

Creating Standard Agenda Items

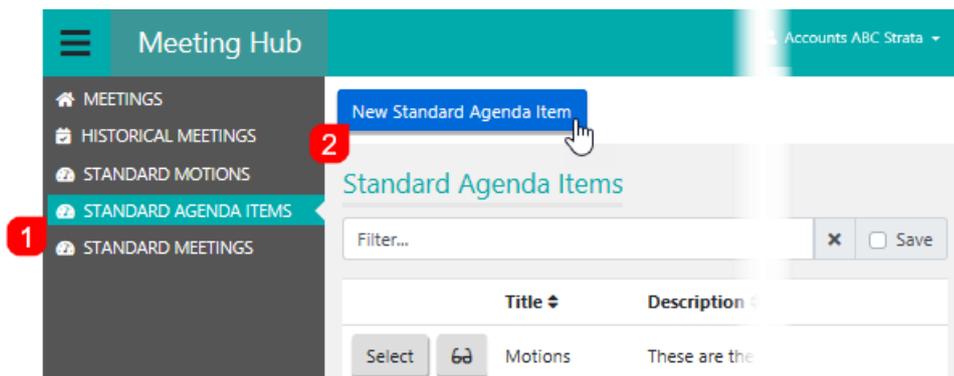
Last Modified on 03/07/2025 12:08 pm AEST

Agenda Items represent items of business or discussion within a meeting where a vote by members is not required. Some examples include: recording attendance, recording apologies, tabling a document. The benefit of using Meeting Hub here, is that frequently used Agenda items can be set up as a *Standard Agenda Item*, and become a blueprint for a reusable component to be used when creating a Meeting or a Standard Meeting. In order to access Standard Agenda Items, the user must be granted Administrator access through the *Security Setup* screen.

Your browser does not support HTML5 video.

In order to create a new Standard Agenda Item:

1. Click the *STANDARD AGENDA ITEMS* menu in the *Navigation Pane*.
2. Click the *New Standard Agenda Item* button.



3. Enter the relevant details as per these items:

Title

The title is mandatory, or heading of the *Standard Agenda Item*.

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.

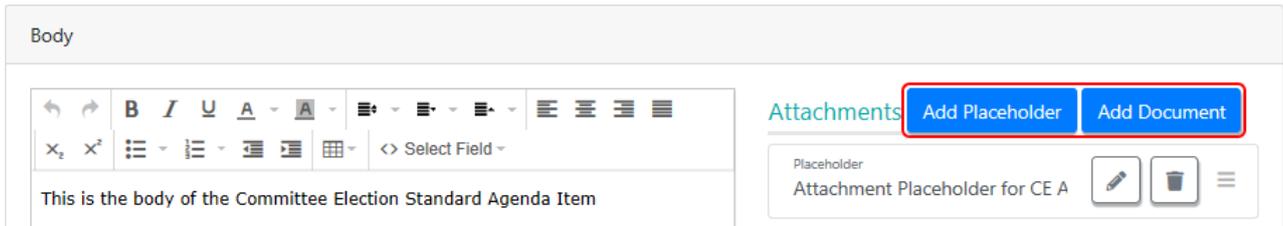
Attachment Placeholders

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.



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

The screenshot shows the Meeting Hub interface. On the left is a navigation menu with options: MEETINGS, HISTORICAL MEETINGS, STANDARD MOTIONS, STANDARD AGENDA ITEMS (highlighted), and STANDARD MEETINGS. The main area is titled 'Standard Agenda Items' and contains a table with columns 'Title' and 'Description'. The table has two rows: 'Motions' and 'Standard Agenda Item'. A red box highlights the 'Standard Agenda Item' row, and a mouse cursor is pointing at the 'Standard Agenda Item' text.

	Title	Description
Select	Motions	These are the Motion
Select	Standard Agenda Item	This is the Description...um dolor sit amet, consectetur adipiscing elit. Vestib...acelerisque quis maximus nec, tincidunt vel nisi. Null

The screenshot shows a preview window titled 'Standard Agenda Item'. It contains two sections: 'Body of the Standard Agenda Item' and 'Explanatory Notes'. Each section has a text area and an 'Attachment Placeholder'. A red box highlights the 'Close' button in the bottom right corner of the window.

Standard Agenda Item

This is the Body of the Standard Agenda Item. Nulla metus lorem, tristique vel eros eu, euismod luctus nisi. Nunc non ultricies leo, quis egestas purus. In non arcu et libero mollis bibendum vel quis nunc. Nullam vel risus tellus.

Explanatory Notes

Pellentesque id odio sed augue pulvinar ultrices. Praesent nec sapien vitae diam malesuada mattis. Praesent tempus mauris ac iaculis blandit. Etiam at tristique massa, non faucibus purus.

Attachment Placeholder for Body of Standard Agenda Item

Attachment Placeholder for Explanatory Notes of Standard Agenda Item

Close

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