BoardDocs / Google Drive Comparison

Feature/Action	BoardDocs	Google Drive
Overall		
Allows organization to share electronic documents	Y	Y
Can allow board members to collaborate and share ideas and information in documents and notes	**N**	Y
Can be accessed from any type of device	Y	Y
Can share select information with ALL stakeholders while withholding other information for just staff and board or just the board <u>without</u> having to create multiple versions of meeting information.	**Y**	N
Is easy to find information from any meeting with intuitive searching for all stakeholders, including the public	Y	N
Designed from the ground up to preserve the open meetings integrity of public governing bodies	**Y**	N
Support and Training		
24 x 7, US Based Support Line for all users	Y	N
Training any time for any user	Y	N
Agenda Review		
All information for an agenda item is presented together, including supporting documents, private notes and voting results for action items	Y	N
Easy navigation from agenda item to agenda item without having to scroll up and down in long files or open multiple files	Y	N
Supports integration of meeting video of each agenda item with agenda items	**Y**	N
Agenda Creation by Staff		
Allows staff to submit agenda items and supporting documents	Y	Y
Allows agenda items to be routed electronically for approval, showing each step of approval process	**Y**	N
Click, Drag and Drop to reorder agenda items with automatic renumbering and all supporting documents following the item	Y	N
Changes/Additions to the agenda are automatically available for all stakeholders without having to update multiple versions of meeting documents	**Y**	N
Private Note Taking		
Enables private note taking on agenda items without individual distribution of agenda materials to each board member (version control)	**Y**	N
Ensure notes remain private to the board member only	Y	N
Private notes can be accessed from any Internet connected device without saving files for every individual	Y	N
Meeting Experience		
Provides meeting display so attendees can follow along with the meeting	Y	N

BoardDocs / Google Drive Comparison

Feature/Action	BoardDocs	Google Drive
Provides meeting interface for board secretary/clerk to record notes for minutes, record voting and manage agenda changes and additions on the fly	Y	N
Allows online voting on agenda items	Y	N
Allows voice vote on agenda items	Y	Y
Minutes		
Automatically Generates minutes from agenda and publishes minutes	Y	N
Allows custom formatting of minutes	Y	Y
Automatic publication of minutes to public upon approval	Y	N
Additional Features		
Ability for staff and board to search public agenda information and policies of other public governing bodies using BoardDocs (MetaSearch)	Y	N
XML Schemas to support custom presentation of information and reporting	Y	N
Can track progress against the District's goals, projects and plans	Y	N
Integrated Policy Management for Policies, handbooks, and other information that supports entire lifecycle	Y	N
Integrated Calendar of Events	Y	N
Separate Library for other Governance Documents	Y	N