

# Snowmass Village, Colorado

## How a Town Clerk Preps Meeting Agendas 16x Faster With govMeetings

8,800+

Sheets of  
Paper Saved

450+

Minutes Saved  
Per Agenda

\$7,000

Saved Yearly

1

Clerk

### OVERVIEW

Rhonda Coxon is Snowmass Village's only clerk. Managing the agendas and minutes for the town council and eight active boards was no easy feat. With govMeetings, Coxon gives citizens a customer-friendly format to catch up on meetings, and she completes agendas 16 times faster.

### SITUATION

Rhonda Coxon manages the meetings, minutes, and agendas of the town council and eight active boards. This included manually creating 22 sets of agendas twice a month for regular council meetings.

### SOLUTION

Snowmass Village knew they needed to find a twenty-first century solution that streamlined operations and provided residents with a customer-friendly format for finding information. The Town implemented govMeetings.

### RESULTS

With govMeetings Peak, Coxon has saved time prepping and publishing meeting agendas. A task that took her a day now takes 30 minutes. "With Peak, I don't have to re-type anything, it's already there," says Coxon. She adds that she completes 90% of the minutes while in the meeting.

### MUST HAVE SOLUTION

govMeetings

“ Time has been the biggest benefit of govMeetings. It makes my job so much easier, and I can focus on other things. I never have to stay late anymore.”

- Rhonda Coxon, Town Clerk