Copying Standard Agenda Items

Last Modified on 03/07/2025 12:18 pm AEST

In order to copy a new Standard Agenda Item:

- 1. Open Meeting Hub and click the STANDARD AGENDA ITEMS menu in the Navigation Pane.
- 2. Locate and select the *Standard Agenda Item* that needs to be copied.
- 3. Click the Copy Standard Agenda Item button.

Meeting Hub	💄 Tristan Collins
Back Save Copy Standard Agenda Item	Delete
Standard Agenda Item Details	

4. The new Standard Agenda Item will present itself immediately on screen.

Title

The title is mandatory, and can act as a heading for Standard Agenda Groups.

Description

A description of the purpose of the agenda item, or the scenario where the agenda item should be included in a meeting. This description is for internal use only.

Body

The content of the agenda item, which will be displayed for owners in VoteMax, but not in the meeting notice. *StrataMax Merge Fields* may be added to the content, which will insert StrataMax data when the meeting notice or meeting minutes is generated.

Attachment Placeholders

Attachment Placeholders will prompt the user to add an attachment when this *Agenda Item* is used in a *Meeting*. To add an Attachment Placeholder:

- 1. Click the Add Placeholder button.
- 2. Type the description into the field, then click OK.

Documents

Document attachments can also be added to Standard Agenda Items to provide additional information.

Body		
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This is the body of the Committee Election Standard Agenda Item	Attachment Placeholder for CE A	

- 1. Click the Add Document button.
- 2. When the DocMax screen appears, locate the document, and click the *Select* button.

Explanatory Notes

The content of any explanatory notes that are applicable to the agenda item, which will be displayed for owners in VoteMax, but not in the meeting notice. *StrataMax Merge Fields* may be added to the content, which will insert StrataMax data when the meeting Notice or meeting Minutes are generated.

Attachment Placeholders for the Explanatory Notes

Document attachments can be added in addition to, or in place of, the explanatory notes for an*Agenda Item*. If a document attachment for the explanatory note is expected to be added to*Agenda Items* based on this *Standard Agenda Item*, then adding an attachment placeholder will prompt the strata manager when this *Standard Agenda Item* is added to a *Meeting*.

4. Once all items are edited and populated with the necessary information, click the *Save* button (note the green notification bar) then click the *Back* button.



5. Back in the *STANDARD AGENDA ITEMS* menu, you can click the *Preview* (glasses) button to see how your new *Standard Agenda Item* will look to owners in VoteMax

Meeting Hub		💄 Accounts ABC Strata 👻
☆ MEETINGS ⇒ HISTORICAL MEETINGS	New Standard Agenda Item	
 STANDARD MOTIONS STANDARD AGENDA ITEMS 	Standard Agenda Items	
STANDARD MEETINGS	Filter	× 🗆 Save
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	Select 60 Standard Agenda Item This is the Description adipiscing elit. Vestibutincidunt vel nisi. Nul	um dolor sit amet, consectetur scelerisque quis maximus nec,



6. Click the *Close* button to close the preview and return to the *STANDARD AGENDA ITEMS* menu.