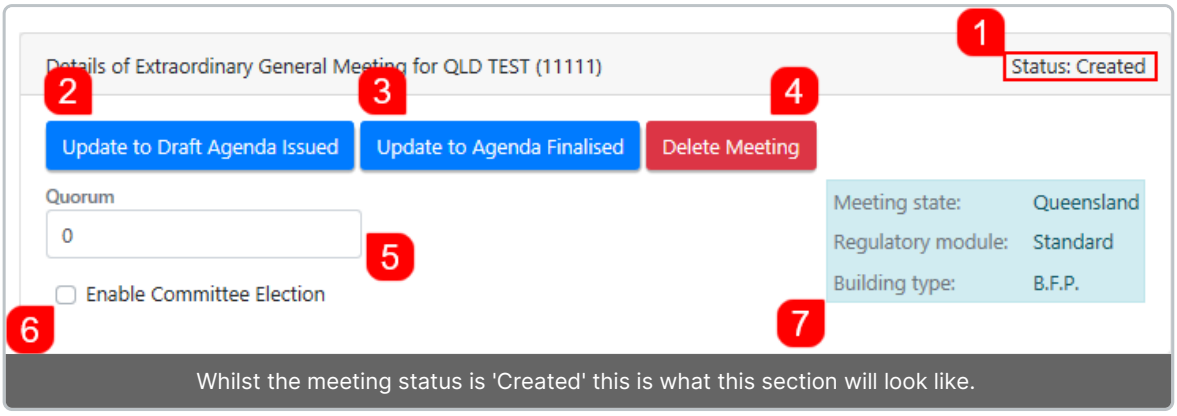
Meeting Details

Last Modified on 22/10/2026 12:37 pm AEST

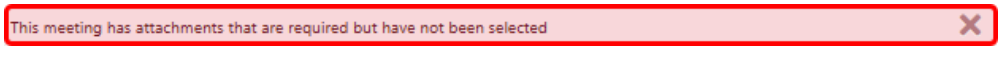
After the *meeting creation process*, the *Meeting Details* screen will be displayed. This section of our guide explains what each different section of this screen is for, and how it works. Meeting notices can be generated and distributed from this screen as well, however these topics are covered in the *Meeting Notices section*.

Meeting Details Overview

When the meeting is initially created, this section of the screen will look like this first screenshot.

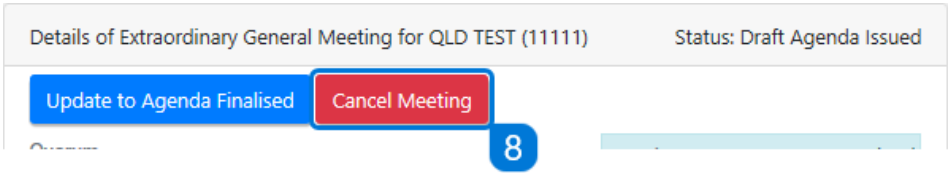


1. Status: This is an internal prompt for staff, and isn't visible to owners on VoteMax. The meeting status will change when the appropriate buttons are clicked in the *Meeting Details* screen. Please see the *Meeting Stages and Statuses article* for a detailed explanation of the different statuses.
2. Update to Draft Agenda Issued: Once clicked, this button will disappear, and the meeting will progress to this status and cannot be reverted back.
3. Update to Agenda Finalised: This will progress the meeting to the *Agenda Finalised* status. If any attachments are missing from attachment placeholders, a red notification will appear at the top of the screen and the meeting status will not change.

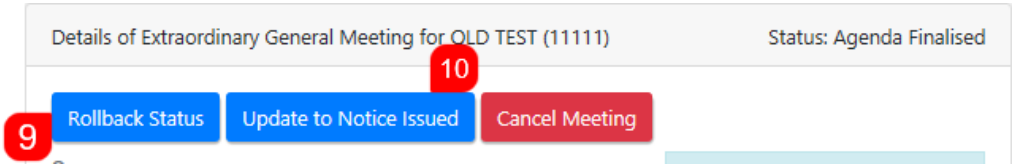


4. Delete Meeting: Whilst the meeting has not been progressed to a status of *Draft Agenda Issued,* the meeting can be deleted by clicking this button. Deleting a meeting cannot be undone, so proceed with caution.

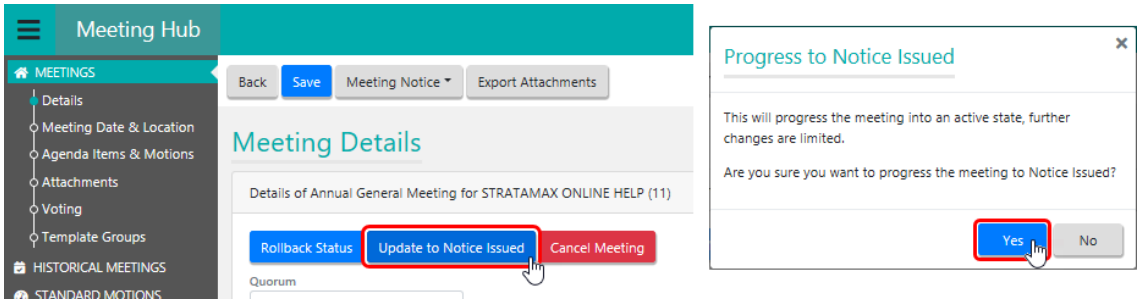
5. Quorum: Free text field to type in the number.
6. Enable Committee Election: Tick if this meeting includes a committee election. Enabling this will also display the tick box under the VoteMax Settings, *Enable Committee Election Voting*. Please refer to the *Committee Elections article* for more information on this option, as well as the considerations, and the steps to follow when enabled.
7. General Info: A text box used for information purposes.
8. Cancel Meeting: Once the meeting has progressed to a status of *Draft Agenda Issued*, the *Delete Meeting* button will change to a *Cancel Meeting* button.
    - Cancelling a meeting cannot be undone, so proceed with caution. Once cancelled, the status of the meeting will change to Meeting Cancelled and no further changes can be made. The meeting will not be visible in the list of meetings in the MEETINGS main menu. Any meeting notices previously generated will remain in ***DocMax***.



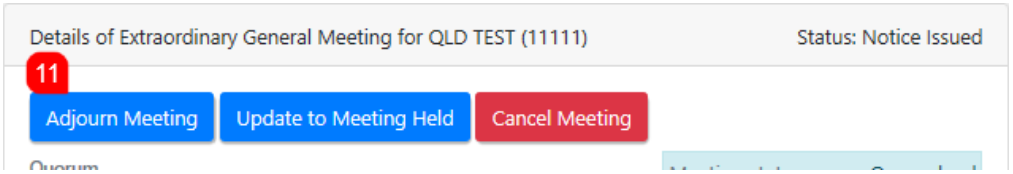
9. Rollback Status: Click this button to revert the status back from *Agenda Finalised* to *Draft Agenda Issued,* so that changes can be made again.



10. Update to Notice Issued: Click to progress the meeting status to *'Notice Issued'*. The meeting will then move to the *Active* meetings (visible in the Meeting Hub home screen), and will become visible to owners in VoteMax, if configured to do so in the 'VoteMax Settings' section. This will also refresh the screen and progress it to the *'Meeting Overview' screen*.
    - If Secret Voting has been enabled without any secret vote motions, the notification will communicate that.
    - No changes can be made after the meeting status has been updated to the *Notice Issued* or beyond.

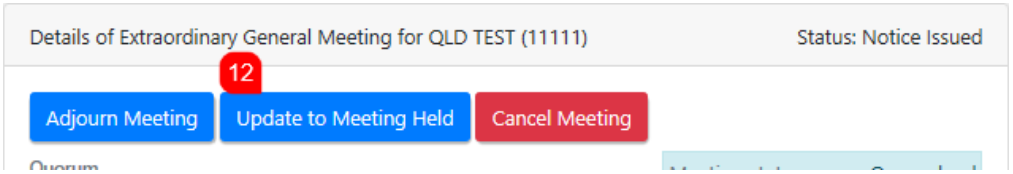


11. Adjourn Meeting: This buttons appears after the meeting status has been progressed to *Notice Issued.* Click the button to adjourn and reschedule the meeting. If no date has been confirmed for the new meeting, a temporary date must be inserted and the tick box *Do Not Show Meeting* must be enabled under the *VoteMax Settings.* Once a new date is confirmed, the *Adjourn Meeting* button can be selected to confirm the date and reopen VoteMax voting if required. The adjourned date is required to be in the future.

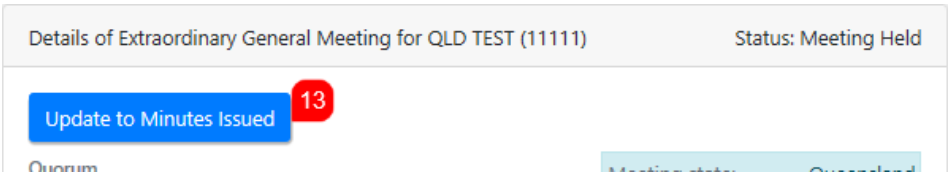


- In the *Details* section, click the *Adjourn Meeting* button.
- The *Adjourn Meeting Details* screen will then open:
  - Enter any details into the *Reason* field.
  - In the *Meeting Date & Location* section, enter the new meeting date, time, and location.
  - Make any necessary changes to the *VoteMax Settings* section.
  - Click the *Save* button to be taken back to the *Meeting Details* screen.

12. Update to Meeting Held: After the meeting has been held, the status must be updated to *Meeting Held* to move the meeting to *Recently Held* stage. This status cannot be rolled back. Once this status has been reached, the *Meeting Minutes can be generated and distributed*, and the votes should be tallied.



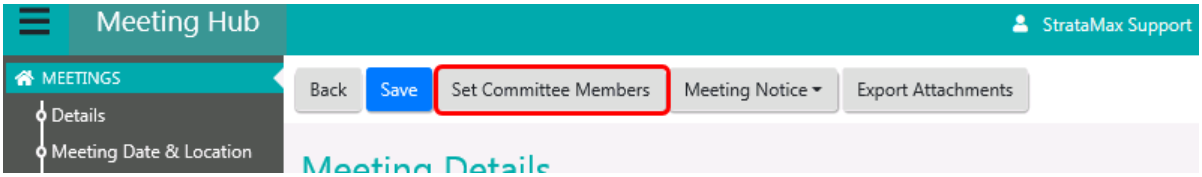
13. Update to Minutes Issued: This is designed to be used after the meeting has been held and the Meeting Minutes have been distributed. Click to update the status to *Minutes Issued* and the meeting will be moved to *Historical Meetings*.



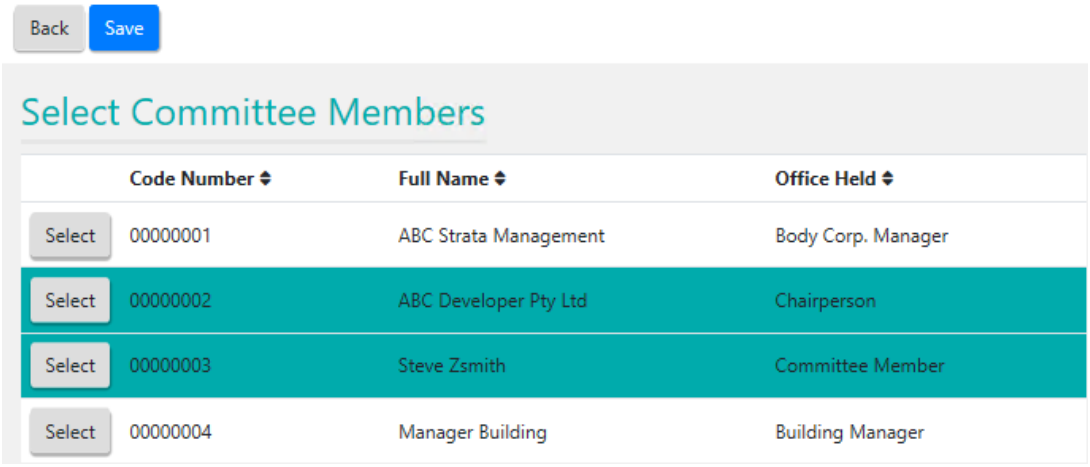
Set Committee Members

If the meeting type is a 'Committee Meeting', then the Committee Members can be added or changed.

1. Click the *Set Committee Members* button.



2. Select or remove members by clicking their respective *Select* buttons.

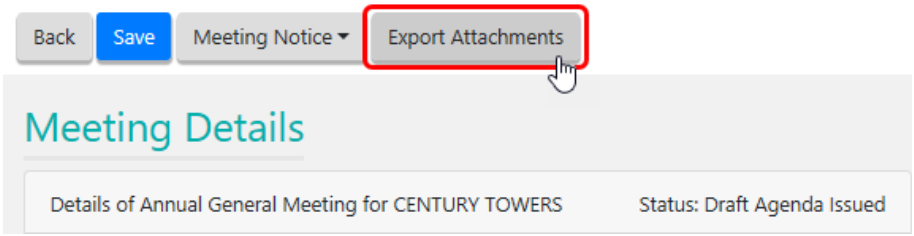


3. Click *Save* and *Back* to return to the *Meeting Details* screen.

Export Attachments

Any documents that have been attached to the meeting can be exported into a .zip file, to be used outside of Meeting Hub and StrataMax

1. Click *Export Attachments*.
2. Edit File name if required and click *Save*.

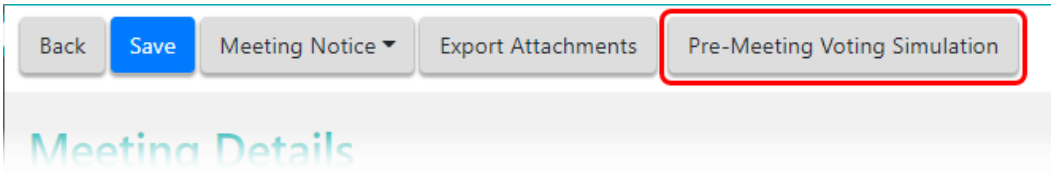


Pre-Meeting Voting Simulation

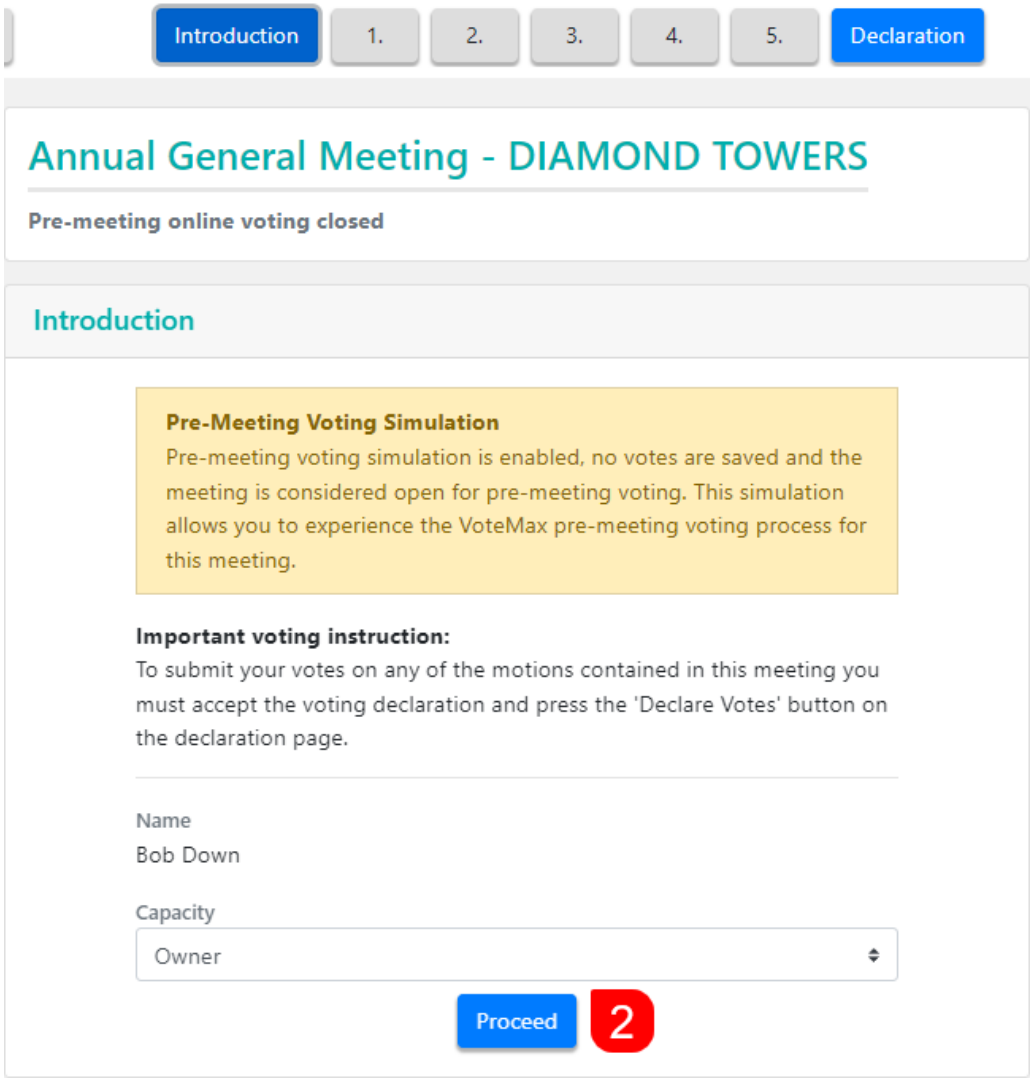
This button offers a preview of the owner pre-meeting voting experience so that motions can be checked and ensure they are presented in VoteMax exactly as intended. You will not be able to declare votes from this screen, and subsequently nor will you receive an email confirmation for the votes.

However, when owners declare their votes through VoteMax, they will automatically receive an email that confirms their votes.

1. Click the *Voting Simulation* button, and the simulation will immediately begin.



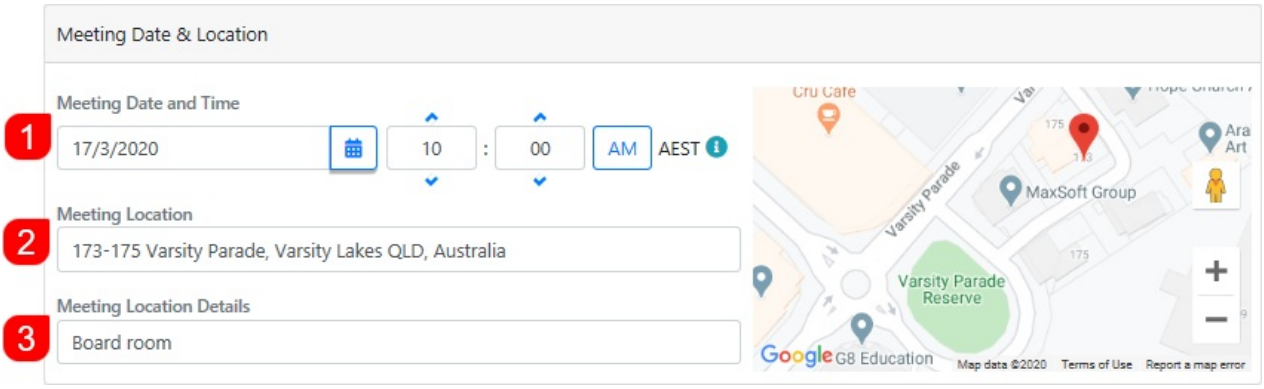
2. The yellow notification box will not appear for owners of course. Select the*Capacity* from the drop-down menu, and click *Proceed*.



3. From this point, simply progress through each motion. You can review the*Casting Votes article on Portal Help* for more info on this process.
    - Note that the *Yes, No,* and *Abstain* buttons are not available in the Pre-Meeting Voting Simulation.
4. At the end, you can review the votes that have been cast for each motion, then tick the*'I warrant...'* box, and click the *Declare Votes* button to finish and close the voting simulation.

Meeting Date & Location

The date & location of the meeting can be amended from this screen as well. All of this information is displayed for owners in VoteMax.



1. Meeting Date and Time
Select a date from the calendar button, and time from the appropriate fields. The AM/PM button will change when clicked, and the time zone displayed is based on the location of the meeting.

2. Meeting Location
Start typing the address into this field, which integrates with Google Maps, so it will display suggested addresses automatically and display them on the map. The map is interactive and can be zoomed in & out, and moved around.

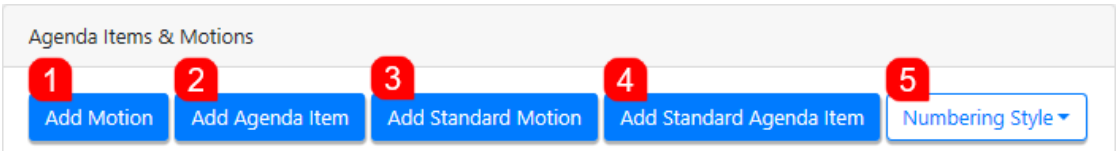
3. Meeting Location Details
This is a free text field for more detailed location information to be entered.

Agenda Items & Motions

Provided the meeting status has not progressed to the *Notice Issued,* Agenda Items and Motions can be added, edited, or deleted. New meetings will only be able to add motions and standard motions with a resolution type relevant to the meeting type. For example, committee type meetings can only add motions with a Committee Resolution. On the Meeting Details page, motions with resolutions that are invalid for the meeting type will be identified by with alert icon, advising 'Motion has an invalid Required Resolution for a Committee Meeting.'

Agenda items and motions can also be reordered and placed in *Agenda Groups*.

Any merge fields that are within a *Standard Agenda Item* or *Standard Motion* will merge with the data in StrataMax. If there is no data for that merge field, it will present as a blank space.



1. Add Motion
Will open the *Motion Details* screen where a brand new Motion can be created, just for this meeting. The process is exactly the same as *creating a Standard Motion*, except merge fields cannot be inserted.

2. Add Agenda Item
Will open the *Agenda Item Details* screen where a brand new Agenda Item can be created, just for this meeting. The process is exactly the same as *creating a Standard Agenda Item*, except merge fields cannot be inserted.

3. Add Standard Motion
Will open the list of existing Standard Motions to select from.

4. Add Standard Agenda Items
Opens the list of existing Standard Agenda Items to select from.

5. Numbering Style
Will display various Numbering options.

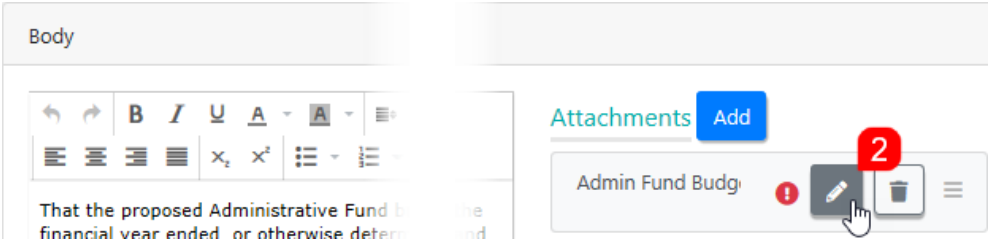
> When using standard templates, the *Motions Only* numbering style should be used for the best results in the meeting notice.

Motion & Agenda Attachment Placeholders

Any Motions or Agenda Items highlighted in red with a warning triangle will have an*Attachment Placeholder* in them. Either a document must be added to this placeholder, or the placeholder must be deleted.



1. Click the *pencil button* to open the Motion or Agenda Item.
2. In the details window, locate *Attachment Placeholder* with the alert icon, and click the pencil icon.
    - if there is no document to be attached, delete the Placeholder by clicking the*rubbish bin* button.



3. The *Select Document* window from ***DocMax*** will open, so locate the document and click the*Select Document* (3.5" Floppy Disk) icon.
4. Back in the Motion or Agenda Item Details screen, click the*Save* then *Back* button to return to the Meeting Details screen.

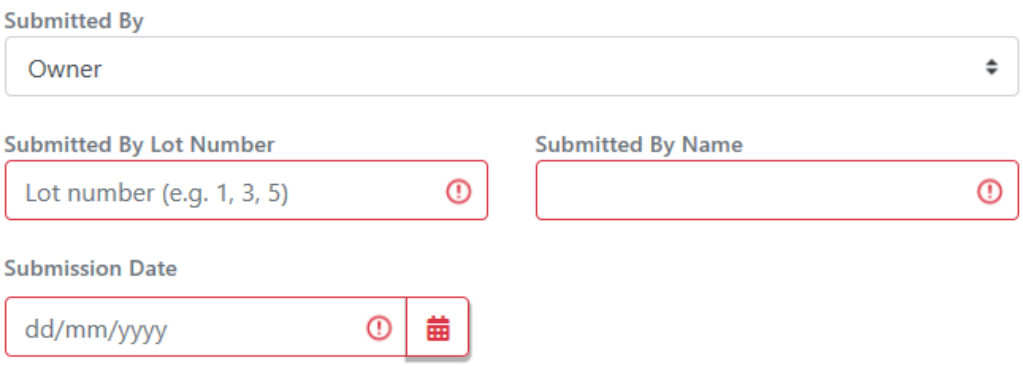
> It is recommend any attachments are in a .pdf format as this has the highest compatibility and reduced processing time when the notice or minutes document is previewed and sent from the

distribution screen.

When attachments are added to a meeting a full building upload (including documents) will be triggered.

Motions Submitted by Owner

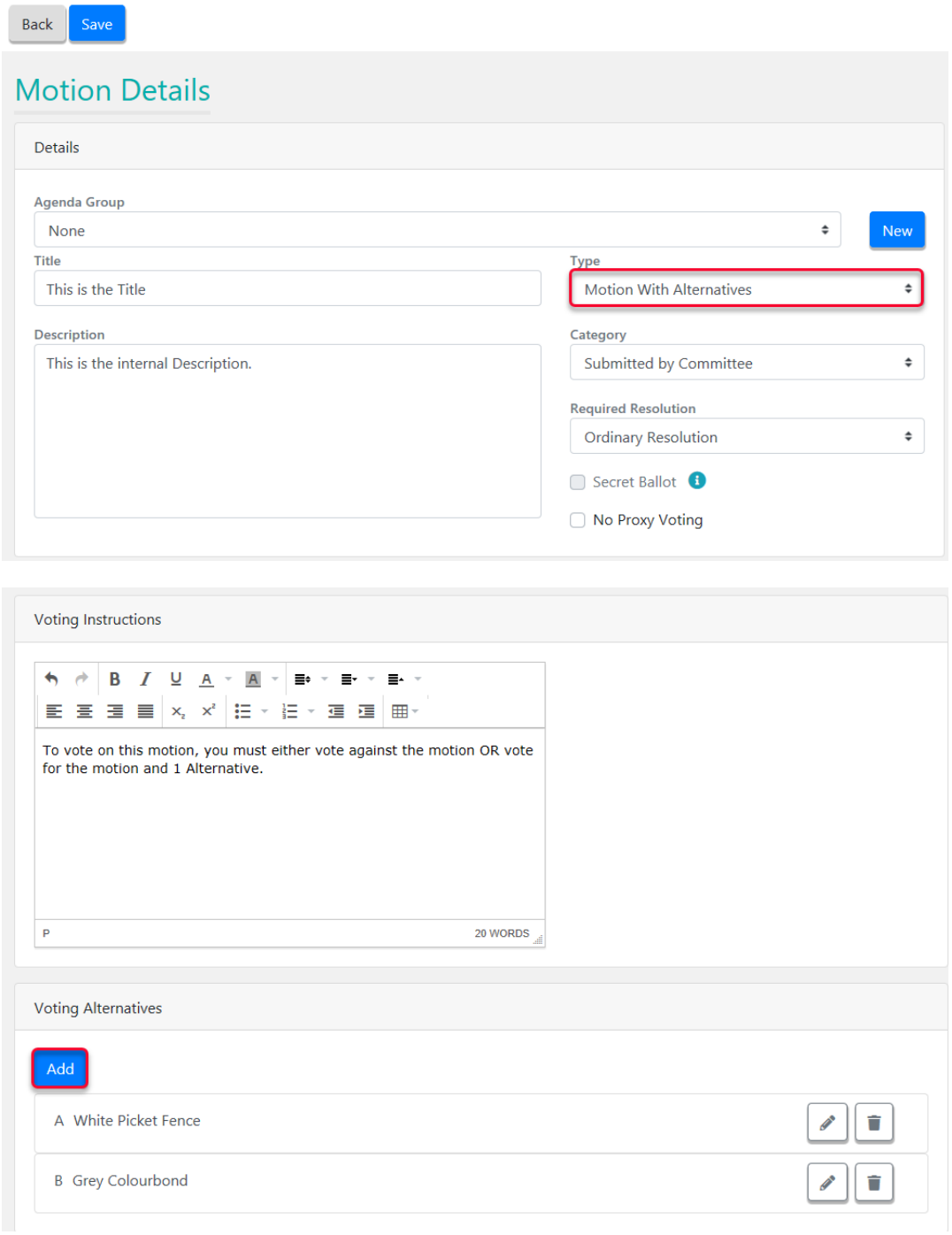
If the Motion *Category* is *Submitted by Owner*, the *Submitted By Lot Number, Submitted By Name* and *Submission Date* fields will need to be populated. If the motion needs to be recorded as submitted by multiple lots a comma can be used.



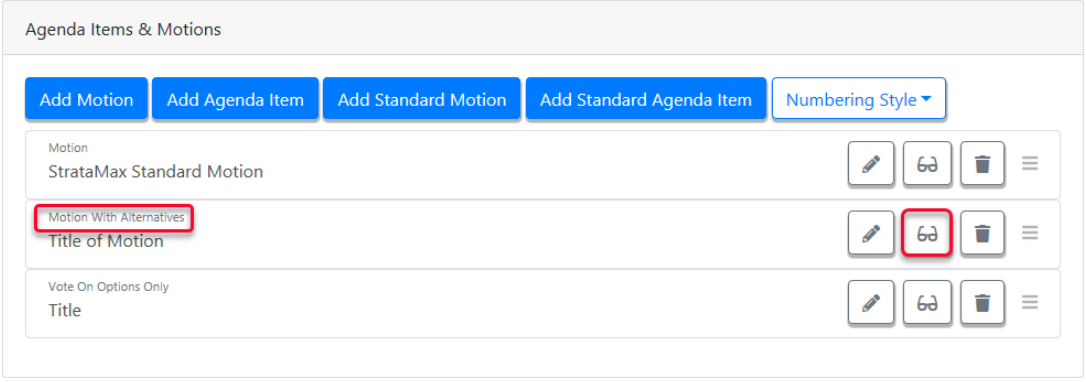
Motion with Alternatives

If a motion is required with additional options for owners to choose from, then a*Motion with Alternatives* can be created. It can either be created as a brand new Motion in the *Meeting Details* screen, or it can be created as a *Standard Motion with Alternatives* in the *Standard Motions* menu, and then be added to the Meeting Details screen where more specific details can be inserted.

Your browser does not support HTML5 video.



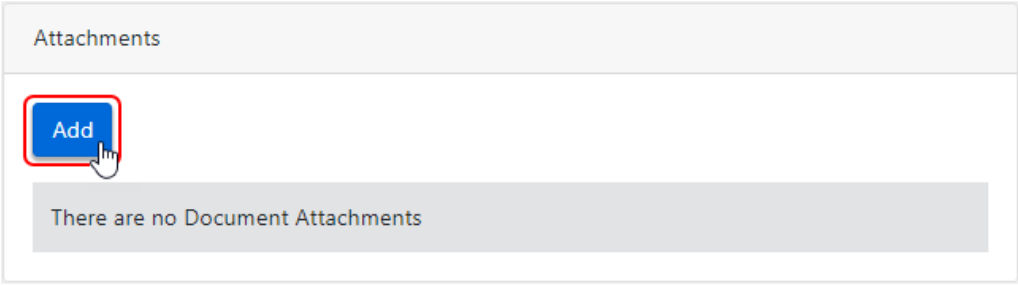
To preview the motion details, click the *glasses* button:



Attachments

Any documents that don't relate to any Agenda Items or Motions can be attached to the meeting as well. Simply click the *Add* button in the *Attachments* section, and select the document from ***DocMax***.

> When attachments are added to a meeting a full building upload (including documents) will be triggered.



VoteMax Settings

The VoteMax Settings were entered during the *meeting creation process*, however can be changed here as well. VoteMax Settings determine if a meeting is visible to lot owners/committee members in VoteMax, and whether voting is enabled before and during the meeting.

Show in VoteMax
This will display the meeting details to the owner on VoteMax, but they will not be able to cast votes electronically using VoteMax.

Enabled Pre-Meeting Voting
This will display the meeting details to the owner in VoteMax, and allow them to cast and declare their votes electronically before the meeting starts, during the configured voting window.

1. Tick the *Enable Pre-Meeting Voting* box.
2. In the *Voting Open Date and Time* field, voting must be set in the future, and the *VotingClosing Date and Time* field must be set prior to the scheduled meeting date and time. It is also recommended to allow sufficient time for pre-meeting votes to be checked in the *Attendance Register*, and for any issues to be resolved. Setting the voting window close time no later than 4pm (AEST) will also allow StrataMax to provide support if necessary.

Enable In Meeting Voting
By ticking this box, attendees will be able to join the meeting at or after the configured date and time, and cast their votes, which will automatically update each motion during the meeting, provided the motion outcome hasn't been determined already. You will need to configure *Join Meeting Date and Time* fields to coincide with the meeting start date and time.

Enable Committee Election Voting
Under the Voting Open and Close Date and Time fields, this tick box will be present if the *Enable Committee Election* tick box is enabled.

Enable Secret Voting in VoteMax
This tick box is only visible for eligible general meetings and will enable secret voting for owners and committee members so they can vote on secret vote/ballot motions in VoteMax. See *Secret Votes & Ballots* for more information.

Template Groups

This last section is used to select the *Template Groups*, which are basically the Word templates that the meeting notice and minutes documents will be based on.

> If this meeting was created using a *Standard Meeting* as a base, then these may already be present and no further action should be needed.

To learn more about Template Groups and how to change them, please refer to the *Template Groups section in the Standard Meetings article*.