Productive, efficient meetings are just a click away

Sunrise Systems' **Meeting Manager** is a comprehensive system to manage all your meeting agenda, voting and generation of minutes. You can use it to improve records, staff productivity and cost-effectiveness

The Meeting Manager has two components

- Meeting Manager Module – for centralized tracking of all your meeting agendas and minutes
- Public Module – to publish meeting agenda and minutes online.

Capabilities and Features

- Central system to store and track Agendas, Resolutions, and Minutes
- Google-type keyword search and lookup for Agenda items and Resolutions
- Concurrent access for multiple users for preparation and review of Agenda items
- Automated Numbering of Pages and Resolutions
- Capture Vote Tallies for each Agenda item in the system
- Electronic stamping of Vote Tallies on the individual resolution
- Ability to print Agenda, Resolutions, and Attachments from the system
- Supports departmental workflow with Purchasing and other departments
- Electronic conversion of Agendas to Minutes after Freeholder meeting
- Streamline publication of Agenda and Minutes on the county website
- Satisfy OPRA requests with certified electronic copies
- Ease of integration with County's existing OPRS system
- Improved records integrity, staff productivity, and cost-effectiveness

Freeholder Board Meeting Manager provides records at every stage of the meeting management process.

About Sunrise Systems Inc.

Sunrise Systems is a leading provider of technology, services and complete IT solutions for state and local government. Since 1990, we have been providing the states of New Jersey, New York and Pennsylvania with records management, public facing interfaces, cloud technology solutions, and custom application development.