



# Trustee Online Board of Trustees' Meeting Going Paperless

Effective May 17, 2012, the supporting documents for Trustee meetings such as Agendas, Minutes and Action Lists will be available to view and/or download online, at your convenience.

By the end of 2012, other Trust Fund documents will be uploaded to the site, (i.e. Trust Documents, Audits etc.) at which point these documents will become available to you. Consider this site as an electronic filing system. It will contain information and documents, useful to your trustee duties.

## Tablets in the Boardroom - A Paperless Environment

“Going paperless” at a Trustee meeting will have a significant impact on the time it takes to create and send an Agenda, minimize the need for storage space and make documentation and information sharing with the Trustees easier, while keeping Trust Fund information more secure. This is essentially done by converting the Agenda documents and other Trust Fund related material into digital form. This will also help the environment!

### ***How will this work?***

A notification email will be sent to you by your Manion Client Service Representative, advising you that your Agenda for the upcoming scheduled Board of Trustees meeting is available on the Trustee Online portal for your review. Logging into Trustee Online will allow you to review your Agenda prior to the meeting date (approximately 1 week before or earlier).



### ***The use of Manion Tablets in the Boardroom***

We plan on distributing electronic tablets in the Boardroom in place of the paper Agenda. This means that a hard copy of the Agenda will not be prepared, as it will already appear on the electronic tablet device provided for you at the meeting.

The Agenda and any additional documents reviewed during your meeting will now be appearing on an electronic tablet, allowing you to easily “flip” the pages, or go to a specific page of the Agenda as easily as if you had your paper Agenda.

In the near future we will be adding a feature to allow you to take notes on the tablet. As always, meeting minutes are taken and drafted for the Trustees’ approval.

### ***The use of your own electronic device in the Boardroom***

If the Trustees wish to use their own electronic device during the Board of Trustees meeting, you will be required to download your Agenda and any other Trustee meeting related material to your device from the Trustee Online portal.

### ***Instructions for accessing and downloading your Agenda and other documents:***

1. Once you have received your activation email you will be prompted to create your own personal password.  
(Note: Please be aware that the email may automatically be filtered into your junk mail folder, so it will have to be manually transferred into your in-box)
2. You will then be able to login to the Trustee Online site ([www.mymanionwilkins.com](http://www.mymanionwilkins.com)) using your email address and password.
3. Select the Category and Sub Category



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4. Select the document(s) file(s) you wish to view and download. You will be asked if you wish to view or save the document(s).
5. Save the document(s) to your desktop or a created file folder on your device.
6. Bring your device with you to the Trustee meeting.
7. Open the document(s) at the meeting in order to view.

***Decision to go Paperless for future Board of Trustees meeting***

Trustee meeting Agendas, Minutes and Action Lists (if applicable) will now be available through Trustee Online. They will no longer be distributed via Email, Courier, Canada Post or Compact Disc. However, we understand that there will be a need for a transition period but we expect to go fully paperless by year end.

We will be happy to provide a demonstration session on how to navigate the site at your next Board of Trustees meeting or if you would prefer to go paperless right away, please contact your Account Executive.