



Tips for Buying Board Management Software

Are you looking for board management software for your organization? You've come to the right place. In an era where technology drives transformation across all industries, board-led organizations like condos, HOAs, community associations, nonprofits, and charities are no exception. Embracing cloud-based software is now essential for modern organizations to thrive.

Basic skills like using a smartphone, email, Excel, Word, and perhaps Dropbox and Google Drive are no longer sufficient. A wave of cloud-based solutions has revolutionized the board management industry. But remember, software can only optimize your organization if you choose the right one.

Selecting the best software for your board can be daunting, but this guide is here to help. The right product will be crucial in streamlining your board's management, allowing them to focus on their primary role: making decisions and providing leadership and direction.

It's time to stop juggling disjointed tools and outdated methods. Let's dive into finding the ideal solution for your board.

The Evolution of Software Purchasing

Gone are the days of buying software licenses and downloading programs from CDs or the internet. Today, software is typically purchased on a subscription basis, called SaaS (Software as a Service). This model means you access the software through a web page, with no downloads required, making it more convenient and cost-effective.

Why DIY Solutions Fall Short

Many boards still rely on scattered storage solutions—filing cabinets, bankers' boxes stored in directors' homes, thumb drives, email inboxes, Google Docs, Dropbox, or WordPress sites. These methods are not only inefficient but also risky.

Budgeting for Board Management Software

Prices for board management software vary widely, typically from \$75 to \$1000 per month. Opting for an annual subscription can save you 10% or provide a couple of free months. It's important to set a budget and adhere to it.

Identify Your Challenges and Discover the Right Features

To choose the right board management software, start by listing the challenges your board faces. Gather input from everyone using the software, as diverse perspectives will help you identify a comprehensive list of needs. The goal is to find software that solves your problems and offers significant benefits.

Challenge	Feature	Benefits
I need to organize my documents.	Document Management	Always find what you need when you need it.
I want to create agendas easily.	Agenda Builder	Save time by reusing templates. There is no need to start from scratch in each meeting.
I never finish my minutes until just before the next meeting. By then, everyone has forgotten what we did.	SMART Minutes	Create minutes during meetings and have drafts ready right away.
I missed a contract cancellation date, and I never want that to happen again.	Planner	Never forget an important event with automated reminders.
We dash off at the end of our meetings and forget to jot down who is doing what and its due date.	Actions (To-do Lists)	Track actions and receive automatic reminders, ensuring nothing falls through the cracks.
Some of our board members connect via telephone for our meetings. They have a hard time keeping up.	Live Updates for Minutes	Remote attendees can easily stay updated, even if the sound quality is poor.
Our board needs some structure.	Built-in Best Practices	BoardSpace is designed with best practices to streamline your board's operations.

Why not just use Dropbox or Google Docs?

While many software vendors offer document storage, finding those documents is challenging, especially for board members who come and go as their terms end or start. Systems set up today must be easily understood and administered by future users.

Not all document storage systems are created equal.

Read on to learn the differences between BoardSpace, Dropbox and Google Docs.

Comparison	BoardSpace	Dropbox	Google Docs
Document Storage System?	Yes	Yes	Yes
Purpose-built for Boards?	Yes	No	No
Board Management System?	Yes	No	No
How Much Storage is Provided?	Unlimited (up to 500GB)	Depends on Plan	Depends on Plan
Extra Cost for More Storage?	Included	Yes	Yes
Organizing Structure	Tags	Folders	Folders
Ease of Finding Documents?	Very Easy	Not Sure	Not Sure
Findability	Yes	Not Sure	Not Sure
Ability to Export Documents	Yes (Zip File Download)	Yes	Yes

The Nitty-Gritty

Complex systems don't always translate to easy management. Choosing a user-friendly system is crucial for volunteers who may not be technical experts. Volunteers don't want to waste time finding documents or learning new systems. BoardSpace is designed with volunteers in mind, ensuring that your board runs smoothly and efficiently.

Can I use BoardSpace for my committees?

Absolutely, you can use BoardSpace for your committees! BoardSpace's versatile features also make it an excellent tool for managing committees.

Our comprehensive features can help your committees run smoothly, stay organized, and be more effective. Centralizing all your committee activities in one platform will save you time and improve overall efficiency.

For Condos and HOAs: Why Do You Need More than HOA Software?

If your property management company already uses HOA software, you might wonder why you need anything else. The answer is simple: most HOA software products lack the board-focused features essential for effective board management. Homeowner association software typically includes features such as:

- Financial management
- Amenity reservations
- Event management
- Member database
- Website
- Work order management
- Calendar management

None of these features support board management.

Don't forget to ask these questions too!!!!

Is there an onboarding fee?

Sometimes, the onboarding fee is significant, or the cost is not shown upfront, so be sure to ask.

BoardSpace does not charge an onboarding fee, but some customers will select a white-glove service that includes onboarding and other services.

What happens if the board changes to a new property management company?

Most commonly, the property management software is in the management company's name. When the condo changes management companies, their records are left behind.

BoardSpace is fully portable.

If the number of users changes, is there a per user cost that will increase the price?

Many vendors charge a “per-user fee” that can substantially increase the annual cost.

BoardSpace does not surprise your board with additional charges mid-subscription because the number of users changes.

Is the vendor open to suggestions for new features?

The best companies are always looking to improve their products.

At BoardSpace, we want to hear from our customers. Our future development plans are based on what our customers want.

What happens if we change our minds after a few months?

Onboarding fees are usually non-refundable.

BoardSpace offers a 60-day money-back guarantee. If you don't like our software and we can't fix what you don't like, we'll give you 100% back.

Why BoardSpace Outshines Google Drive and Dropbox

General document storage solutions like Google Drive or Dropbox fall short when organizing your board compared to purpose-built software like BoardSpace. Here's why:

BoardSpace offers a comprehensive suite of features beyond just document storage.

1. Document Management

Easily store, organize, and access all committee documents in one place, ensuring everyone has the information they need.

2. Agenda Builder

Create and share agendas for committee meetings quickly, using templates to save time and maintain consistency.

3. Minutes Management

Record and distribute meeting minutes efficiently, ensuring all committee members are informed and on the same page.

4. Task Tracking

Assign and monitor action items, making sure tasks are completed on time and responsibilities are clear.

5. Event and Deadline Reminders

Set reminders for important dates, such as project deadlines or upcoming meetings, so nothing gets overlooked.

6. Collaboration Tools

Facilitate better communication and collaboration among committee members, regardless of their location.

A New Era of Board Management

BoardSpace simplifies and streamlines board management, making attracting and retaining directors easier. By eliminating the busy work traditionally associated with board administration, prepping for your next board meeting will take much less time, allowing directors to focus on making great decisions for their communities.

Say **GOODBYE** to endless email chains, spreadsheets, scribbled notes, unfinished minutes, and missing documents.

Say **HELLO** to the power of organization and welcome efficient and effective board management with BoardSpace.

Learn more [about BoardSpace.](#)

