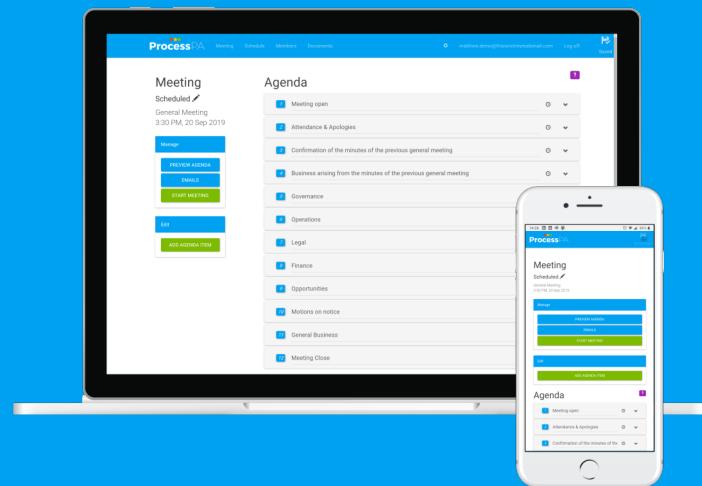




Enjoyable Governance



# Modern committee management



## Simple to use yet powerful

Save hours of administration time through simple guided process



## Instant digital minutes

Capture minutes, assign actions and record motions as you go



## Unlimited number of users

Assign and control access rights for multiple users



## Meet your compliance obligations

Customise how your board operates and captures data



## Secure document storage

Search minutes and document history from anywhere anytime



## Access to all your boards

Access all the boards and committees you sit on from a single log in

I've been in the club for over 13 years and it is a lot of work. With Process PA we are saving hours of tedious paperwork and everything is in the one place. Minutes are done quickly and easily, Action Items are assigned and emailed out and in the agenda to follow up in the next meeting. I wish this was available years ago.

Kim Miles – Capalaba Football Club Inc

## Simple Pricing just \$99 per month

No contracts | No exit fees | You always own your data

Get started with a 30 day free trial anytime

Try now at <https://processpa.com/>



Businesses of  
Tomorrow 2017 WINNER



Enjoyable Governance

The screenshot shows the 'Meeting' section with a scheduled general meeting on 8:00 AM, 28 Sep 2018. The 'Agenda' section lists items such as 'Meeting open', 'Attendance & Apologies', 'Confirmation of the minutes of the previous general meeting', 'Business arising from the minutes of the previous general meeting', 'Governance', 'Operations', 'Finance', and 'Meeting Close'. Buttons for 'PREVIEW AGENDA', 'EMAILS', and 'START MEETING' are visible.

## Clear Compliant Minutes

All minutes should be clear and in an easy-to-read format, while containing everything required to be compliant.

Enter your notes and create minutes effortlessly. Process PA automatically generates your minutes with your logo, letterhead, resolutions, attendance, action items, motions and attachments.

Minutes can then be sent to all members (or just those that attended) with the click of a button after the meeting.

[Learn More](#)

## Simple Agenda Templates

An agenda is one of the most important parts of the board governance documentation.

With Process PA; reordering, adding, removing agenda items is quick and simple with drag-and-drop.

No more fighting with Word templates.

[Learn More](#)

The screenshot shows a generated meeting minute document for 'Otheyos' dated 12:30 PM Saturday, 3 November 2018. The document includes sections for 'Meeting open', 'Attendance & Apologies', and 'Confirmation of the minutes of the previous general meeting'. It features a blue header with the club's logo and name.

## Members Register

Keep track of your members, their details, roles and permissions. Changes can be made anywhere by those with correct permission, anytime and moved up to the cloud instantly.

All roles held by members, can be recorded including dates, term duration and current role.

[Learn More](#)

The screenshot shows a member registration form with fields for 'Email Address' (David.Owens@thisisnotmyrealmail.com), 'Phone', 'Date of Birth' (dd/mm/yyyy), 'Address', 'Role Terms' (Start and End dates, Length, Role: Committee Member), and 'Attachments' (ADD ATTACHMENT button).

## Follow Up

Assign action items and set a due date for all committee members with automatic reminders.

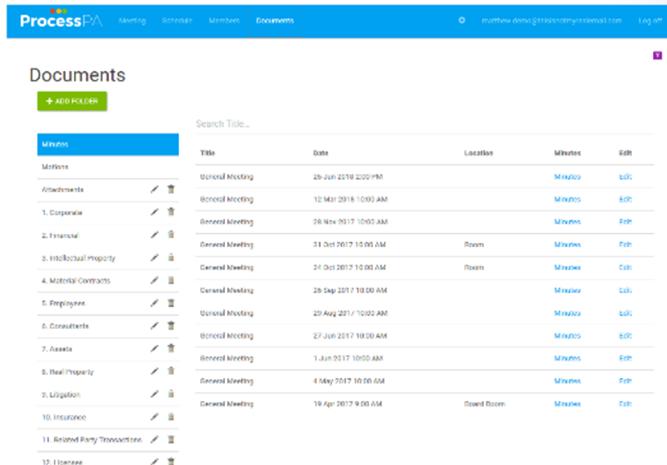
Using Process PA can help make sure work gets done between meetings.

[Learn More](#)

The screenshot shows the 'Action Items' section with a list of items. One item is titled 'Set new meeting with IHA' assigned to 'David Owens'. A calendar grid shows dates from 40 to 45. Other items include 'New Action Item' and 'New Action Item' for 'A-1800-001' and 'A-1800-002'. The right side of the screen shows 'Schedule' and 'Associated Meeting' sections.



Enjoyable Governance



Documents

+ ADD FOLDER

Search Title...

Memos	Title	Date	Location	Minutes	Edit
Attachments	General Meeting	29-Jun-2018 10:00 AM		Minutes	Edit
1. Corporate	General Meeting	12-Mar-2018 10:00 AM		Minutes	Edit
2. Financial	General Meeting	28-Nov-2017 10:00 AM		Minutes	Edit
3. Intellectual Property	General Meeting	31-Oct-2017 10:00 AM	Room	Minutes	Edit
4. Material Contracts	General Meeting	24-Oct-2017 10:00 AM		Minutes	Edit
5. Employee	General Meeting	28-Sep-2017 10:00 AM		Minutes	Edit
6. Consultants	General Meeting	29-Aug-2017 10:00 AM		Minutes	Edit
7. Assets	General Meeting	27-Jun-2017 10:00 AM		Minutes	Edit
8. Real Property	General Meeting	1-Jun-2017 10:00 AM		Minutes	Edit
9. Litigation	General Meeting	4-May-2017 10:00 AM		Minutes	Edit
10. Insurance	General Meeting	19-Apr-2017 9:00 AM	Board Room	Minutes	Edit
11. Related Party Transactions					
12. Licenses					

## Document Storage

Keep all your documents in the one place, for security and accessibility.

Placing all documents in the cloud means they are available at moments notice, at any location for all committee members to access.

[Learn More](#)

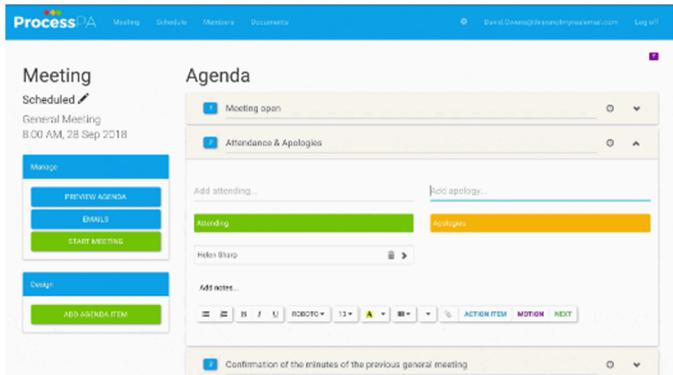
## Attendance without a book

Regular attendance at meetings is essential for good board governance.

Now you have a quorum before the meeting and can always meet it with Process PA.

Process PA uses automatic notification emails to gather and record attendance.

[Learn More](#)



Meeting

Scheduled ✓

General Meeting  
8:00 AM, 28 Sep 2018

Manage

PREVIOUS AGENDA  
EMAILS  
START MEETING

Design

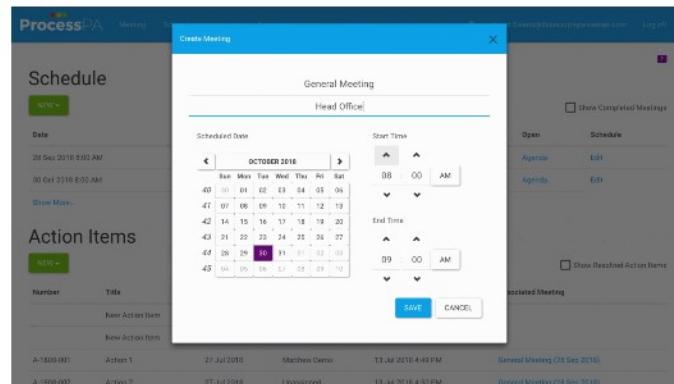
ADD AGENDA ITEM

Agenda

Meeting open

Add attending...  
Helen Sharp

Add notes...  
Confirmation of the minutes of the previous general meeting



Schedule

Meeting

General Meeting  
Head Office

Scheduled Date: 20-Sep-2018 8:00 AM

Start Time: 08:00 AM

End Time: 09:00 AM

Associated Meeting: General Meeting (21-Sep-2018)

Action Items

Number Title

Action Item 1: 27-Jul-2018, Minutes Done

Action Item 2: 27-Jul-2018, Unfinished

## Clear scheduling

Set your meetings up in advance to keep the ball rolling.

This makes it easy to get ready for the next meeting or the year.

[Learn More](#)

## Automatic Notifications

Keep everyone on task and prepared with automatic notifications sent via emails.

With notice periods for meetings, agenda distribution with attachments, and action item follow up all done for you.

[Learn More](#)

## Automatic Email Distributions

Enable emails to send meeting notices and agenda at set days before meetings to match your organizations requirements.

Enabled Automatic Emails	Meeting	Distribution	Email # Days Before	
DISABLED	ENABLED	General	Send Agenda	3
DISABLED	ENABLED	General	Request Attendance	7
DISABLED	ENABLED	Annual	Send Agenda	7
DISABLED	ENABLED	Annual	Request Attendance	21
DISABLED	ENABLED	Special	Send Agenda	7
DISABLED	ENABLED	Special	Request Attendance	14