

# Peak Minutes: FACT SHEET

*(Internal Use Only – DO NOT DISTRIBUTE)*

---

## WHAT IS PEAK MINUTES?

Peak Minutes is designed to allow Peak customers to record minutes during the meeting within the Peak application without the requirement of having an encoder or using Live Manager.

Peak Minutes allows clients to:

- Use the agenda as a basis for their minutes recording
- Record roll calls
- Record Mover and Seconder
- Record Motions (Including multiple motions)
- Record individual and block votes
- Record motion results
- Record notes
- Re-arrange items in the meeting without affecting agenda
- Download a Summary Minutes document as Word Document or PDF
- Upload Minutes document to be published

When the meeting is over, printing or publishing summary minutes to their website to provide immediate information on the results of the meeting is as easy as a couple clicks of a button.

## WHAT IT DOESN'T DO

Peak minutes is NOT a replacement for LiveManager.

Peak Minutes does not:

- Integrate with Video (next phase – not set in stone, do not share publicly)
- Integrate with VoteCast or iLeg voting (Future as well)
- Integrate with LiveManager
- Integrate with Minutes Maker (Word Add-in)

## WHY DID WE BUILD IT?

To simplify minutes recording by allowing Peak clients to record minutes within Peak, and also allow for minutes without the requirement of having an encoder or using Live Manager.



# Peak Minutes: FACT SHEET

(Internal Use Only – DO NOT DISTRIBUTE)

## BETA CLIENTS THAT TESTED THE NEW PEAK MINUTES

- ✓ Bald Head Island, NC
- ✓ Blendon, OH
- ✓ Huntersville, NC
- ✓ Morrisville, NC
- ✓ Oswego, IL
- ✓ Snowmass Village, CO
- ✓ City of Lockport, IL
- ✓ Benicia, CA
- ✓ Riverside Community College

We will be collecting feedback and testimonials from Beta clients to share internally and externally.

## DOES IT COST MONEY FOR EXISTING CLIENTS?

NO. We are not going to upsell Peak Minutes to existing Peak customers, instead will use it as a justification for uplift on renewal. But they will need to purchase a Minutes Template SKU (\$600) to create their Minutes Summary document. Please refer to the chart below to understand who this should be offered to.

Profile	Peak Minutes Candidate?
<b>Peak Only</b>	100% YES – they should be very excited
<b>Peak/Video</b>	No. <i>We <u>can</u> upsell Peak/Video clients to minutes, but will hold off targeting this group until Video integrates with Peak/Peak Minutes in 2019.</i>
<b>Peak/Video/Minutes</b>	No. <i>They are currently recording minutes in LiveManager while also time stamping video. Will also hold off targeting this group until Video integrates with Peak/Peak Minutes in 2019.</i>



# Peak Minutes: FACT SHEET

(Internal Use Only – DO NOT DISTRIBUTE)

## DOES IT COST MONEY FOR NEW BUSINESS?

YES (kinda). Peak will be more expensive after December 1<sup>st</sup>, 2018 which will allow for minutes functionality to be included by default. New business clients won't know it's more expensive, so they'll view it as an included functionality.

Tier	Current Peak	New Peak
1	\$25,740	\$25,740
2	\$19,800	\$19,800
3	\$14,916	\$14,916
4	\$10,560	\$13,000
5	\$7,920	\$10,200
6	\$5,280	\$7,500
7	\$3,300	\$5,500

Confused about what to sell on a new deal? Refer to the chart below.

WANT	SELL	CAPTURE MINUTES IN	NOTES
Peak	Peak	Peak	All Peak deals deployed after 12/1/18 will automatically include Peak Minutes (bonus!)
Peak + Minutes	Peak	Peak	All Peak deals deployed after 12/1/18 will automatically include Peak Minutes
Peak + Minutes + Voting	Peak + ME	LiveManager	Voting still requires LiveManager and an encoder to work - therefore, Meeting Efficiency needs to be included.
Peak + Video	Peak + Video	LiveManager	Minutes are included with Peak, but there is no integration between Peak Minutes and Video (yet) so the client will still require LiveManager to manage video. Think of this as if you sold Novus and Granicus Video.
Peak + Minutes + Video Peak + Minutes + Video + Voting	Peak + ME + Video	LiveManager	Voting still requires LiveManager and an encoder to work - therefore, Meeting Efficiency needs to be included.

## ADDITIONAL RESOURCES AVAILABLE

[Peak Minutes Beta Program Guide](#) - This is an internal resource only, but will be adjusted to be a permanent, public facing guide in the future.

