

A woman with dark hair tied back, wearing a dark blue shirt with white polka dots, is smiling and looking at a laptop screen. Her hands are on the keyboard. The background is a blurred office setting with vertical blinds.

Board Portal Cost Savings

**Your Guide for
Building a Business Case**

aprió

Why build a board portal business case?

You may have noticed other organizations adopting board portal software and wondered: is it right for my board?

Even if the benefits of switching to a board portal are apparent to you—like saved time on board meeting preparation and increased board security—you'll likely need to make a solid case about the business advantage it will bring in order to gain executive support to invest in the software.

We're here to walk you through how to calculate the value of board portal software for your organization.

THE 4 KEY STEPS TO TAKE TO BUILD A COMPELLING CASE:



1

Articulate

the benefits of board software



2

Identify

the risks of not switching



3

Calculate

the ROI



4

Evaluate

board portals and pricing

STEP

1

Articulate the benefits of board software

The board portal software you choose should have everything you need to run more efficient board meetings together in one place. You can pick and choose which features to highlight in your business case, depending on the needs of your organization.

KEY BENEFITS



Better director engagement

Make board meeting preparation convenient with online access, collaboration, and decision-making, even on mobile devices.



Attract & support new directors

Help new recruits ramp up quickly with self-serve access to board material, and easy search.



Streamline meeting prep

Save administrators time in preparing for board meetings and supporting board communication.



Safeguard security

Protect board data and reduce corporate data security risks.



Save time reporting

Prepare reports for compliance or audit efficiently.



Eliminate IT effort

Leverage secure cloud technology customized for boards to reduce IT workload.



Reduce costs & paper waste

Go paperless to cut printing and courier costs and respect the environment.

STEP

2

Identify the risks of not switching

As you help your executives evaluate whether board software is a smart investment, help them consider the risks of not using board technology.

Beyond being a one-stop source for board materials, a board portal provides instant tools for directors to annotate documents and discuss board decisions. Whether these discussions are across the whole board or with select directors, it's all kept secure. Administrators can also post questions to the board through surveys. These features help keep sensitive topics out of everyone's inbox.

WHAT'S THE RISK?

Privacy & security

Data and privacy leaks that happen via insecure email communication threaten your reputation.

Disengaged directors

Difficult-to-access communication may discourage directors from joining your board or from doing the meeting preparation to contribute effectively. Or worse, they may leave.

Less board transparency

Without same-time access to board materials, boards fall short on providing inclusive access to information and enforcing director accountability.

Disorganized crisis response

With no central place online to access information, host conversations, run polls, and request signatures, crises are harder to manage.

Higher costs & less meeting efficiency

When staff spend more time preparing for board meetings and distributing meeting communication, there are higher staff and material costs.

STEP

3

Calculate the ROI

If you're using email and file sharing tools already, you won't have the paper cost of traditional board books. But in your business case, convey how your organization could save board administrator and IT time and costs if you were to purchase software.

Current board management costs

Boards and many executives are often unaware of the all the time and effort administrators take to build and send a board package and ensure a board meeting runs smoothly. Documenting the actual time spent preparing for each board meeting is often eye opening. Use this guide to take an accurate account of time spent by your board administrator as well as IT.

ACTIVITY	DESCRIPTION
Preparing & distributing board meeting materials and updates	<p>Many board administrators spend days gathering, formatting, and distributing materials for each meeting—plus additional time scheduling and rescheduling meetings. What's the true tally of this time spent?</p> <p>Admin time: hours per month: _____ × 12 = hours per year: _____</p>
Distributing board updates	<p>If there's an update to a report, how is that circulated to directors? How much time does it take to prep, distribute, and communicate?</p> <p>Admin time: hours per month: _____ × 12 = hours per year: _____</p>
Helping directors find files & emails	<p>Who do directors contact when they cannot find board materials or are seeking historical information they cannot access? How much time does that person spend on supporting directors?</p> <p>IT time: hours per month: _____ × 12 = hours per year: _____</p> <p>Admin time: hours per month: _____ × 12 = hours per year: _____</p>
Coordinating documents & communications for committees	<p>For finance, audit, and other sub-committees, board administrators often gather and distribute more materials. How much time does this take?</p> <p>Admin time: hours per month: _____ × 12 = hours per year: _____</p>
Tracking down signatures	<p>For resolutions and audit reporting, board administrators must often personally seek director signatures. How much time does this take?</p> <p>Admin time: hours per month: _____ × 12 = hours per year: _____</p>

TOTAL IT HOURS PER YEAR = hours

TOTAL ADMIN HOURS PER YEAR = hours

Software time savings

Use these calculations for your business case—we've filled in approximate Aprio board portal impact as an example:

CURRENT EXPENSES		TOTAL CURRENT EXPENSE \$	APPROXIMATE % SAVINGS WITH APRIO	ANNUAL SAVINGS \$
Total admin time _____ × hourly rate _____	=		60%	
Total IT time _____ × hourly rate _____	=		100%	
Hard costs: \$ for paper, courier, etc., per year	=		90%	
TOTAL	=			

5-Year ROI calculation

Your total amount saved per year can be compared to the cost of the software to determine the ROI over five years. Subtract software costs from the estimated annual savings:

CURRENT EXPENSES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Estimated annual savings						
Software costs/ year						
ROI: Savings minus costs						

STEP

4

Evaluate board portals and pricing

On the surface, it may appear that board portal competitors do similar things—at different price points.

However, not all board portals offer the same tools to make board meetings efficient or to keep data secure, nor do technology providers all offer the same training or services such as live call centers to support your directors.

As you evaluate board portal technology, have a clear sense of the needs of your board and the benefits you are seeking including support for board administrators and directors.

Why consider Aprio?

If your business case makes a compelling appeal for a board portal, we invite you to consider Aprio.

The Aprio board portal stands out for providing a secure, easy-to-use board portal with full features and unmatched service. With Aprio, you have access to more sophisticated tools as your board's needs change without an upgrade in pricing. Aprio offers the support and services that other portals simply don't.

We'd be happy to help you build a business case, whether you're switching from another tool or using board software for the first time.

Get in touch.

Top reasons our customers choose us:

- 1 Personalized, expert help** – Any time an administrator or director contacts Aprio, they reach a skilled board expert. We listen and solve needs with outstanding helpfulness.
- 2 Industry-leading security** – Layers of advanced security protect board data, control access, and empower boards to remotely wipe board data from lost or stolen devices.
- 3 Guaranteed board efficiency** – Boards save time preparing for meetings. Directors engage more with easy access to materials. Data searching is faster for regulatory reporting.
- 4 Complete, easy-to-use capabilities** – All organizations, big or small, get access to Aprio’s full suite of features and reports. You can use them all right away or start with a few and use more over time as your needs change.
- 5 Inclusive pricing, no surprises** – Transparent pricing that includes training, committees, multiple administrators, and unlimited data.

WHAT OUR CUSTOMERS SAY:



“User friendliness and training are outstanding with Aprio. I couldn’t find any other platform that offers that caliber of ease of use plus tailored training and ongoing support from their team. Additionally, Aprio’s expense reporting has been a game changer for better supporting the frequent travel reality of our members. We’ve quickly adopted the core features of Aprio and gained efficiency. We see room to grow.”

ANNA BERTACCHI, ASSISTANT VICE PRESIDENT
UNITED NATIONS FEDERAL CREDIT UNION

EFFICIENT BOARD MEETINGS & EASY BOARD COMMUNICATION

Discover why thousands of admins and board members love Aprío. We make good governance simple.

The Aprío board portal streamlines the work of board meeting preparation and communication by providing an easy-to-use, secure board portal with unmatched expert service for directors and board administrators. Our service makes us the first choice of credit unions and financial services, health and education organizations and crown corporations across North America.

FIND YOUR BEST BOARD PORTAL

Share your board needs. See if Aprío is your best fit. We'll help you build a business case.

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