Meeting Hub Release Notes
Version 2.1.0

StrataMax has been dedicated to meeting the needs of Strata Managers for over 20 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the StrataMax Online Help

THE COMPLETE STRATA MANAGEMENT SOLUTION

StrataMax StrataCash TRATAPAY

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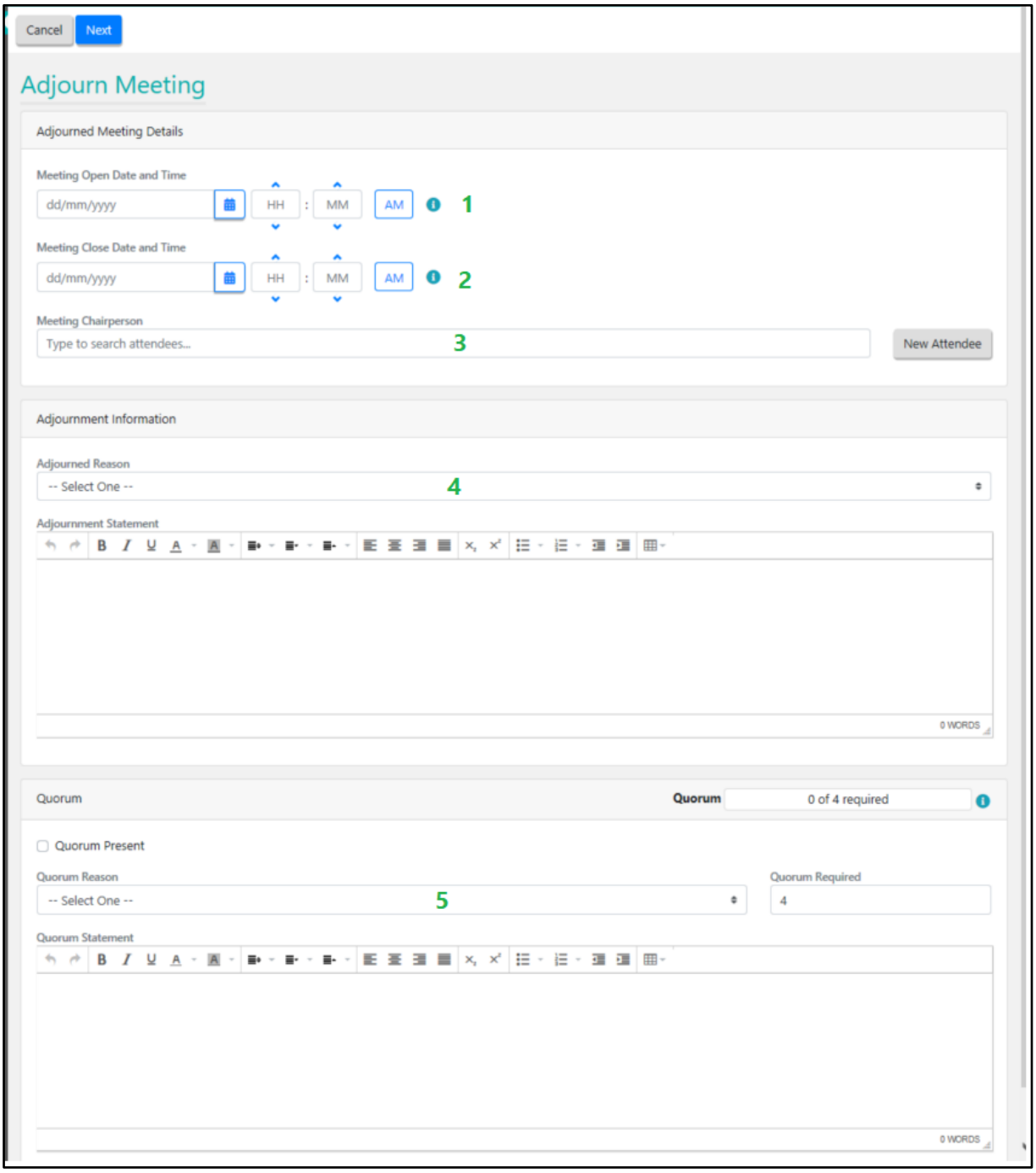
What's New

Meeting Hub has been enhanced for the Meeting Adjourned process with functionality to create, view and generate documents for the Adjourned and new Reconvened meetings statuses.

1. Meeting Adjourned Screen

Using the 'Adjourn Meeting' button from the meeting overview page the new meeting adjourned page is shown. This is only available for meetings in a status of either Notice Issued, Meeting in Progress or Reconvened Meeting.

1. Meeting Open date/time – this can be manually entered or selected from the calendar. If opened from the meeting in progress status, this date is populated from the commence meeting page.
2. Meeting Close date/time – this can be manually entered or selected from the calendar.
3. Meeting Chairperson – if opened from meeting in progress status, this field is populated from the commence meeting page, if other status then a blank record.
4. Adjourned reason field can be selected from a provided list, on selection the Adjourned Statement field is populated with the same text, but can also be edited further using the WYSIWYG text box. This is a mandatory section.
5. Quorum section has a check box to show if meeting met quorum or not. The Quorum Reason is selected from a predetermined picklist based on criteria on selection the Quorum Statement field is populated with the same text, but can also be edited further using the WYSIWYG text box. This is a mandatory section. If opened from Meeting in progress status, this field is populated from the commence meeting page.



Next button will open the Reconvened Meeting page once all mandatory fields are populated.

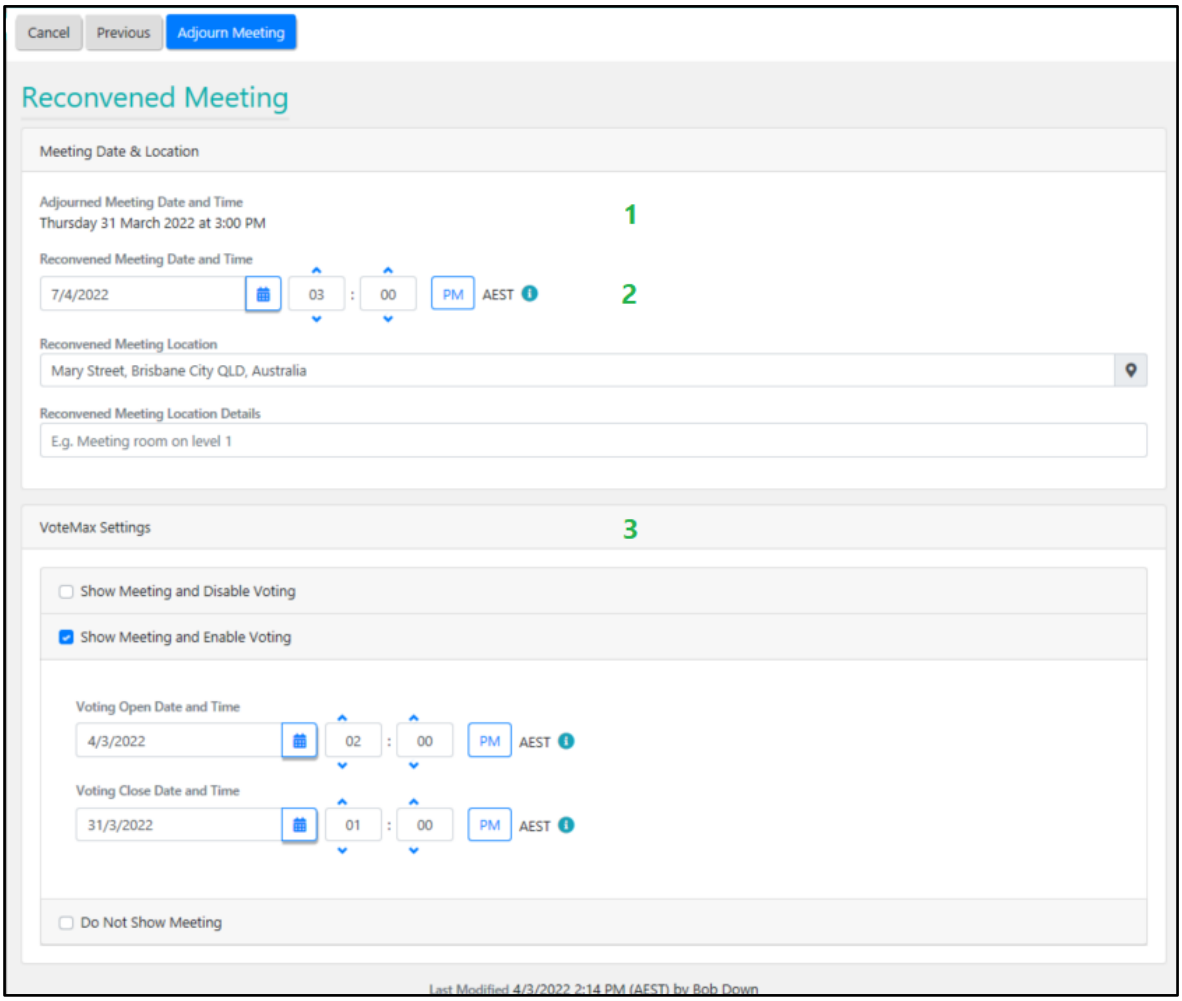
2. Reconvened Meeting Screen

Reconvened meeting page shows the reconvened meeting details.

1. Adjourned meeting date and time displays the scheduled date and time of the last adjourned meeting
2. Reconvened Meeting date and time is prepopulated with a date and time that is exactly one week later than the latest Adjourned Meeting Date and Time. The

Reconvened Meeting Location and Reconvened Meeting Location Details are prepopulated with the Meeting Location Details of the latest adjourned meeting. These can be edited as required.

3. The VoteMax setting is populated with the same value of the latest adjourned meeting. This can be updated as required.



The 'Adjourn Meeting' button will save the reconvened meeting details and adjourned meeting details.

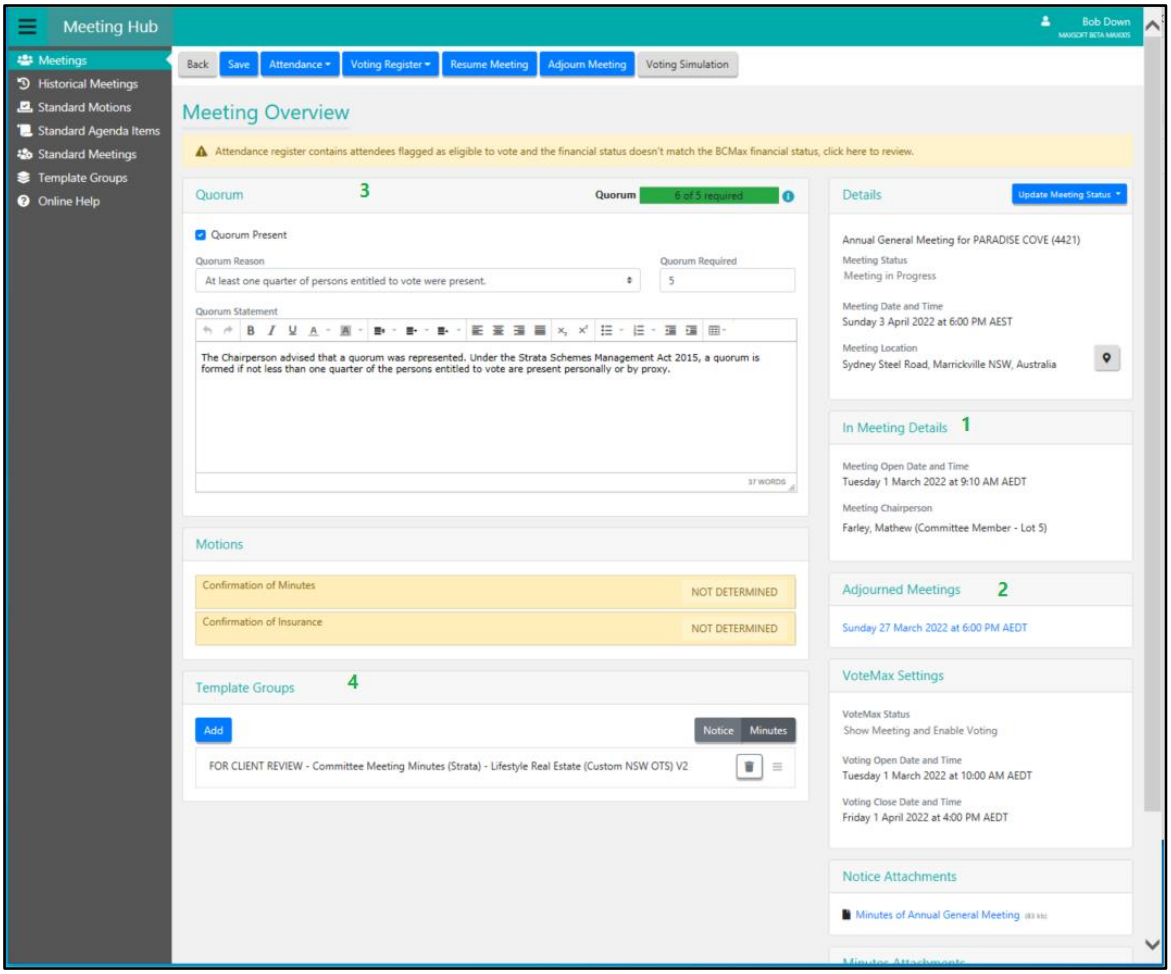
3. Meeting Overview Screen

The motions section for statuses of 'Notice Issued', 'Reconvened Meeting' or 'Meeting Adjourned' shows the voting tally counts and each motion can be viewed. For meeting with statuses of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued', the motion section shows the result of the motion and each can be open to the in meeting management page.

The meeting status can be updated for all statuses except for Meeting Adjourned. The following statuses can rollback to 'Reconvened', 'Notice Issued', 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued'.

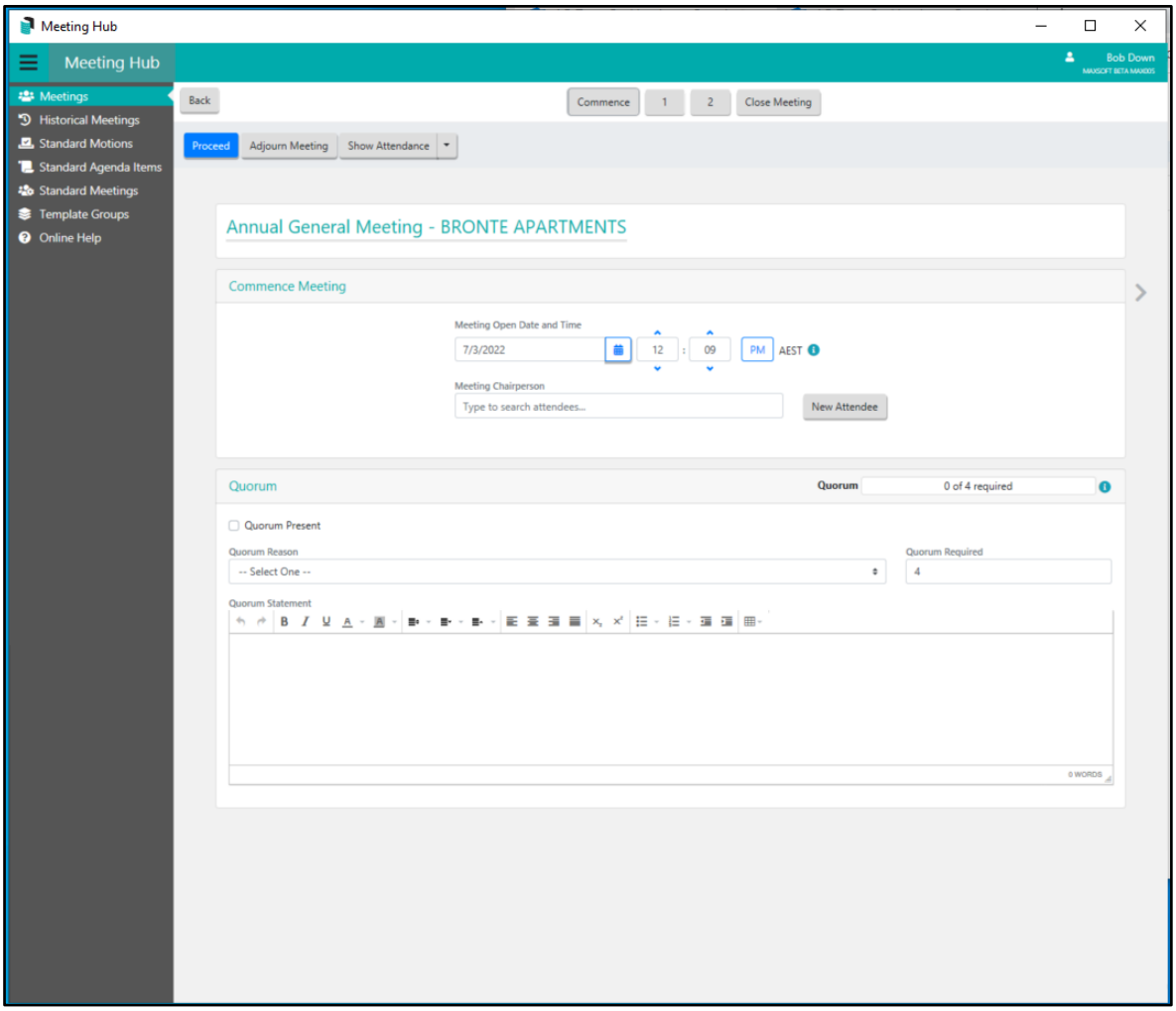
New sections have been included in the meeting overview, these are;

1. In Meeting Details - to allow a manager to view details of the meeting that were collected while In Meeting.
2. Adjourned Meetings - When meetings have been reconvened, managers have the ability to view details of its previously adjourned meetings. Contains a list of all the adjourned meetings that are related to the current meeting. If Selected the Meeting Adjourned page is shown in focus.
3. Quorum details - shows the following information Quorum Present, Quorum Reason, Quorum Statement and Quorum Required.
4. Template Groups – to display and edit the template groups attached to the Meeting



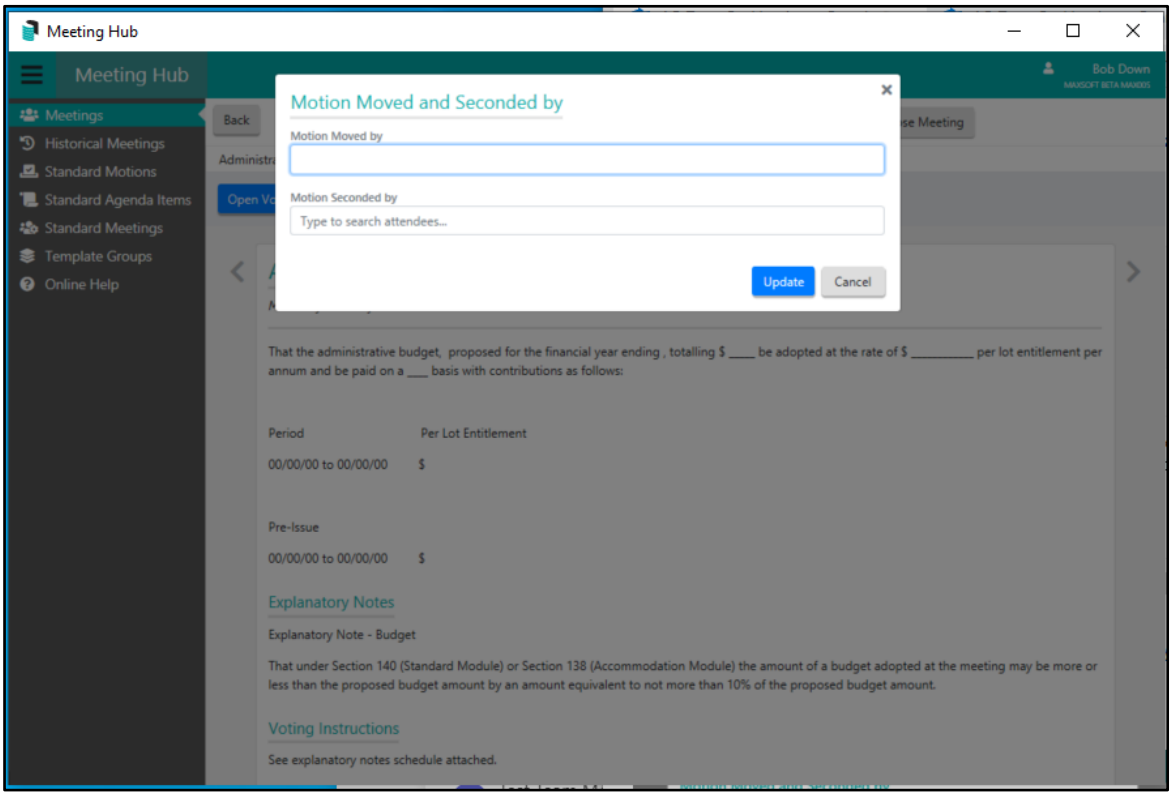
4. Commence Meeting Screen

Quorum details have been added to the Commence meeting screen. Details included in this section Quorum Present, Quorum Reason, Quorum Statement and Quorum Required.



5. Motion Moved and Seconded by

A new screen is added to allow the user to select an attendee who moved and seconded a motion. This information will then be stored against the motion and displayed when viewing the motion. The In Meeting motion slides now shows a 'Moved/Seconded by' button that will open a dialog to allow the user to select the attendees that moved and seconded motions.



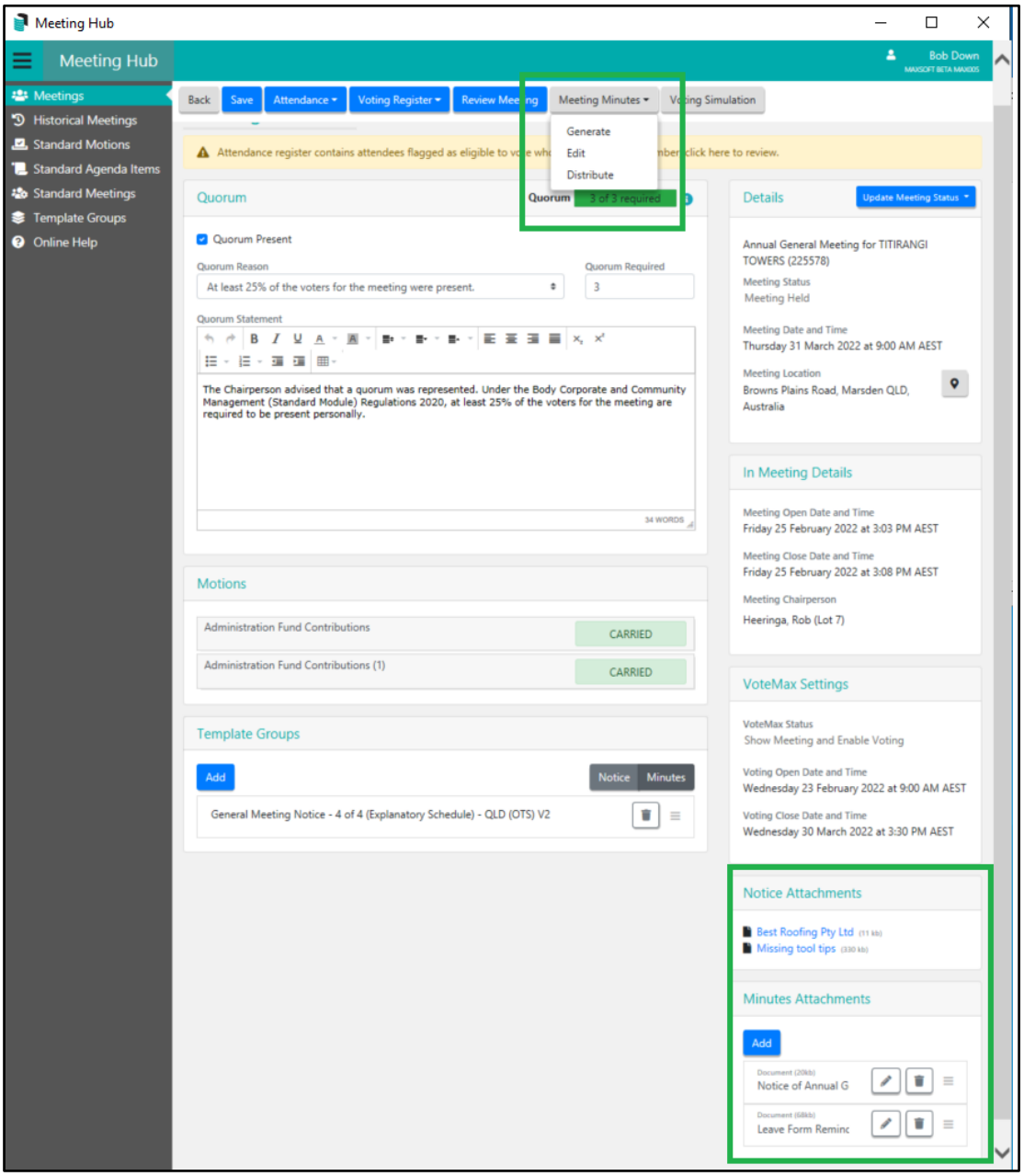
6. Adding Documents to Meeting Minutes

An enhancement has been added to the Meeting Overview page to allow for new (minutes) attachments to be managed when a meeting is up to and including the status of Meeting Held.

Documents that were added when creating the meeting should continue to be displayed in the notice attachments section

A new section, 'Minutes Attachments', is added to the 'Meeting Overview' to allow additional minutes documents to be added to the meeting for its duration.

The Distribute option from meeting minutes button on meeting overview will populate the documents into the 'Merge Letter Attachments' section of the 'Meeting Hub Document Distribution' screen.


Meeting Hub
Meeting Hub
Bob Down
Meetings
Historical Meetings
Standard Motions
Standard Agenda Items
Standard Meetings
Template Groups
Online Help
Back
Save
Attendance
Voting Register
Review Meeting
Meeting Minutes
Voting Simulation
Generate
Edit
Distribute
Attendance register contains attendees flagged as eligible to vote who
click here to review.
Quorum
Quorum 3 of 3 required
Quorum Present
Quorum Reason
At least 25% of the voters for the meeting were present.
Quorum Required
3
Quorum Statement
The Chairperson advised that a quorum was represented. Under the Body Corporate and Community Management (Standard Module) Regulations 2020, at least 25% of the voters for the meeting are required to be present personally.
34 WORDS
Motions
Administration Fund Contributions
CARRIED
Administration Fund Contributions (1)
CARRIED
Template Groups
Add
Notice
Minutes
General Meeting Notice - 4 of 4 (Explanatory Schedule) - QLD (OTS) V2
Details
Update Meeting Status
Annual General Meeting for TITIRANGI TOWERS (225578)
Meeting Status
Meeting Held
Meeting Date and Time
Thursday 31 March 2022 at 9:00 AM AEST
Meeting Location
Browns Plains Road, Marsden QLD, Australia
In Meeting Details
Meeting Open Date and Time
Friday 25 February 2022 at 3:03 PM AEST
Meeting Close Date and Time
Friday 25 February 2022 at 3:08 PM AEST
Meeting Chairperson
Heeringa, Rob (Lot 7)
VoteMax Settings
VoteMax Status
Show Meeting and Enable Voting
Voting Open Date and Time
Wednesday 23 February 2022 at 9:00 AM AEST
Voting Close Date and Time
Wednesday 30 March 2022 at 3:30 PM AEST
Notice Attachments
Best Roofing Pty Ltd
Missing tool tips
Minutes Attachments
Add
Notice of Annual G
Leave Form Reminc

What's Better

- Lots that use different unit numbers but the same lot number are now recognised when adding attendance.
- Voting Close Date/Time window constraint reduced to just a warning.