# Meeting Notices

Last Modified on 31/08/2026 2:14 pm AEST

This section of the guide covers how to generate, edit, and distribute the meeting notice in Meeting Hub, after the *meeting creation process*. In order to generate the meeting notice, the meeting status must not have progressed to 'Notice Issued'. Also, all attachment placeholders in the meeting and the motions must have attachments, and the correct *Template Groups* must be present.

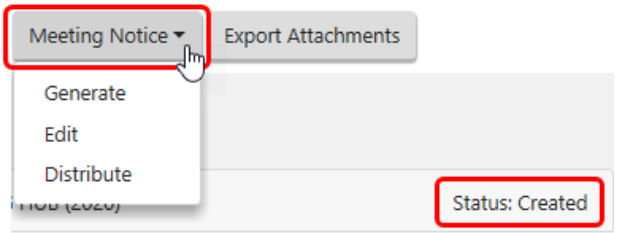
Please look at the *Meeting Hub Templates* page to review samples of OTS templates. Please be aware that these templates cannot be amended by users. However, amendments and changes can be made to each meeting notice and meeting minutes document in Word, once they have been generated.

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When performing any functions related to merge letters, such as editing templates and distributing / printing, it is vital that before using this function, you have no other running instances of Word open in the background. Continue to ensure that whilst any processes in this area are taking place, you don't open any other documents until the editing of the template you are working on, or the processing of a distribution is completed. If you still continue to encounter errors, and you have Word closed, please email StrataMax support, so we can investigate further.

## Generate Meeting Notice

1. In the *Meeting Details* screen, click the *Meeting Notice* button, then the *Generate* option.




2. The notice will open in Microsoft Word where it can be reviewed and the*formatting* can be edited. The length of time it takes to open Word and display the document depends on your PC and your network.

It is strongly advised to NOT edit any Agenda or Motion *wording* or *sentences* in the meeting notice document in Word, as it will then differ from the details in ***VoteMax***. These types of changes should be made in the relevant motion or agenda item in the ***Meeting Hub*** interface before a new meeting notice document is generated. Formatting changes such as removing extra spaces or paragraphs however, are fine since these have no bearing on the details in ***VoteMax***.

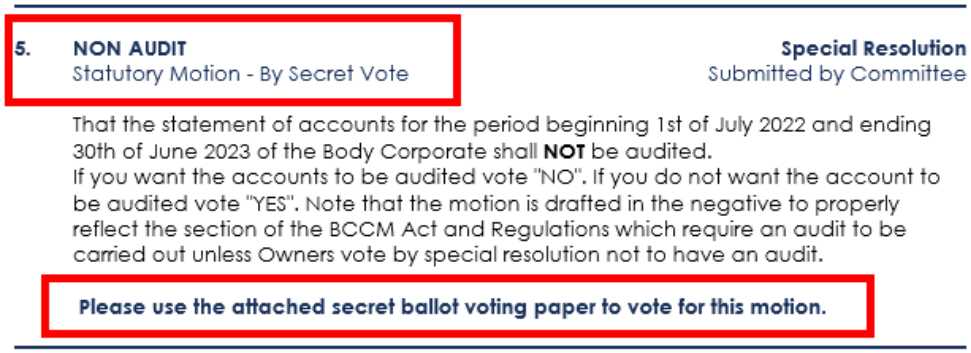
3. If any formatting changes are made, then the document needs to be saved before Word is closed.

It is recommended to make any formatting changes after the notice or minutes have been reviewed thoroughly, and have received necessary approval. This saves users from making formatting changes every time a change is made in Meeting Hub, and a new notice or minutes document is generated, superseding the previous one.

## Meeting Notice Secret Ballots or Secret Votes

Currently the Secret Voting Paper and the Secret Ballot Paper will need to be separated from the rest of the Meeting Notice prior to distribution.

The Meeting Hub OTS templates are designed to accommodate secret vote and secret ballot motions.

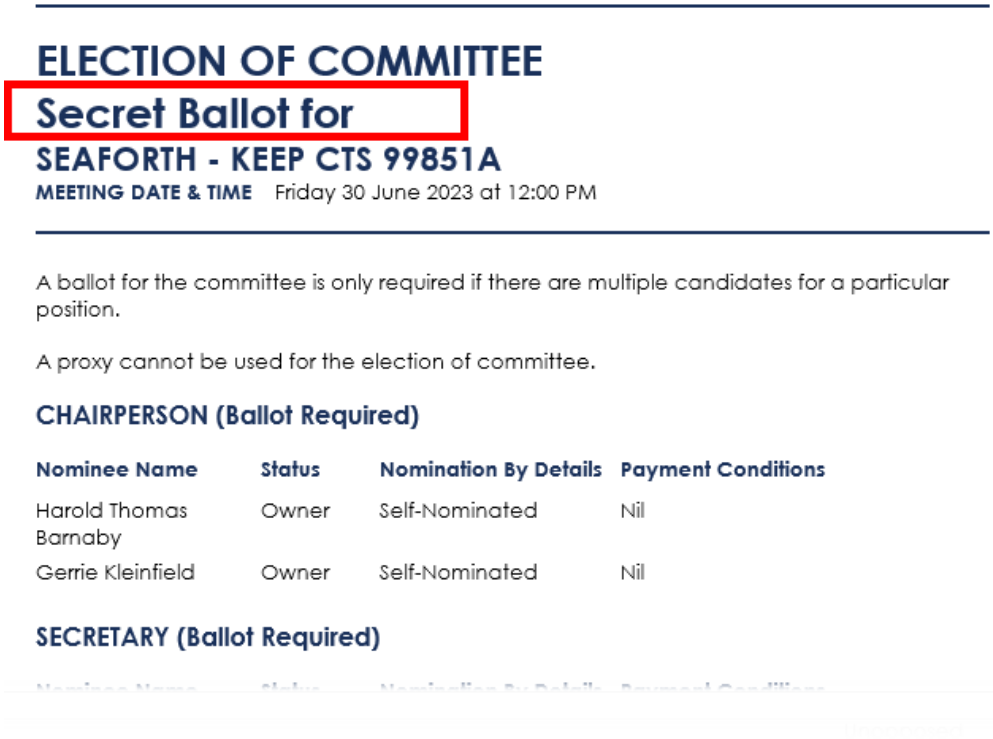


**5. NON AUDIT**
Statutory Motion - By Secret Vote

**Special Resolution**
Submitted by Committee

That the statement of accounts for the period beginning 1st of July 2022 and ending 30th of June 2023 of the Body Corporate shall **NOT** be audited.
If you want the accounts to be audited vote "NO". If you do not want the account to be audited vote "YES". Note that the motion is drafted in the negative to properly reflect the section of the BCCM Act and Regulations which require an audit to be carried out unless Owners vote by special resolution not to have an audit.

**Please use the attached secret ballot voting paper to vote for this motion.**



ELECTION OF COMMITTEE

Secret Ballot for

SEAFORTH - KEEP CTS 99851A

MEETING DATE & TIME Friday 30 June 2023 at 12:00 PM

A ballot for the committee is only required if there are multiple candidates for a particular position.

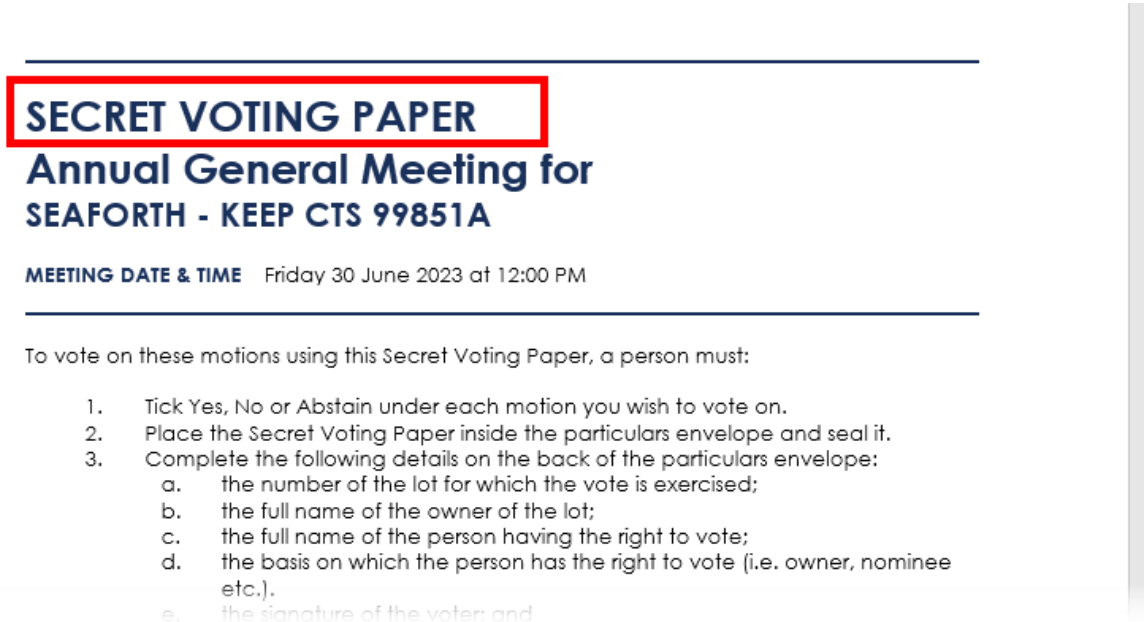
A proxy cannot be used for the election of committee.

CHAIRPERSON (Ballot Required)

| Nominee Name | Status | Nomination By Details | Payment Conditions |
|---|---|---|---|
| Harold Thomas Barnaby | Owner | Self-Nominated | Nil |
| Gerrie Kleinfield | Owner | Self-Nominated | Nil |

SECRETARY (Ballot Required)

A 'Secret Voting Paper' will be inserted in the meeting notice, and will only contain those motions that have been flagged as requiring a secret vote.



SECRET VOTING PAPER

Annual General Meeting for

SEAFORTH - KEEP CTS 99851A

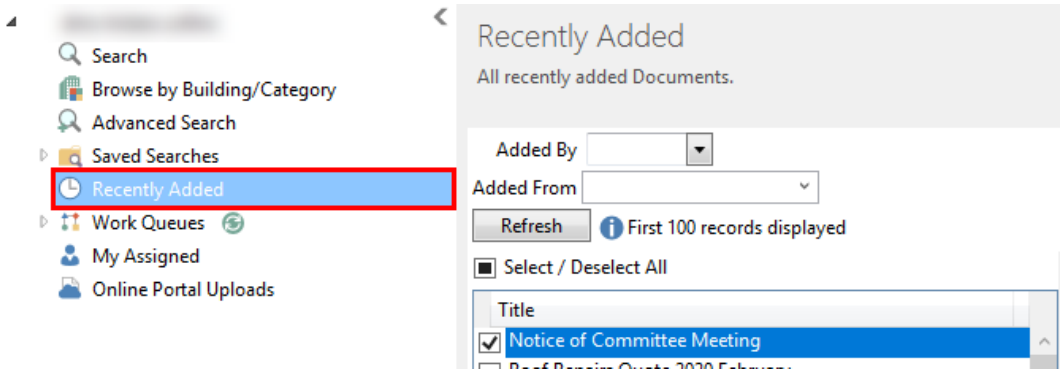
MEETING DATE & TIME Friday 30 June 2023 at 12:00 PM

To vote on these motions using this Secret Voting Paper, a person must:

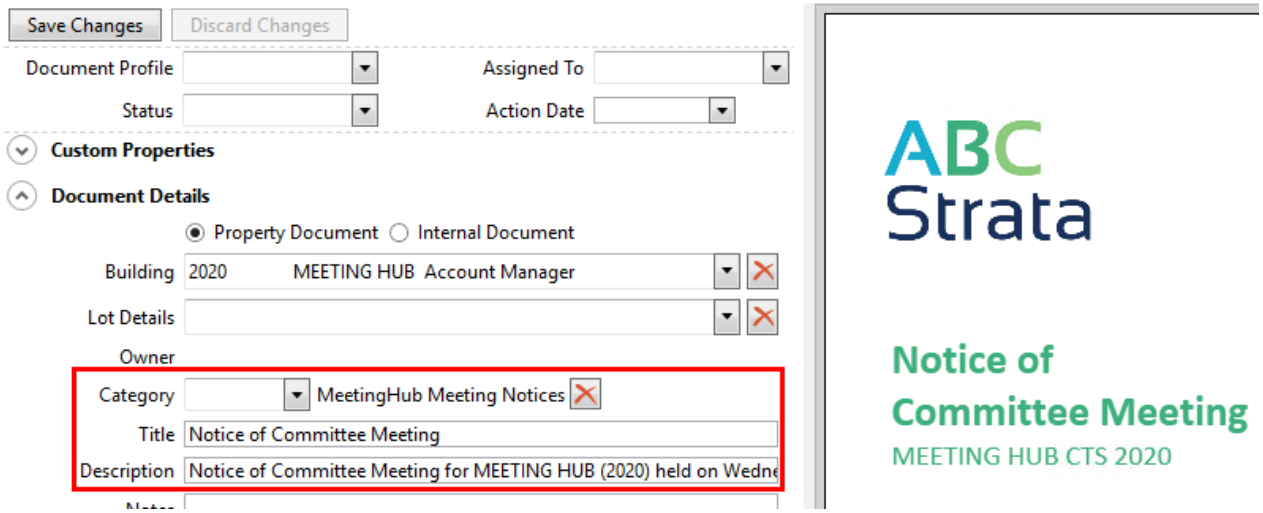
1. Tick Yes, No or Abstain under each motion you wish to vote on.
2. Place the Secret Voting Paper inside the particulars envelope and seal it.
3. Complete the following details on the back of the particulars envelope:
   a. the number of the lot for which the vote is exercised;
   b. the full name of the owner of the lot;
   c. the full name of the person having the right to vote;
   d. the basis on which the person has the right to vote (i.e. owner, nominee etc.).
   e. the signature of the voter; and

## Meeting Notice Documents in DocMax

Generating a meeting notice or minutes document in Meeting Hub will automatically save the document in DocMax, and can be viewed in the *Recently Added* documents.




In the **Document Details** section of each document, the *Title* and *Description* fields will automatically be populated, and a new DocMax *Category* will also be assigned.




These categories are created automatically the first time a notice or minute document is generated.

- Meeting Notices will be assigned to the *'MeetingHub Meeting Notices'* category.
- Meeting Minutes will be assigned *'MeetingHub Meeting Minutes'* category.

If previous meeting notice, agenda, or minutes documents exist in***DocMax*** with their own existing Category, there are a couple of ways that these can be changed in order to ensure they all fall under one Category.

1. Existing / previous meeting documents can be changed to the new***Meeting Hub*** categories in bulk. This means any future Meeting Hub documents won't need their Category changed each time they are generated and added to DocMax.
2. A profile can be created to change the category of each new Meeting Hub document to the existing meeting category, as and when they are generated and saved in DocMax.

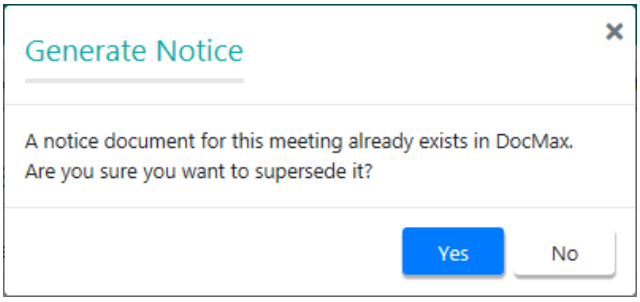
# Edit Meeting Notice

Please check out the *Meeting Hub | Document Editing video* which gives you tips, tricks and best practices for editing the *Meeting Hub notice* and *Meeting Hub minutes* documents in Word.

1. Click the *Meeting Notice/Minutes* button, then the *Edit* option. This will open Word with the current document stored in ***DocMax.***
2. Make any changes and save before closing Word. It will not supersede the current document in ***DocMax***.

It is strongly advised to NOT edit any sentences, words, or content in the Meeting Notice Word document as it will then differ from the details in Meeting Hub, and what owners see in *VoteMax*. These types of changes should be made in the *Meeting Details* screen in ***Meeting Hub***, and then a new meeting notice document should be generated. Formatting changes such as removing extra spaces or paragraphs however, are fine since these have no bearing on the details in *VoteMax*.

1. After making the necessary changes in the Meeting Details screen, click the *Meeting Notice* button, then the *Generate* option. This will present a prompt confirming if the existing document should be superseded.

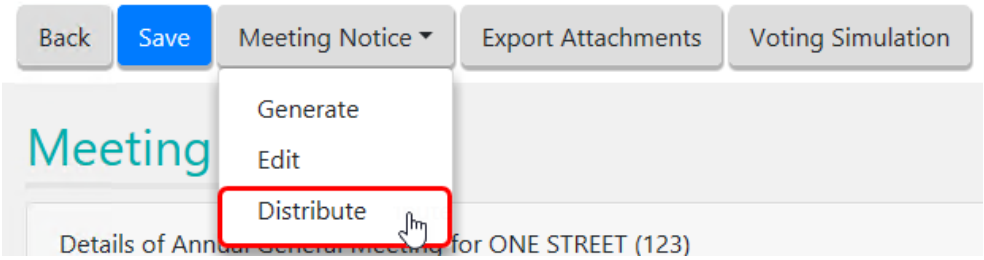



2. The superseded document can still be viewed in ***DocMax***.

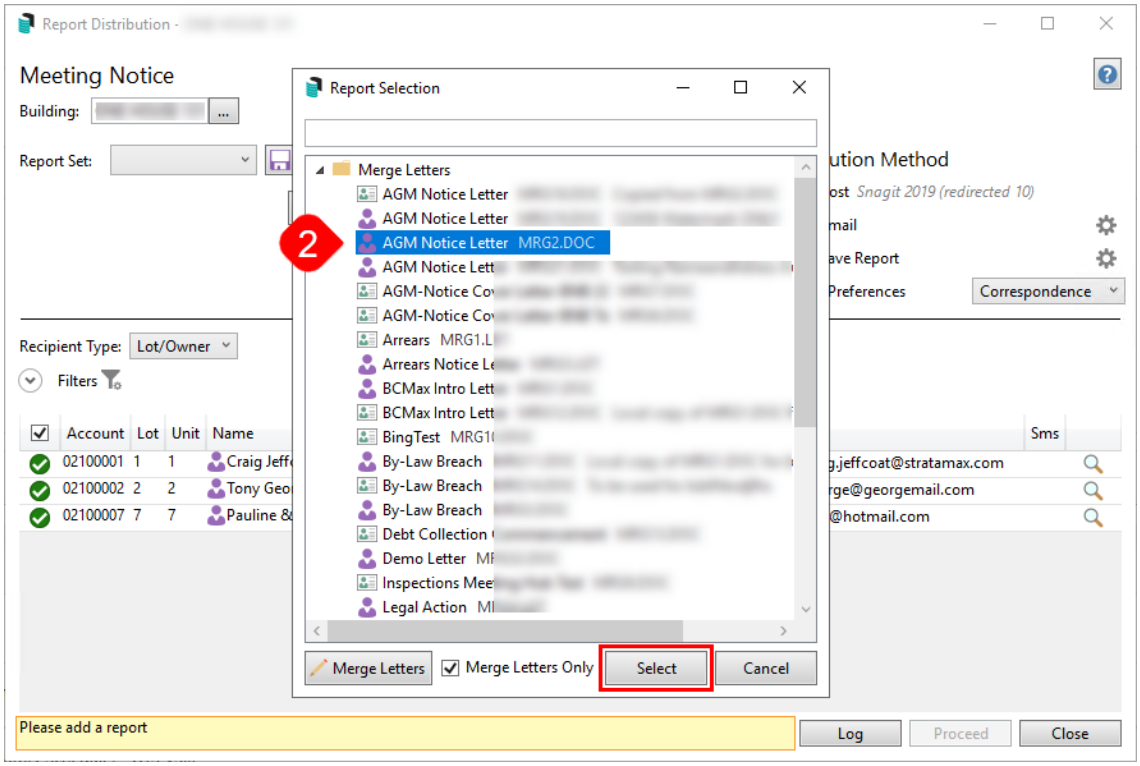
# Distribute Meeting Notice

Once the notice and all accompanying documents have been finalised, the notice can be distributed as a meeting pack. After selecting the *Distribute* option, the *Report Distribution* window will open. Please refer to the *Report Distribution* article and the *Merge Letters QRG* for more detailed information on this screen.

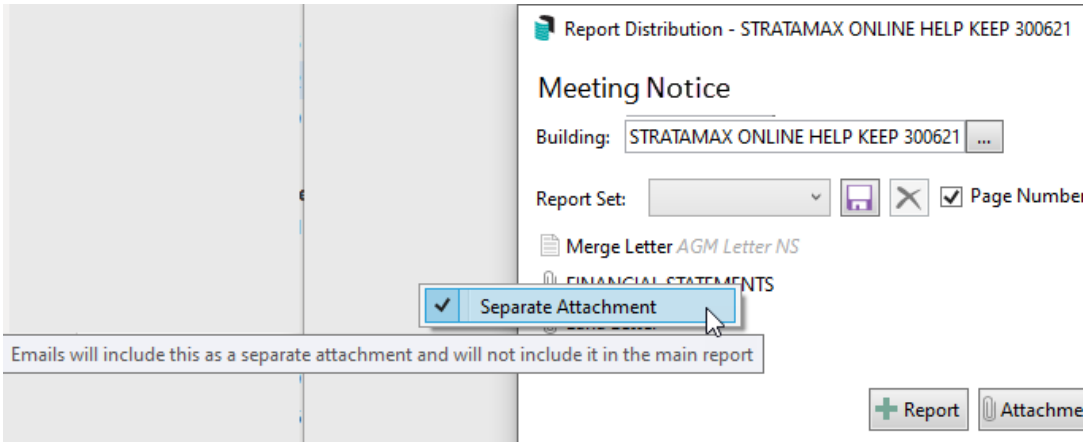
1. Click the *Meeting Notice* button, and select 'Distribute'.




2. Immediately the 'Report Distribution' screen will open, with the 'Report Selection' window on top for you to select the notice cover letter from the list of merge letters. Select the require cover letter and click the *Select* button.
    - You can also click the *Cancel* button if you don't want to select / include a cover letter for the notice.




3. After selecting a cover letter, the cover letter, the notice, and any attachments will be listed in the 'Report Distribution' screen.
4. From this point, please refer to the ***Merge Letters*** article for guidance on how to proceed, including how to choose recipients, add attachments, add more reports to the meeting pack, etc. Note all attachments will be set as separate attachments in the merge letter interface. To send all documents as one attachment, simply right-click each attachment and unselect 'Separate Attachment' as required.




If any changes to the notice or the meeting are needed *after* the notice is issued, the meeting will need to be adjourned and rescheduled before distributing the meeting pack again.

## Edit Email Body & Subject

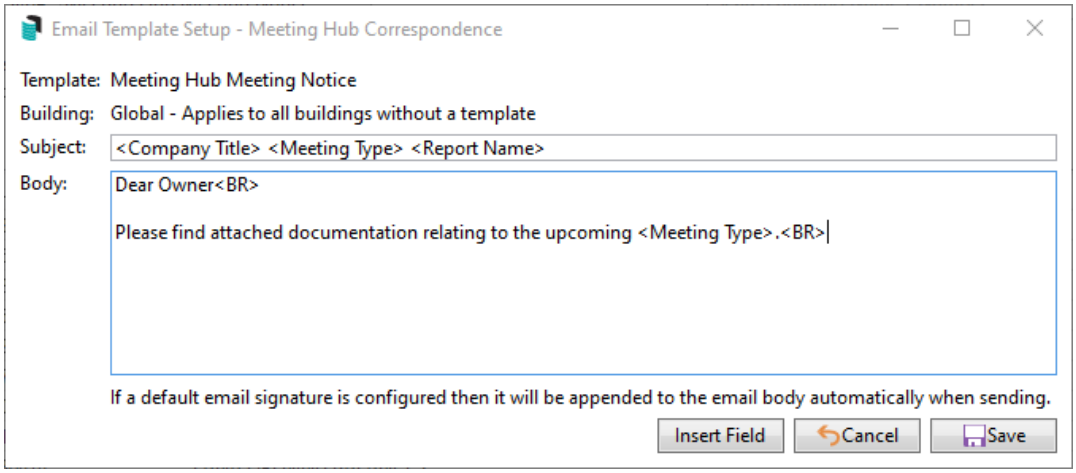
When meeting packs are being sent through the *Report Distribution* screen, more specifically by email, the system will automatically insert the body of the email. The content of the body & subject can be changed opening the ***Email Template Manager*** in StrataMax, or you can follow the below process.

The Meeting Hub distribution emails observe the user's *signature setting in* ***Communication*** (*Options > Signature > Use Personal*).

1. In the *Report Distribution* screen, click the cog wheel icon next to the *Email* box on the right side of the screen.
    - This displays the current email template.
2. Click the *Pencil* button to open the Email Template Management window, where the *Template Type* field will already have 'Meeting Hub Meeting Notice' selected.
3. To create or modify a **Global Template**, click *Pencil* button to the far right. If a *Local Template* is being created, search for the specific property using the *Search Building Name / Number* field, highlight the building and click on the *Pencil* button.
4. Enter a subject in the *Subject* line, and in the *Body* field, enter the body of the email.
    - In order to enter a paragraph, add *<BR>* at the end of the sentence like in the screenshot below.
5. Merge fields can be inserted in both the subject and body by clicking the *Insert Field* button.
    - Building Long Name - Building Long Name field from Building Information.
    - Building Number - Building Number from Building Maintenance.
    - Company Title - Body Corporate Name from Building Maintenance.

- Meeting Type - The Meeting Type of meeting created; for example Annual General Meeting.
- Report Name - Type of document attached e.g. Notice or Minutes.
- Meeting Date Long (Friday 29 October 2021 - obtained from the *Meeting Date and Time* field).
- Meeting Date Short (DD/MM/YYYY - obtained from the *Meeting Date and Time* field).
- Meeting Location (Obtained from the *Meeting Location* field).
- Meeting Location Details (Obtained from the *Meeting Location Details* field).
- Meeting Time 12h (Obtained from the *Meeting Date and Time* field).
- Meeting Time 24h (Obtained from the *Meeting Date and Time* field).
- Meeting Time Zone (Based on the address in the *Meeting Location* field).

6. Select *Save*.
7. To copy a *Local Template* to other properties, click on icon *'Copy the email template details to tagged buildings'* (to delete, click on the red cross).
8. Tag any properties to receive the local template and click *OK*.




The ***Security Setup*** setting is titled 'Edit Email Templates' located under the 'Meeting Hub' category and access must be granted to use this functionality. Please discuss access with your StrataMax Administrator.

## Distribution with Bing

Please be aware that meeting notices, minutes, attachments and merge letters issued via the *Meeting Hub Document Distribution* screen can only be sent to Bing if the Bing Customer Portal has been set up. Once Bing has been contacted, and access to the Bing Customer Portal has been confirmed, there are some settings that need to be configured in StrataMax as well. Please refer to the BingMail Web API page for more info.