - Web portal
 - Mobile App



Board and Committee Challenges

Wide variety of technical abilities

Can be resistant to technology

Package creation involves compiling multiple documents

Email attachments are not ideal

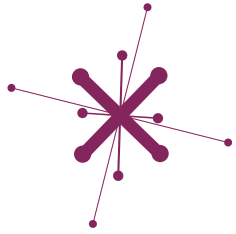
Members may not be familiar with Microsoft 365

Post meeting minutes and recordings need to be shared

Common Board and Committee Considerations

- What is your board or committee structure?
- How many board members?
- Are users internal or external?
- What is their comfort level with technology?
- Are they licensed for Microsoft 365?
- Where are board member details stored?
- What is your package assembly process?
- How do you share meeting agendas and documents with members?
- How do users access the documents?
- Does access to meeting packages expire after meeting has taken place?
- What is the sensitivity level of the documents, and how are they secured?

Leveraging Microsoft 365



EUM Portal as the Committee Home



Teams for online meetings



SharePoint as the repository



Exchange for calendar management



Power BI for committee reports



Stream on SharePoint for meeting recordings



Planner for task management

Electricity Canada Members Portal



- Electricity Canada is the voice for safe, secure and sustainable electricity for all Canadians
- Members include electric utilities, power producers, transmission and distribution companies, and power marketers
- Offers members a broad range of innovative programs and services
- Delivers a viewpoint to decision makers on policy and regulatory issues
- Single Sign-On for All Applications
 - Electricity.ca – the Association’s public website
 - Powerline – the Association’s extranet site
 - LMS Courses – Electricity Fundamentals in Canada
 - Data Portal – a series of databases, reports, and visualizations on multiple platforms
- Single Data Platform (Reporting)
- Bilingual
- www.electricity.ca
- portal.electricity.ca

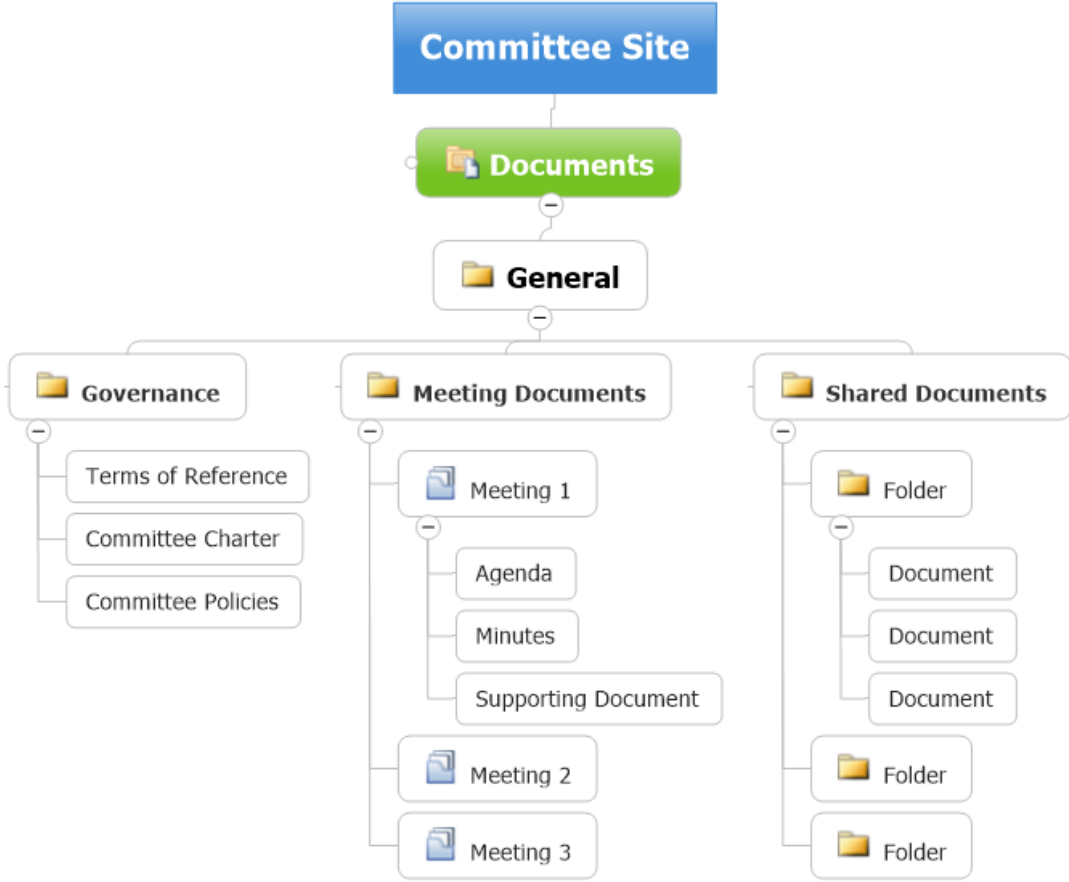
Portal Stats



Member Organizations	70+
Corporate Partners	80+
Portal Users	3000+
Committees	50+

- Users can self-register
- Auto-approved if email domain matches their organization
- Opt-in to share contact info in the corporate directory
- Committee membership is managed by different committee owners at Electricity Canada

Committee Management Underlying Architecture

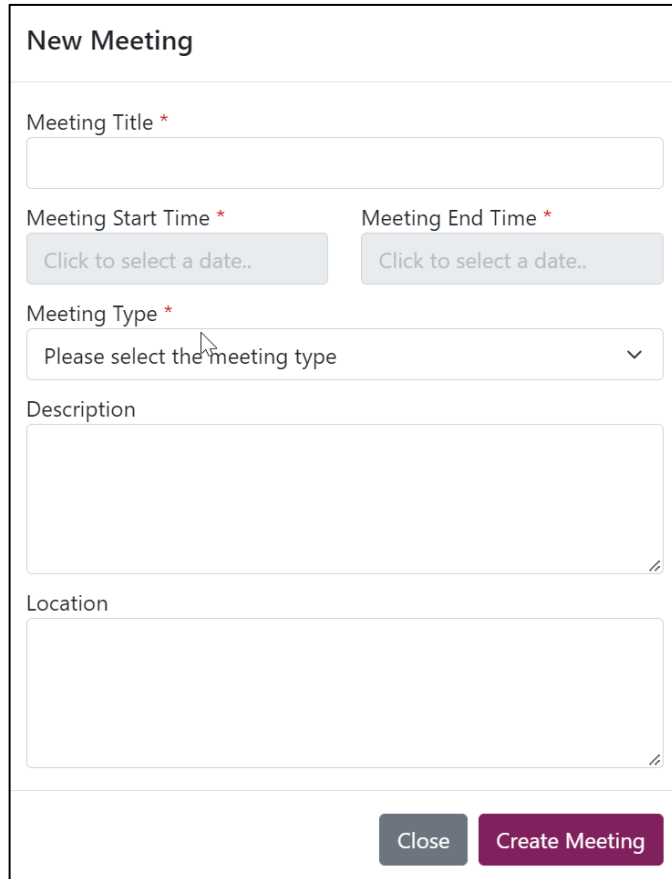


Committee Management

The screenshot shows a web portal interface for committee management. At the top left is the 'Portal' logo. The breadcrumb trail is 'Home > Members > Committee'. The main heading is 'Committee'. Below it, a paragraph states: 'The core mandate of the Committee is to demonstrate how portal can host a committee.' The page is divided into three main sections: 'Documents', 'Upcoming meetings', and 'Past meetings'. The 'Documents' section lists three PDF files: PDF 01.pdf, PDF 02.pdf, and PDF 03.pdf, with a link to 'Archived Documents'. The 'Upcoming meetings' section shows a single meeting for '2022-02-16' and a 'New Meeting' button. The 'Past meetings' section shows two meetings: '2021-12-22' and '2021-11-15'. On the right side, there are two sections: 'Contact' and 'Members'. The 'Contact' section provides the email 'Committee@envisionitdev.onmicrosoft.com'. The 'Members' section lists three members: Peter Carson (Envision IT, pcarson@envisionit.com), Peter Carson (Envision IT Dev, pcarson@envisionitdev.onmicrosoft.com), and Logan Guest (EUM, logandemo2@mailinator.com). A fourth member, 'test1 20220125' (test120220125@eum.co), is shown in a greyed-out state.

- User Manager group created for each committee
- Committee Page includes the following features:
 - General information about the committee
 - Links to important documents or files relevant to the committee
 - Link to a SharePoint library of archived documents
 - Listings of upcoming and previous committee meetings, linked to the details
 - Main committee contact
 - List of the committee members, and optionally their contact information

New Committee Meeting

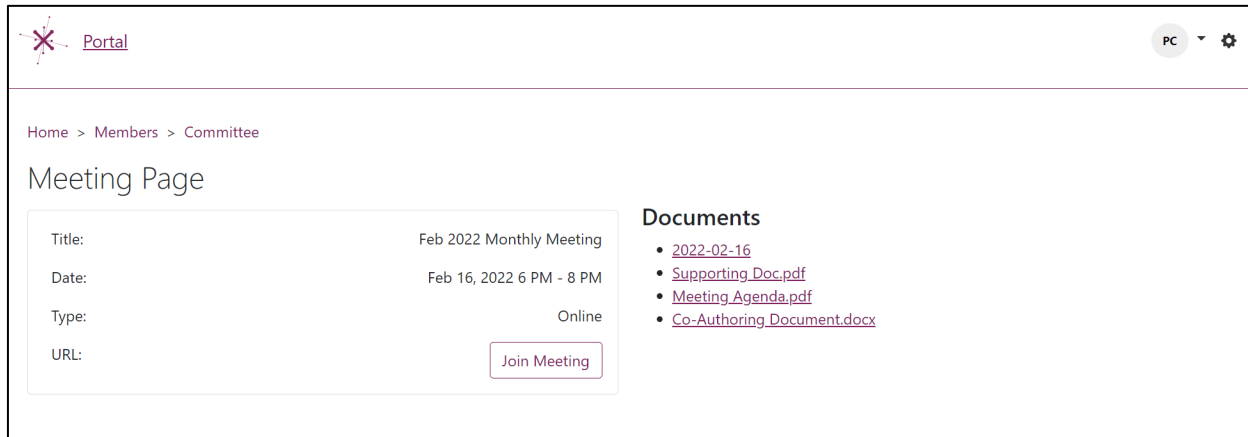


The screenshot shows a web form titled "New Meeting". It contains the following fields and controls:

- Meeting Title ***: A text input field.
- Meeting Start Time ***: A date selection button labeled "Click to select a date..".
- Meeting End Time ***: A date selection button labeled "Click to select a date..".
- Meeting Type ***: A dropdown menu with the text "Please select the meeting type" and a downward arrow.
- Description**: A large text area for entering meeting details.
- Location**: A text area for entering the meeting location.
- Buttons**: "Close" and "Create Meeting" buttons at the bottom right.

- **Committee Owners see a button to launch new meeting web form**
- **Collects all required information in one page**
- **Workflow triggered that creates:**
 - New meeting in the committee's Microsoft 365 group calendar
 - Makes it a Teams meeting if it is online or hybrid
 - Creates a folder for the meeting documents
- **Sends a workflow message to the requestor with links to the calendar invite and the documents folder**

Committee Meeting Page



- **Committee Owner uploads documents into meeting folder and updates calendar invite**
- **Once approved, workflow will add all committee members to invite and send out**
- **Both the branded Board Portal and calendar invite have the following links:**
 - Meeting details
 - Teams Join Link
 - Relevant Document links

MBNCanada IT Data Warehouse



- The Municipal Benchmarking Network of Canada (MBNCanada)
- Enhances municipal service delivery through collaboration, networking, implementation of performance measurement and benchmarking
- Tracks services from 13 partner municipalities across 5 provinces
- The Data Warehouse includes 700 performance measures of municipal service delivery
 - Over 1,000 users input the data
 - Queried data was exported to Excel or Access and visualizations were manually built
 - Migrating to a modern cloud-based technology stack that simplifies data entry
 - User Manager
 - Microsoft Teams
 - Publisher
 - SharePoint Online
 - Data Portal
 - Excel Online
 - Power BI allows powerful dashboards and customizable reports that access data from multiple sources
- mbncanada.ca

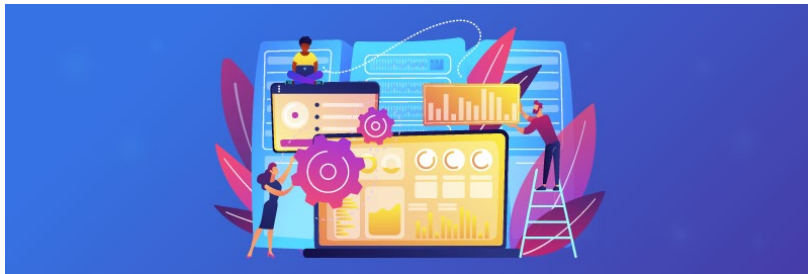
Portal Stats



Municipalities	12
Portal Users	1000+
Expert Panels	30+
Board and Committees	7

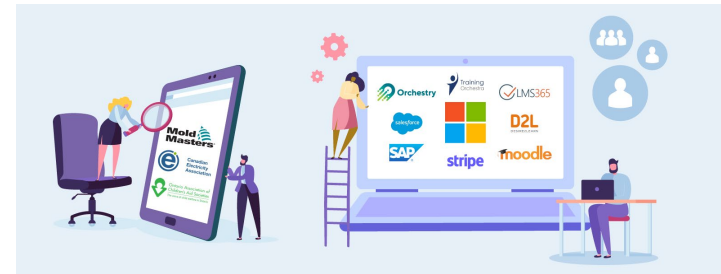
- MBNCanada staff invite Municipal Leads
- Municipal Leads manage their staff, and which panels they are on
- Board and Committee membership is managed by MBNCanada

Related Events



[Deploy Power BI Dashboards Internally and Externally without User Licensing](#)

Mar 22, 2022



[Engaging with External Users at Scale with Microsoft 365 and Branded Portals](#)

Nov 2, 2021

Wrap Up Points

- 1 Microsoft 365 is a great platform to manage your board and committees
- 2 EUM makes it easy for everyone
- 3 Certain scale to justify the investment
- 4 Delegation is important – let the owners manage things
- 5 Security is important

Board Portal Build Phases

Planning
<ul style="list-style-type: none">• Gather and Document Requirements• Information Architecture<ul style="list-style-type: none">• Teams• Channels• SharePoint Sites

Building
<ul style="list-style-type: none">• Build Committee Teams/Sites• EUM Portal and User Manager Deployment• Portal Branding• Set up Committee Groups

Deploying
<ul style="list-style-type: none">• Production Deployment• Training• Member Onboarding

Estimated Pricing for <1,000 members

Installation	Annual Subscription Licensing	Annual Azure Hosting
\$7,000	\$8,580	\$2,400

<https://www.extranetusermanager.com/pricing>

Pricing in United States Dollars (USD).

Next Steps

- Webinar presentation slides and recording will be published to the event page by tomorrow
- Follow up email will include a link to a Microsoft Forms Poll
- We're interested in what you would like to learn more about
 - Would you like a technical session that goes deeper into how the products are built?
 - What are other sessions you would like us to host?
- Try out EUM Portal at <https://portal.eumdemo.com>
- Schedule time with us to discuss your scenario
- Reach out about setting up your own committee on EUM Demo
 - Access to EUM Admin just like a committee owner
 - Ability to invite other users
 - Create meetings
 - Upload documents



Home

Public Groups



Power BI Embedded Demo

Join this group to experience the Power BI Embedded demo reports.

Join Power BI Embedded Demo



SharePoint Communication Site

Join as a read-only member of a SharePoint Communication Site.

Join SharePoint Communication Site



E-Commerce Group

Don't worry, this doesn't need a real credit card. You can use our test card to try out our Stripe e-Commerce integration to collect fees for access to course

Login

Get Started Here

Enter your email to login or register.

 Email

pcarson@envisionit.com

Remember Me

Continue

Upcoming Events



Integrating your Line of Business Systems with Microsoft 365

May 31, 2022
12:00 – 1:00 PM EDT



Azure B2B and Guest Management Best Practices

June 23, 2022
12:00 – 1:00 PM EDT

Thank you

Questions?

