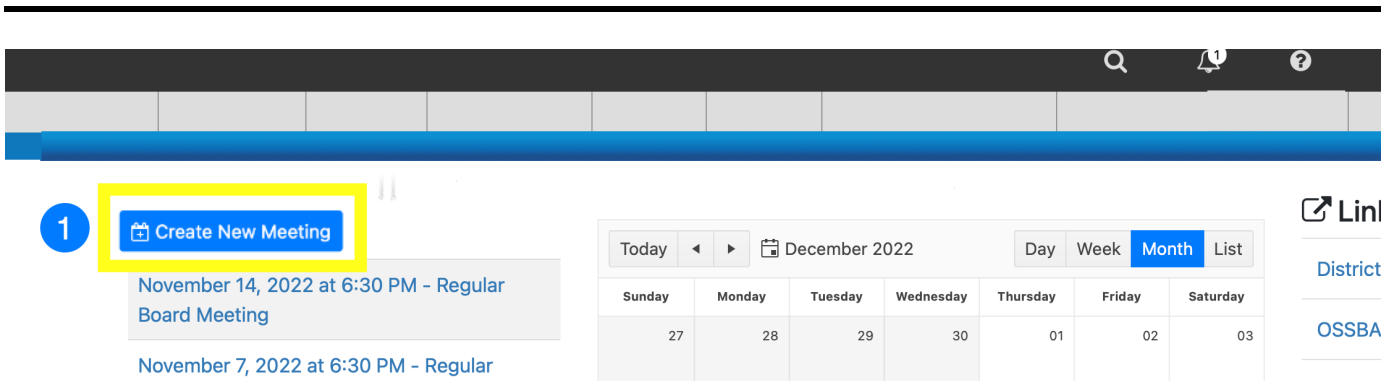


Create Meeting from Previous Year Agenda



1 From the Assemble Homepage, Click on **Create New Meeting**

Create Meeting

Create from Template: 2

Meeting Type: Regular

Meeting Title: Regular Board Meeting

Meeting Start Date: 12/12/2022

Meeting Start Time: 6:30pm

Start Time Description: Start Time Description

Meeting End Date: 12/12/2022

Meeting End Time: 7:30pm

Meeting Location: Billings High School Administration Office

3

4

Cancel Save & Add Agenda Items to Meeting

✓ -- No Template (Empty Meeting) --
Billings Regular Meeting Template
OHFA

2 Select the dropdown menu and choose **No Template**.

3 Verify meeting information and make changes if needed.

4 Click **Save & Add Agenda Items to**

Meeting Information ▾

Meeting Status: In Development ▾

December 12, 2022 at 6:30 PM - Regular Board Meeting

5

+ Create Meeting Agenda Item

+ Import

Attachments

Save

Table

Copy

Deactivate

Delete

Agenda Item

Lists:

Active

Inactive

From Committee (2)

Requested (2)

Meeting Agenda Items

All / None

Active Agenda Items

There are no Active Agenda Items

6

Import Agenda Item(s)

Parent Agenda Item:

** None (this is a top-level Agenda Item) **

Before Agenda Item:

** None (this is the only Agenda Item) **

From Agenda:

December 12, 2022 at 6:30 PM - Regular Board Meeting

7

Select the Agenda Item Sections to Copy:

☐ Speaker(s)

☐ Agenda Item Type

☒ Rationale

☒ Attachments

☒ Recommended Motion(s)

☒ Policies

☒ Links

☒ Goals

☒ Board Member Only Comments

☒ Notes

☐ Discussion

☐ Action(s)

8

Import Agenda Item(s)

Cancel

5

Click +Import on the Edit Agenda toolbar.

6

Use the dropdown menu to select the meeting to copy.

7

Select and unselect items to copy. It is recommended to uncheck Attachments if copying a meeting from the previous year.

8

Click Import Agenda Items