

BOARD PORTAL

How much time do you spend getting information to your Board?

How do you communicate with your Board? If you are like most organizations, you use a variety of means: email, postal mail and phone. Financials, Board minutes and other documents must be copied and distributed, tying-up staff, and often, delaying the timely and secure distribution of information to Board members.

The Schneider Downs Board Portal provides a secure and cost-effective tool to organize and distribute documents to Board members and senior management. The Board Portal:

- Allows for the secure distribution of information
- Improves communication
- Provides Board members a single location for all relevant documents
- Can provide calendars and notices to remind Board members of upcoming meetings and events
- Makes your staff more efficient by reducing their workload
- Improves the Board's ability to provide governance to the organization

The Board Portal is designed to distribute Board information in organized folders. Board members have access to the folders, based upon the role or roles they serve within the organization and the security you give them. You can change access rights at any time. The format is easy to follow, since the folders are similar to the folders used in Windows to organize documents and files. The format will be immediately familiar to computer users.

The Board Portal is especially effective with new Board members. Imagine how much easier Board orientation will be when all important documents (by-laws, organization documents, policies, etc.) are readily available. Minutes from current or prior meetings (both Board and committees) are easily searched by document name. Document searches can also be performed using document categories or type as defined by the organization. This enables new Board members to review prior discussions on

topics of interest.

The Board Portal can track which users accessed and/or approved documents. Additionally, users can provide feedback on documents. This can also help the organization assess the value of the information that it provides to the Board.

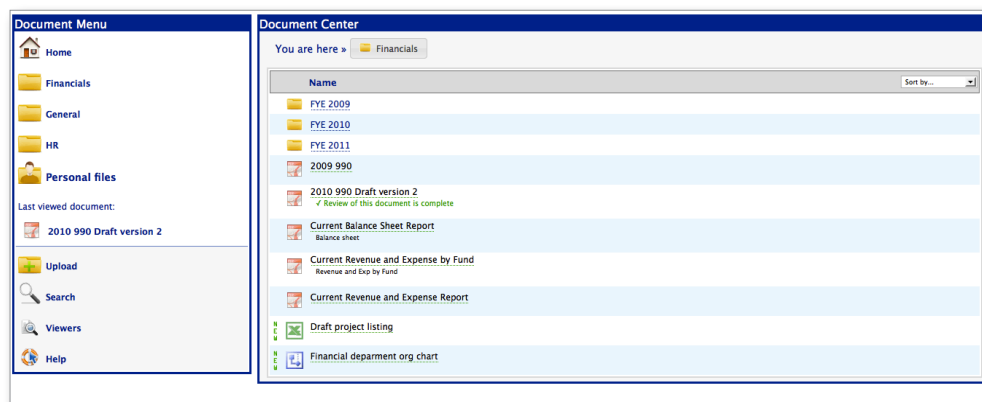
Key features include:

- Board, Committee and organization calendars
- Folder structure organized your way
- Instant access at any time; from wherever you access the web
- A pdf feature that can lock documents, so they cannot be printed or distributed
- A retention policy that allows documents to automatically expire, if necessary

Board Directory – each member has up-to-date contact information, including:

- Email address
- Spouse name
- Home address, phone, fax
- Business address, phone, fax
- Cell phone number
- vCard download

The Board Portal is secure. If there is information that you do not want your internal staff to access, it is securely stored at the Schneider Downs hosting center. The management of highly confidential documents can be restricted to a special administrator. The administrator of normal documents can be restricted from accessing highly confidential documents, to further segregate Board or Senior Management-only documents.



WORKING SMART

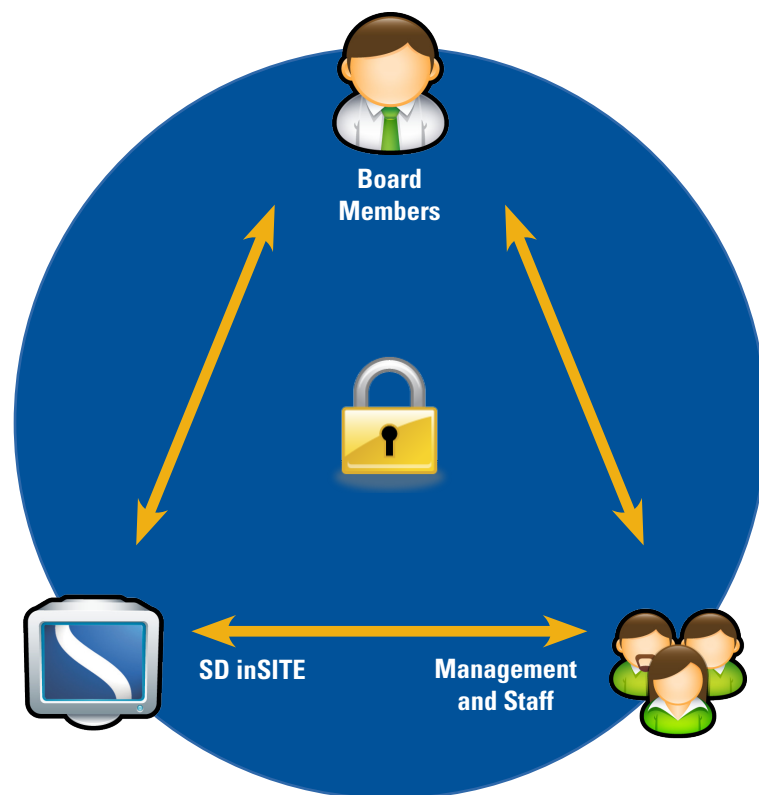
Helping your team work together effectively.

Having access to current and complete information from virtually anywhere is important. Your Board members and management team are busy. They want to be able to access documents and reports when they have time. They want documents organized for them and to be able to easily refer to prior periods, committee reports or meeting minutes.

The Schneider Downs Technology Advisors have made the process of organizing and distributing information to your Board and management efficient and flexible. Documents are organized and only accessible to those with the proper security credentials.

The inSITE Board Portal will:

- Raise visibility for Board members
- Deliver information in a timely manner
- Reduce costs by eliminating printing, and assembling and distributing documents
- Improve your governance process
- Provide access only to those with the proper security credentials.



© 2012 Schneider Downs & Co., Inc.

Patrick B. Armknecht
(412) 697-5386
parmknecht@schneiderdowns.com

Teresa H. Grady
(614) 586-7268
tgrady@schneiderdowns.com

www.schneiderdowns.com



INSIGHT ■ INNOVATION ■ EXPERIENCE