

Meeting Minutes

Last Modified on 21/08/2024 10:01 am 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, and that you 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.

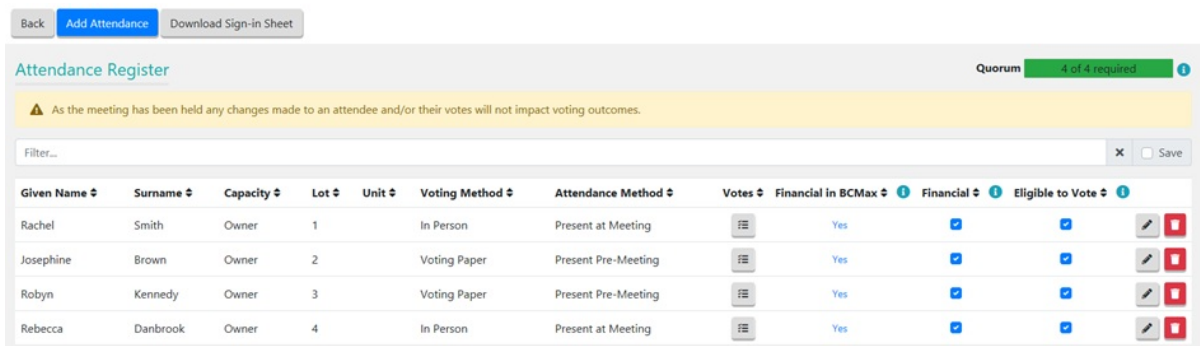
- Attendees are added to the minutes based on the [Attendance Register](#).
- Pre-Meeting Votes are recorded from those lots that used [VoteMax](#) to cast their votes prior to the meeting.
- The 'Quorum' section is populated from the [Meeting Overview](#) screen, merging only the 'Quorum Statement' 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 word.

1. Load attendees to the Attendance Register.



Back Add Attendance Download Sign-in Sheet

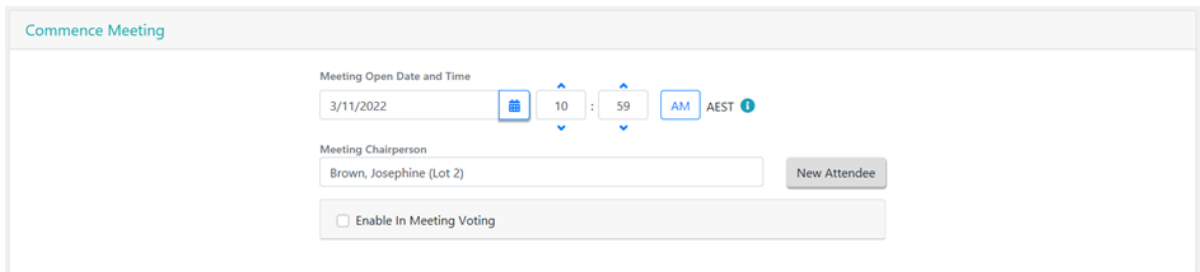
Attendance Register Quorum 4 of 4 required

⚠ As the meeting has been held any changes made to an attendee and/or their votes will not impact voting outcomes.

Filter... Save

Given Name	Surname	Capacity	Lot	Unit	Voting Method	Attendance Method	Votes	Financial in BCMMax	Financial	Eligible to Vote	
Rachel	Smith	Owner	1		In Person	Present at Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Josephine	Brown	Owner	2		Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Robyn	Kennedy	Owner	3		Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rebecca	Danbrook	Owner	4		In Person	Present at Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

2. Commence the meeting and ensure the correct meeting open date and time is entered.



Commence Meeting

Meeting Open Date and Time

3/11/2022 10 : 59 AM AEST

Meeting Chairperson

Brown, Josephine (Lot 2)

Enable In Meeting Voting

3. Select the Chairperson for the meeting.
4. Confirm a *Quorum* is present and *Proceed*.

Quorum Quorum 2 of 2 required

Quorum Present

Quorum Reason: A quorum was represented.

Quorum Required: 2

Quorum Statement

The Chairperson advised that a quorum was represented and declared the meeting open.

13 WORDS

5. For every motion enter the total number of votes using the Vote Tally option and click on Determine Outcome. Ensure the determined outcome matches what was voted on during the meeting.
6. For any motions that were amended during the meeting, use Manage Agenda and Motions to edit the motion as required.

Voting Tally



Confirmation of Insurance

Use the Voting Tally to capture a show of hands for each voting option. Totals will include pre-meeting votes of all attendees that are not present in person at the meeting.

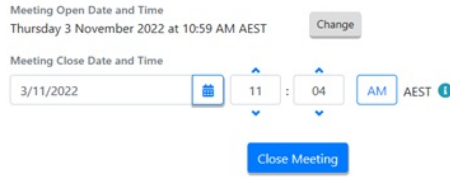
Use Attendee Vote Collection to record votes against individual attendees.

	Pre-Meeting (not in attendance)	In Meeting	Total
Yes Votes	0	3	3
No Votes	0	1	1
Abstain Votes	0	1	1

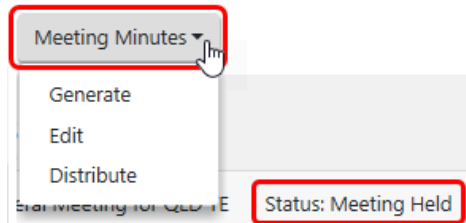
5 of 5 entered

Determine Outcome
Cancel

7. For Committee Election meeting add the required nominees and determine outcomes for each position.
8. At the end Close Meeting stage ensure the *Meeting Close Date and Time* is entered.



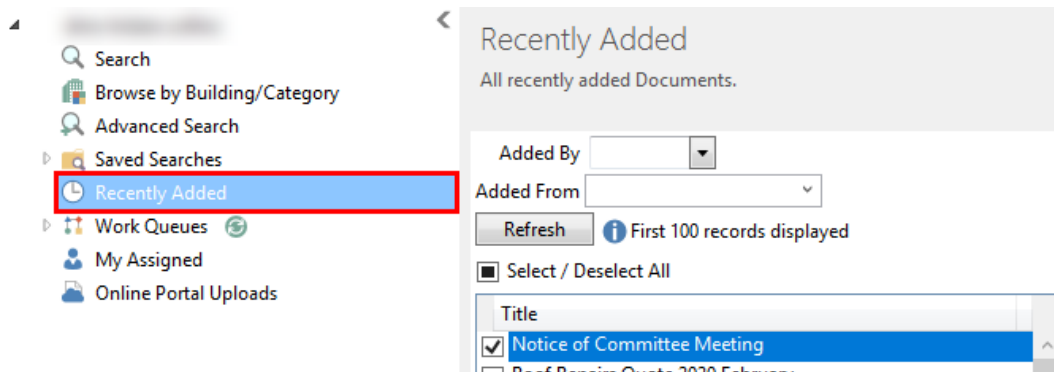
9. In the *Meeting Overview* screen, click the *Meeting Minutes* button, then the *Generate* option.



10. 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.

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*'.

Document Profile Assigned To
 Status Action Date

Custom Properties

Document Details

Property Document Internal Document

Building 2020 MEETING HUB Account Manager
 Lot Details
 Owner

Category MeetingHub Meeting Notices
 Title Notice of Committee Meeting
 Description Notice of Committee Meeting for MEETING HUB (2020) held on Wedne

ABC
Strata

Notice of
Committee Meeting
MEETING HUB CTS 2020

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**.

- 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**.
- 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**.

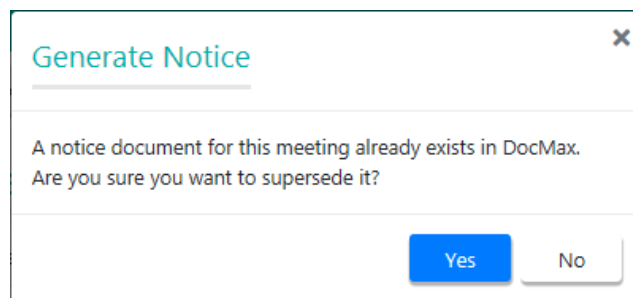
Edit Meeting Minutes

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.

- Click the *Meeting Minutes* button, then the *Edit* option. This will open Word with the current document stored in **DocMax**.
- 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.

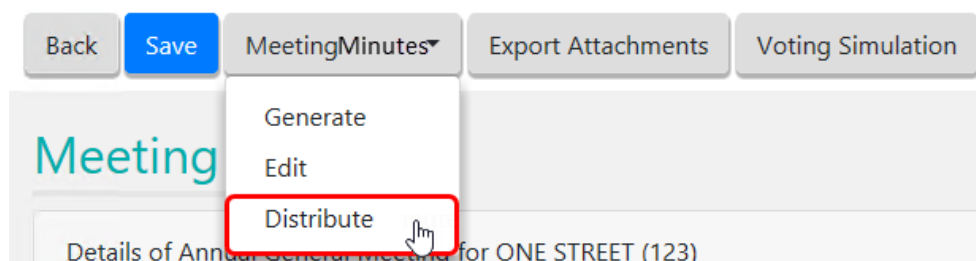


2. The superseded document can still be viewed in **DocMax**.

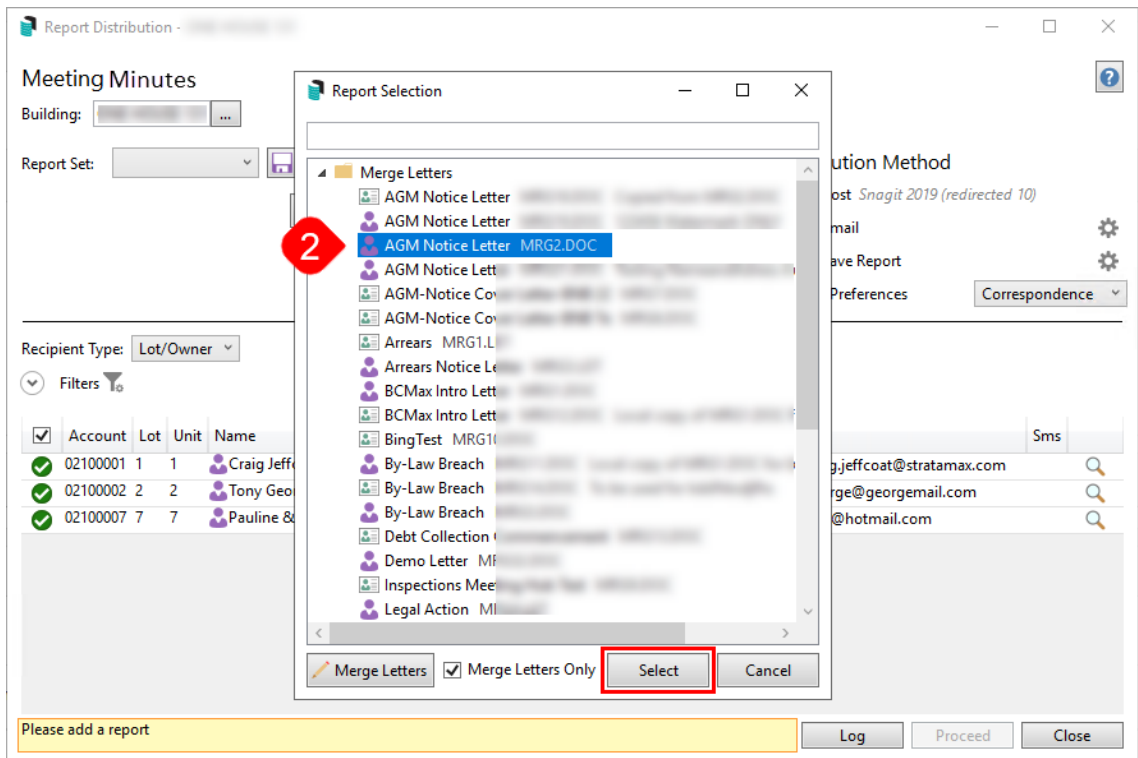
Distribute Meeting Minutes

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.

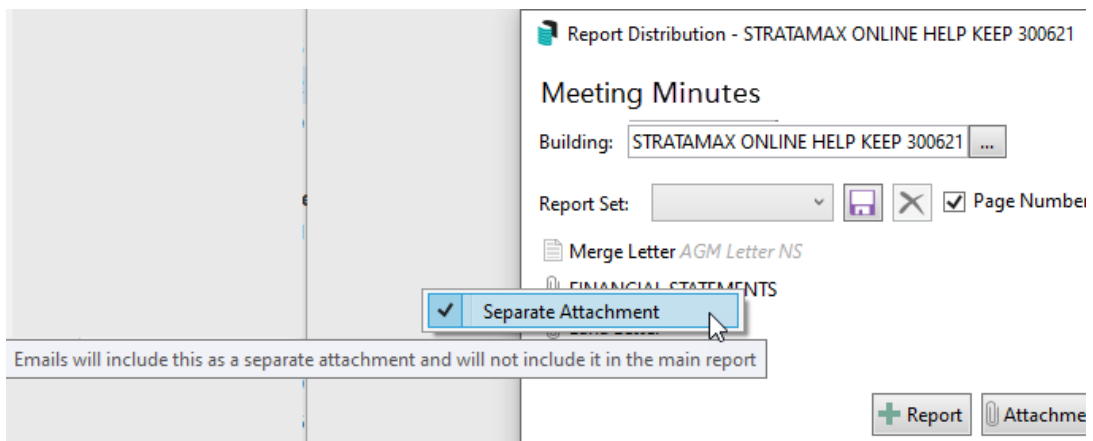
1. Click the *Meeting Minutes* button and select 'Distribute'.



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 e-mail 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.

Email Template Setup - Meeting Hub Correspondence

Template: Meeting Hub Meeting Minutes

Building: Global - Applies to all buildings without a template

Subject: <Company Title> <Meeting Type> <Report Name>

Body: Dear Owner

Please find attached documentation relating to the upcoming <Meeting Type>.

If a default email signature is configured then it will be appended to the email body automatically when sending.

Insert Field Cancel 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

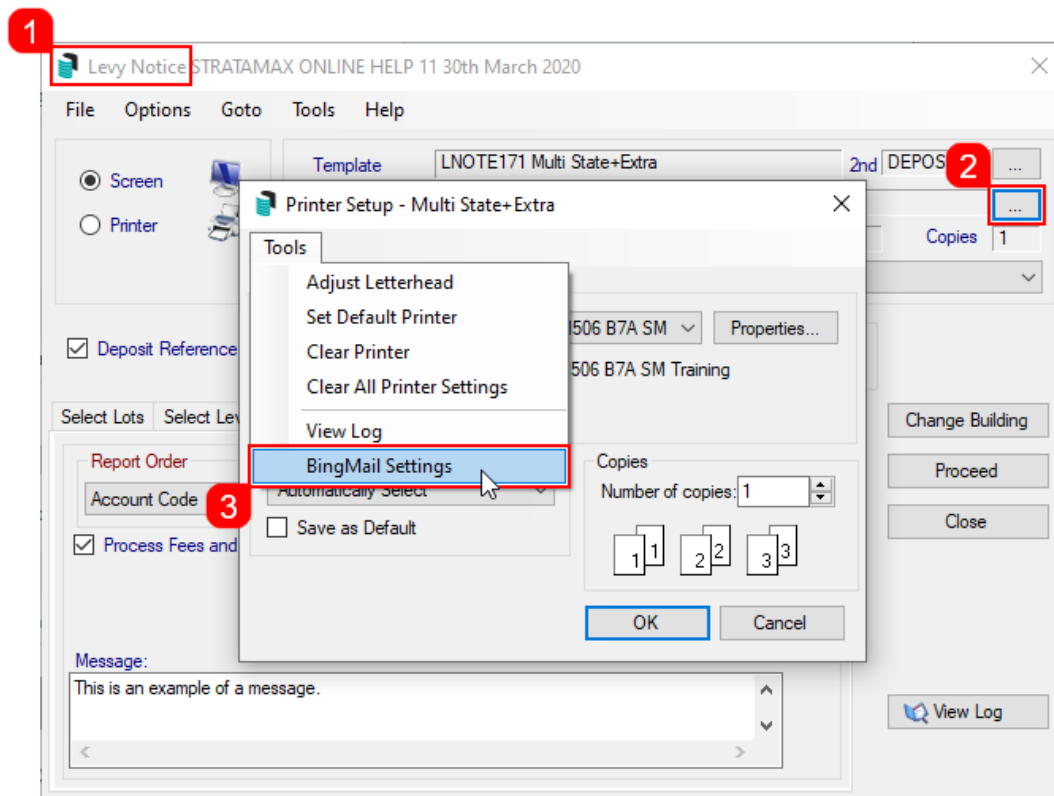
Please be aware that meeting notices, minutes, attachments and merge letters issued via the *Meeting Hub Document Distribution* screen can only be sent to Bing if the [Bing Customer Portal](#) has been set up. Once Bing has been contacted, and access to the [Bing Customer Portal](#) has been confirmed,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

Please ensure that when using the BingMail EasyPost API that you have the 'StrataMax Bing Easy Post API' printer selected on the PC you will be using.

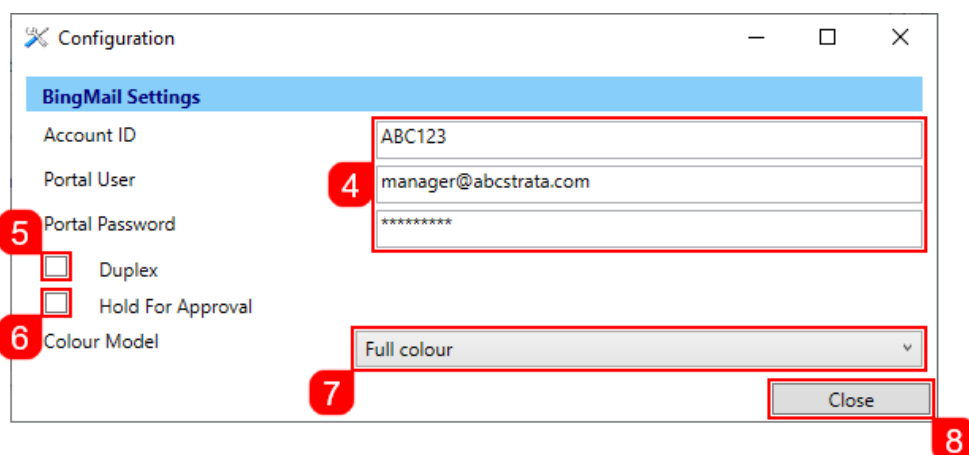
The credentials saved in this screen will apply to all StrataMax users. Once this area has been configured by one user, there is no need to repeat these steps. If you have previously configured BingMail for Levy Notices, you will not need to re-enter the details in other areas, including GLMax.

Levy Notice Method

1. Search or select [Levy Notice/Reports](#).
 - This screen is also available from the *Tools* menu in any area where printing from StrataMax is an option.
2. Click the *ellipsis* button next to the printer.
3. In the *Printer Setup* window, click *Tools > BingMail Settings*.



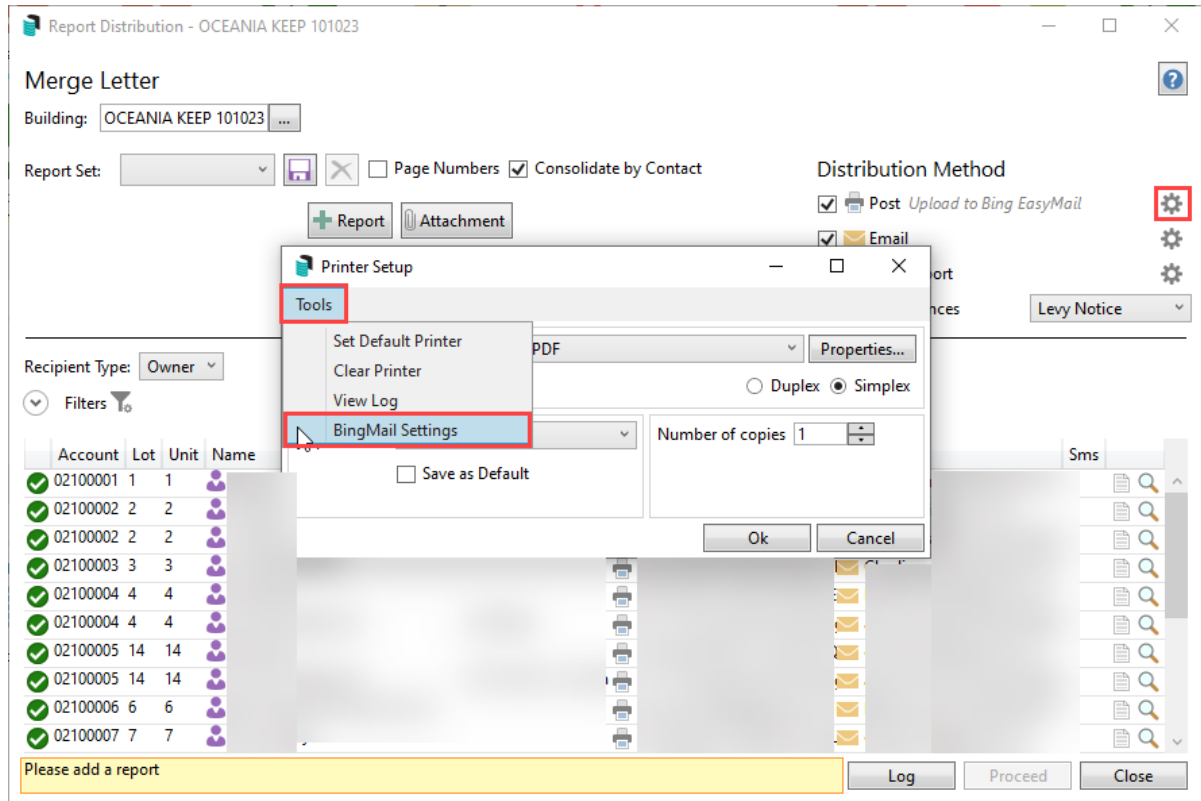
4. In the *BingMail Settings* window, enter the details provided by Bing Customer Service; *Account ID*, *Portal User*, and *Portal Password*.
5. Tick the *Duplex* box to configure the BingMail Portal to print multiple page documents on both sides of the paper. This can help reduce printing costs.
6. Tick the *Hold For Approval* box for documents to remain on the BingMail Portal with the status "On Hold". This allows for an internal review, or approval process prior to issuing Levy Notices to lot owners. Any uploaded documents will be included in the next print run at BingMail if this setting is switched off.
7. Select the required colour setting from the *Colour Model* drop-down menu.
8. When finished, click *Close*.



9. Click *OK* back in the *Printer Setup* window, then close the *Levy Notice/Reports* menu.

Merge Letter Method

1. Search or select **Merge Letters**.
2. Click the *ellipsis* button next to the printer.
3. In the *Printer Setup* window, click *Tools* > *BingMail Settings*.



4. In the *BingMail Settings* window, enter the details provided by Bing Customer Service; *Account ID*, *Portal User*, and *Portal Password*.
5. Tick the *Duplex* box to configure the BingMail Portal to print multiple page documents on both sides of the paper. This can help reduce printing costs.
6. Tick the *Hold For Approval* box for documents to remain on the BingMail Portal with the status "On Hold". This allows for an internal review, or approval process prior to issuing Levy Notices to lot owners. Any uploaded documents will be included in the next print run at BingMail if this setting is switched off.
7. Select the required colour setting from the *Colour Model* drop-down menu.
8. When finished, click *Close*.

Configuration

BingMail Settings

Account ID: ABC123

Portal User: manager@abcstrata.com

Portal Password: *****

Duplex

Hold For Approval

Colour Model: Full colour

Close

4

5

6

7

8