Meeting Minutes

Last Modified on 31/08/2026 2:15 pm AEST

This section of the guide covers how to generate, edit, and distribute the meeting minutes in Meeting Hub, after a meeting has been finalised. In order to generate the meeting minutes, all the *Template Groups* must be present.

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.

It is recommended to make any formatting changes after the 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.

In order to generate the *Meeting Minutes,* the meeting status must be 'Meeting Held'. When the *Meeting Minutes* document is generated using an "Off The Shelf" (OTS) template, it contains a variety of merge fields that are automatically populated based on the information entered into Meeting Hub. For example, attendees and the outcomes of the motions. Some of these fields will vary depending on the meeting type, and which state the *Template Group* is for.

- Attendees are added to the minutes based on the *Attendance Register*.
- Pre-Meeting Votes are recorded from those lots that used *VoteMax* to cast their votes prior to the meeting.
- The 'Quorum' section is populated from the *Meeting Overview* screen, merging only the 'Quorum Statement' field.
- The motion title, type, number of votes (QLD only), and outcome are automatically merged in the minutes. The *resolution body field* will also merge and will depend on what option was selected in the motion.

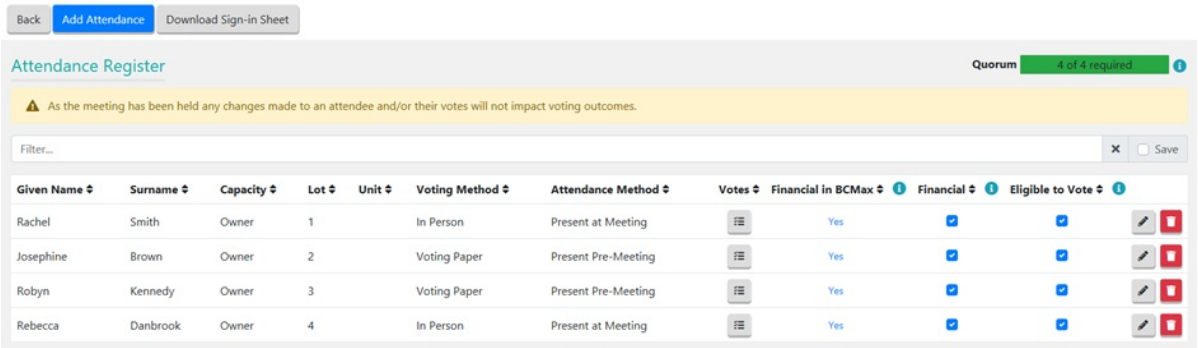
Please look at the *Meeting Hub Templates* page to review samples of OTS templates. Please be

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.

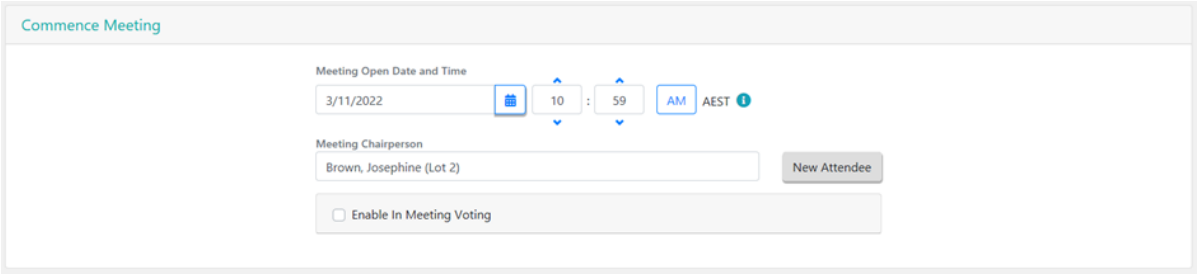
Completing Minutes After The Meeting

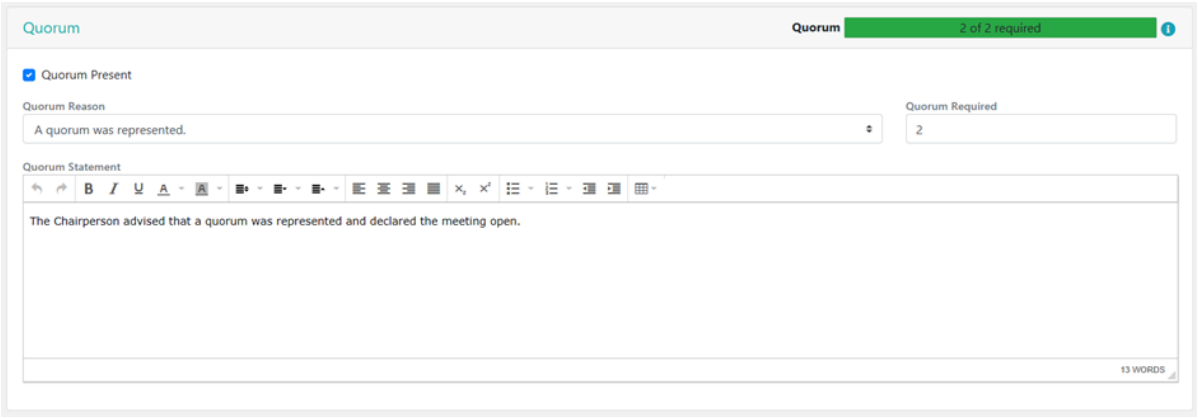
For some meetings it may not be possible to run the meeting in Meeting Hub as the meeting occurs; for these meetings if you wish to still merge the meeting minutes, it is recommended to follow the below steps so this information can merge onto your minutes and save you time from having to manually edit the minutes generated to Microsoft Word.

1. Ensure all attendees have been added to the *Attendance Register*.

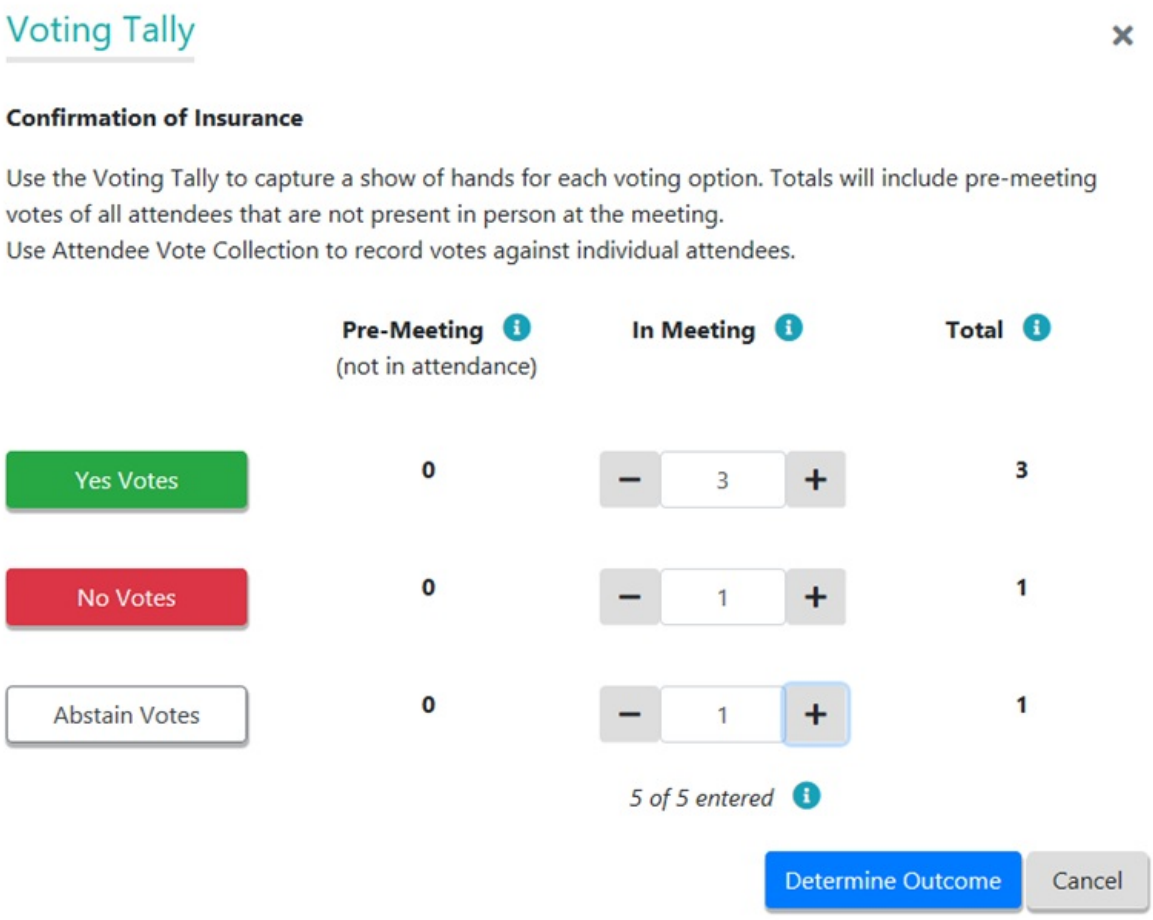


2. Commence the meeting, making sure to select the correct meeting open date and time, the *Chairperson* for the meeting, and also to confirm a *Quorum* is present. For more detail on commencing the meeting, see the *commence meeting steps*.

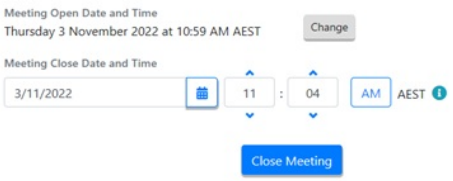




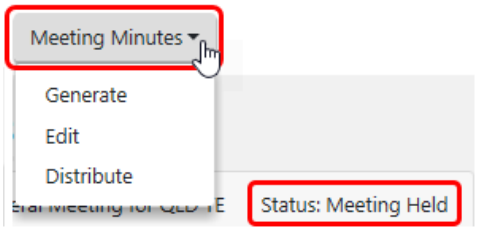
3. In each motion, click the Vote Tally button, enter the number *Yes*, *No*, and *Abstain* votes, and then click the *Determine Outcome* button. Ensure the determined outcome matches what was voted on during the meeting.



4. For any motions that were amended during the meeting, use *Manage Agenda and Motions* to edit the motion as required.
5. For a Committee Election meeting, add the required nominees and determine outcomes for each position. For more detailed steps, see the *committee election steps*.
6. At the end Close Meeting stage ensure the *Meeting Close Date and Time* is entered.



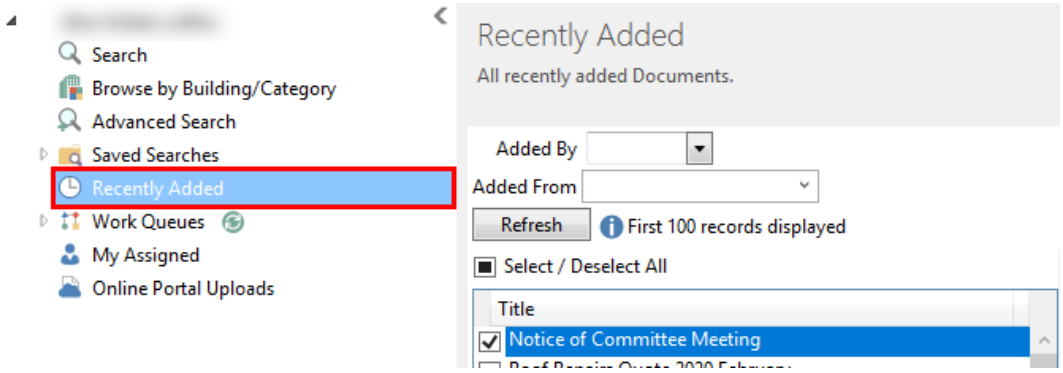
7. In the *Meeting Overview* screen, click the *Meeting Minutes* button, and select *Generate*.



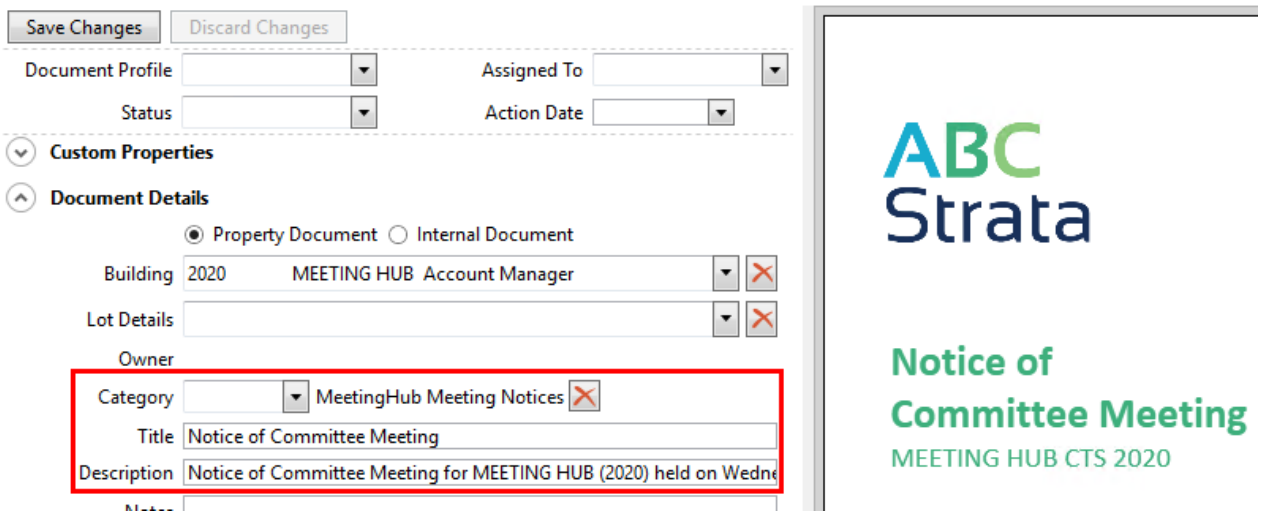
8. The minutes document will open in Microsoft Word where it can be reviewed, and the*formatting* can be edited. The length of time it takes to open Word and display the document depends on your PC and your network.

Minutes Documents in DocMax

Generating the 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, called *'MeetingHub Meeting Minutes'*.



If previous 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.

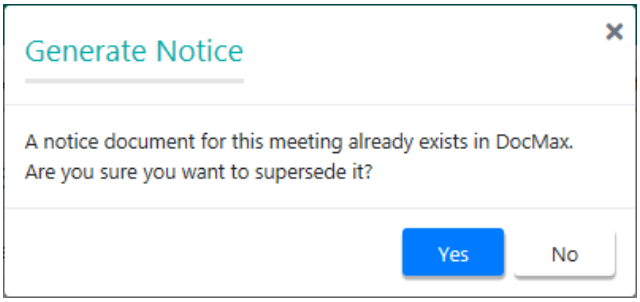
Edit Meeting Minutes

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 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.

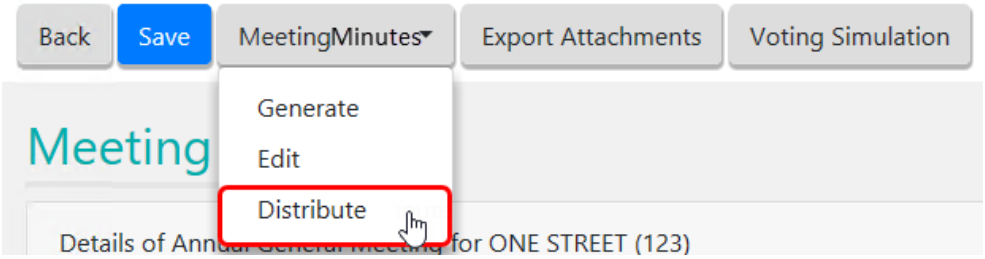


2. The superseded document can still be viewed in***DocMax***.

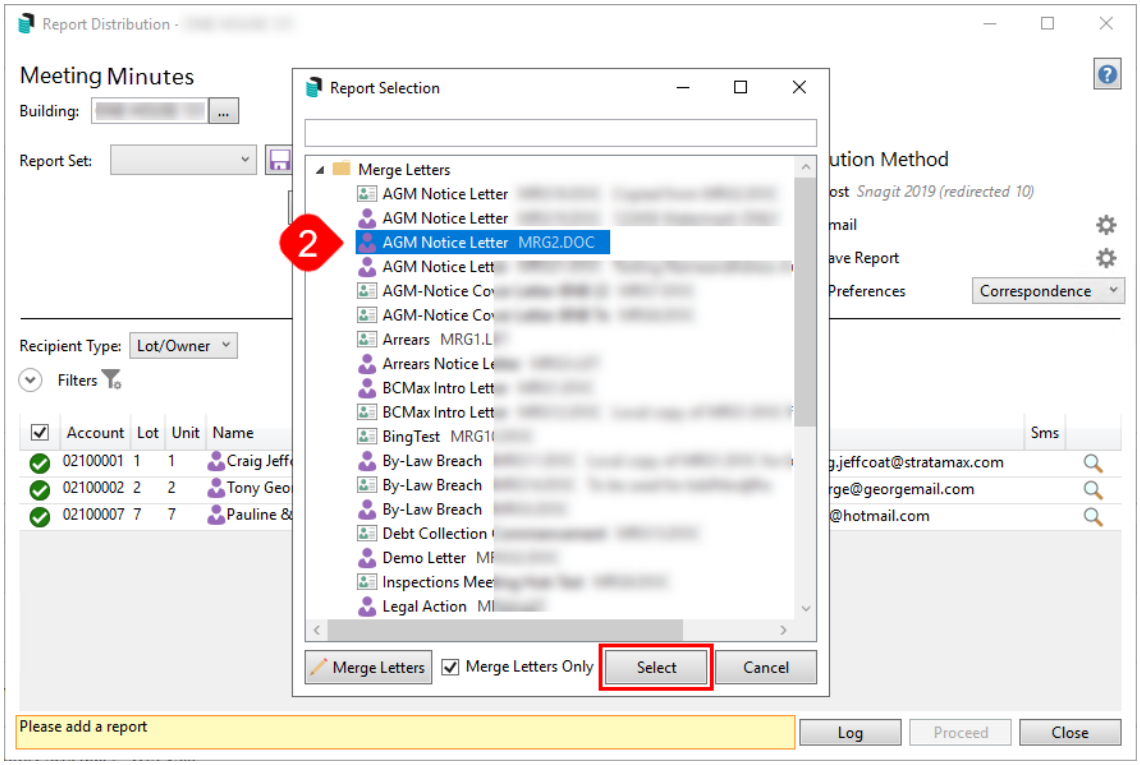
Distribute Meeting Minutes

Once the minutes and all accompanying documents have been finalised, the minutes can be distributed. 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.

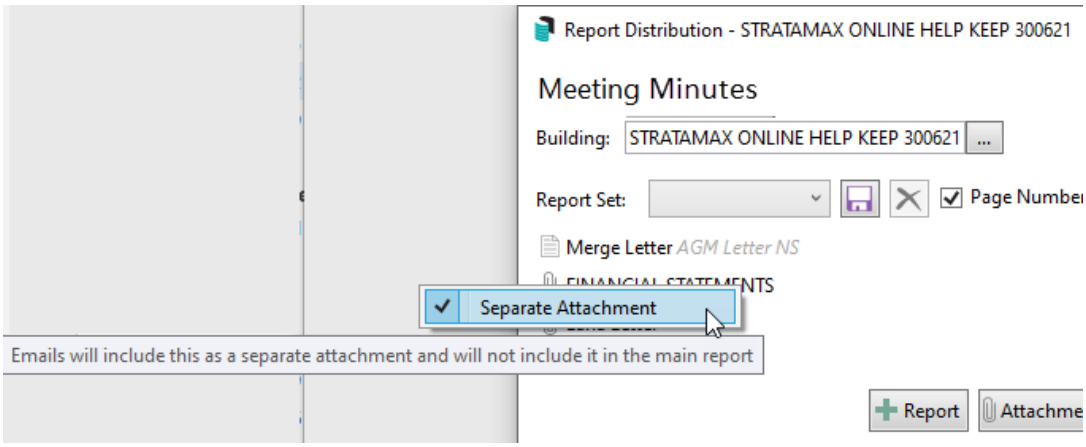
1. Click the *Meeting Minutes* button and select 'Distribute'.



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 minutes, 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 minutes, 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.



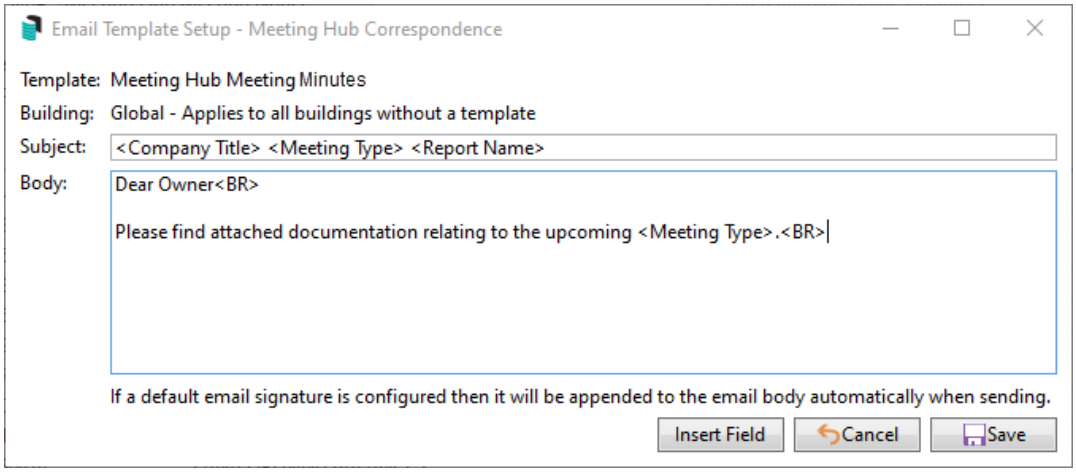
Edit Email Body & Subject

When meeting minutes 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 Manager*** window, where the *Template Type* field will already have 'Meeting Hub Meeting Minutes' 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 *
* 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*.



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 theBing 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.