

New Meeting Creation

Last Modified on 03/07/2025 3:09 pm AEST

The first step in the Meeting Hub end-to-end process, is to create a new meeting, which is covered in this first section of the guide. The ability to create a new meeting is available to all Meeting Hub users - both with 'Standard' and 'Administrator' privileges.

To create a new ballot, please see [New Ballot Creation](#).

After creating the meeting, the *Meeting Details* screen will be displayed, which is covered in the next section of this guide. Please see [Meeting Details](#) to learn about that screen.

Meeting Creation Overview

- The creation process for meetings and ballots is separated, and therefor has two different buttons: *New Meeting* and *New Ballot*.
- The 'Exit Meeting Creation' allows you to exit the creation process at any point, whilst the 'Complete Creation' button finalises the creation of the meeting, provided all required sections are completed.
- Each section that has been completed will display a green tick in the header, whilst incomplete sections will display a red warning icon, and additional warning messages appear in each section if the 'Complete Creation' button is clicked prematurely.
- As you scroll down the page, each section will automatically collapse and can then be clicked to quickly expand that section.

Meeting Creation Demo Video (6m21s)

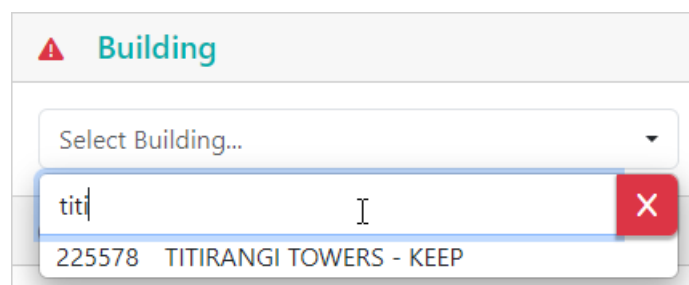
This short demonstration video covers the meeting creation process.

Building

Click the *Select Building...* drop-down menu, and use the *Filter...* field if necessary to locate and select the required building.

The *Meeting state*, *Regulatory module* and *Building type*, along with the total number of lots and the total

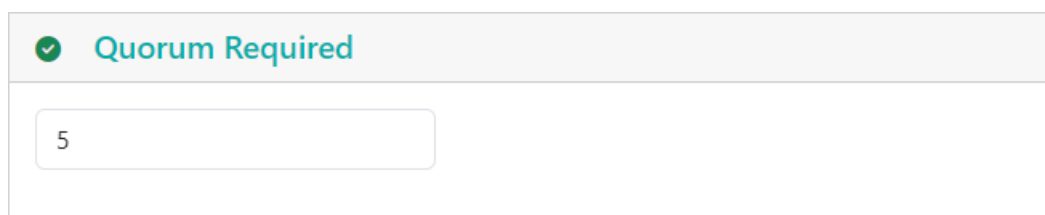
number of committee members, will be displayed (synced with *Building Information*), and are displayed in Meeting Hub to assist with the setup of the meeting. They will affect the meeting content and the way the meeting is run, in particular the meeting state determines the resolution types that are available, and how resolutions are determined. If these details are incorrect for the selected building, they can be adjusted in *Building Information* before restarting the meeting creation process.



A screenshot of a web form section titled "Building" with a red warning icon. Below the title is a dropdown menu labeled "Select Building...". The dropdown is open, showing a search bar with the text "tit" and a red "X" button to clear the search. Below the search bar, a single option is visible: "225578 TITIRANGI TOWERS - KEEP".

Quorum Required

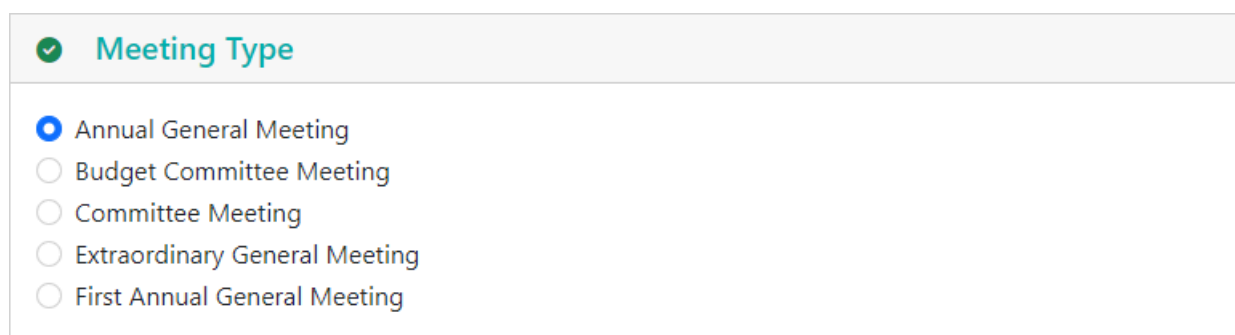
This field defaults to the quorum percentage recorded in the *Building Information*. You can opt to use this default value or manually enter a different quorum for the meeting.



A screenshot of a web form section titled "Quorum Required" with a green checkmark icon. Below the title is a text input field containing the number "5".

Meeting Type

Click the required selection for the *Meeting Type*. This is state-specific for the meeting types that are available, and the type selected will determine which *Standard Meeting Template* will appear when the *Use an existing standard meeting template* box is ticked (next step). This selection will also alter any sections available further down the page. For example, selecting the *Committee Meeting* radio button will add another section to the page called 'Committee Members'.



A screenshot of a web form section titled "Meeting Type" with a green checkmark icon. Below the title are five radio button options: "Annual General Meeting" (selected), "Budget Committee Meeting", "Committee Meeting", "Extraordinary General Meeting", and "First Annual General Meeting".

Standard Meeting Template

Select one of the two tick boxes here. The *Use a blank meeting template* box will result in you having to manually add all the agenda items, motions and Template Groups afterwards in the [Meeting Details](#) screen.

By ticking the *Use an existing standard meeting template* tick box:

- A list of saved [Standard Meetings](#) will appear to choose from, and a *Filter...* field can be used to locate and select the required [Standard Meeting](#). This will be used as a basis for the new meeting with all of its details, such as motions, template groups, etc. being visible in the [Meeting Details](#) screen. If a standard meeting contains a standard motion with an invalid resolution type, an alert icon will be displayed advising that the standard meeting 'Contains a Standard Motion with an invalid Required Resolution for a Committee Meeting'. This must be corrected by editing the [Standard Meeting](#) first and then starting the meeting creation process again so that the [Standard Meeting](#) can be selected.
- The [Standard Meeting](#) can also be previewed by clicking the 'glasses' button. This will display any [Standard Motions](#) or [Standard Agenda Items](#) it contains, which can also be previewed by clicking on them. This is how they will appear in VoteMax.

□

Meeting Date and Time

The dates for meetings will default to the system date. You can either confirm these default values by selecting 'Confirm use of default values' or manually enter the required dates. The small blue 'info' icon displays that 'The meeting time zone is determined by the location of the meeting'.

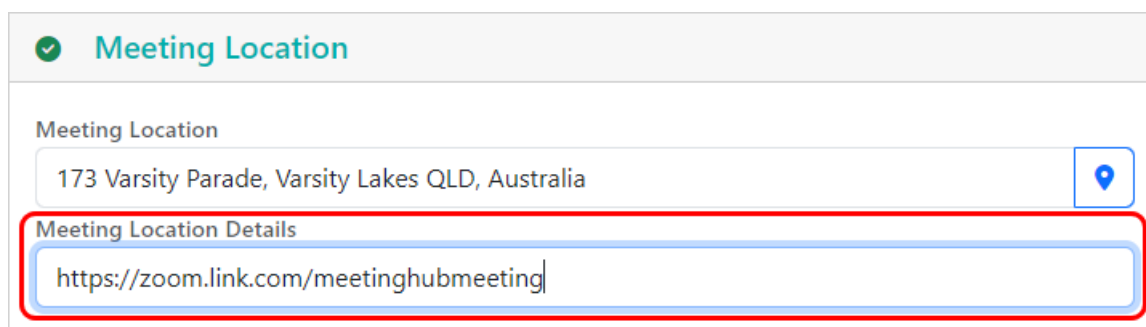
The screenshot shows the 'Meeting Date and Time' form. At the top, there is a title bar with a minus icon, the text 'Meeting Date and Time', and a link 'Confirm use of default values'. Below this, the date '18/11/2024' is displayed in a red-bordered box with a warning icon and a calendar icon. To the right, the time '08 : 00' is shown in a red-bordered box with up/down arrows, followed by an 'AM' button in a blue-bordered box and an info icon. A date picker is open, showing a calendar for November 2024. The date '18' is highlighted in blue, and the date '30' is being hovered over by a mouse cursor. Below the date picker, there are two empty input fields, one of which has a location pin icon to its right.

Meeting Location

Start typing the address of the meeting in the *Meeting Location* field, then choose an address from the list. By clicking the *Map Pin* icon on the right, it will open a new window with Google Maps displaying the selected address, which will also be visible in VoteMax.

□

There is also an optional *Meeting Location Details* field, which is a free-text field to provide further details to the owners. This could also be used for a Zoom meeting URL for example.



The screenshot shows a form titled "Meeting Location" with a green checkmark icon. It contains two input fields. The first field, labeled "Meeting Location", contains the text "173 Varsity Parade, Varsity Lakes QLD, Australia" and has a location pin icon on the right. The second field, labeled "Meeting Location Details", is highlighted with a red border and contains the text "https://zoom.link.com/meetinghubmeeting".

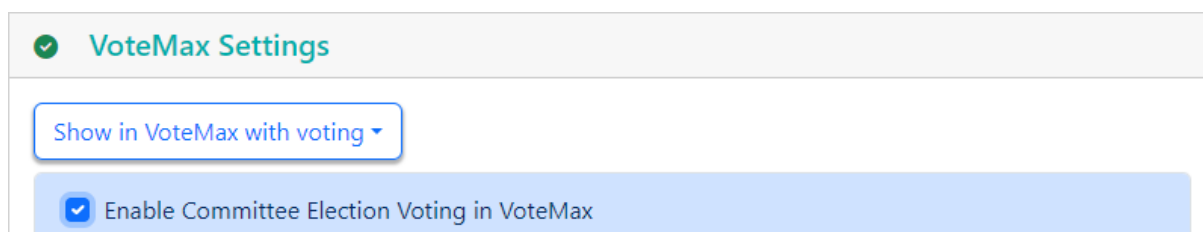
VoteMax Settings

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. After selecting and configuring one of options below, click the *Next* button to progress to the next screen.

Show in VoteMax without voting will make the meeting visible in VoteMax with all of its details including the agenda items and motions. However, attendees will not be able to cast votes in VoteMax.

Show in VoteMax with voting will display the meeting details to the owner in VoteMax, and allow them to cast and declare their votes electronically in VoteMax. Additional tick boxes will appear when this is selected.

- *Enable Committee Election Voting in VoteMax* is displayed only for certain meeting types and buildings in certain states. If applicable, attendees can then cast their votes for committee members using VoteMax.



The screenshot shows a form titled "VoteMax Settings" with a green checkmark icon. It contains two settings. The first is a dropdown menu labeled "Show in VoteMax with voting" with a downward arrow. The second is a checkbox labeled "Enable Committee Election Voting in VoteMax" which is checked.

- *Enabled Pre-Meeting Voting* gives attendees the ability to vote in VoteMax before the meeting starts, during the configured voting window. In the *Voting Open Date and Time* field, voting must be set in the future, and the *Voting Closing 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.
 - This will add two more sections to the meeting notice: 'ONLINE VOTING' and 'IMPORTANT INFO ABOUT PRE-MEETING ELECTRONIC VOTING'. These are hard coded into the "OTS" templates and will either need to be edited on each notice before it is distributed, or you can request a custom template from the StrataMax Support team (costs may apply).

VoteMax Settings [Confirm use of default values](#)

Show in VoteMax with voting ▾

☐ Enable Committee Election Voting in VoteMax

☒ Enable Pre-Meeting Voting

Voting Open Date and Time

18/11/2024

09

:

00

AM

AEST

Voting Close Date and Time

29/11/2024

04

:

30

PM

AEST

- *Enable In Meeting Voting* gives attendees the ability 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.

VoteMax Settings

Show in VoteMax with voting ▾

☐ Enable Committee Election Voting in VoteMax

☐ Enable Pre-Meeting Voting

☒ Enable In Meeting Voting

Join Meeting Date and Time

30/11/2024

07

:

30

AM

Hide from VoteMax will simply not display the meeting in VoteMax.

Committee Member (Committee Meeting only)

If *Committee Meeting* or *Budget Committee Meeting* is selected as the *Meeting Type*, then an additional section for *Committee Members* will be displayed. The list is generated from the members in **Office Bearers** in StrataMax. The committee members that are selected for the committee meeting can also be adjusted once the meeting has been created, and when distributing the meeting notice, members can be custom selected as recipients.

<div> Committee Members Confirm use of default values </div>			
	Code Number ↕	Full Name ↕	Office Held ↕
Select	00000003	Scott Simon J	Committee Member
Select	00000004	Robinson Jessica	Committee Member
Select	00000005	Campbell Col	Committee Member

Summary

Once all sections have been completed (note the green tick icons for each section), the details of the new meeting will be displayed in the *Summary* section. You can either click in the green text box or the *Complete Creation* button at the top of the screen to proceed to the *Meeting Details* screen.

Exit Meeting Creation

Complete Creation >

- ✓ Building
- ✓ Quorum Required
- ✓ Meeting Type
- ✓ Standard Meeting Template
- ✓ Meeting Date and Time
- ✓ Meeting Location
- ✓ VoteMax Settings
- ✓ Summary

All sections have been completed. Click here to complete the meeting creation

TITIRANGI TOWERS - KEEP (225578)

Annual General Meeting

Saturday 30 November 2024 at 8:00 AM

173 Varsity Parade, Varsity Lakes QLD, Australia <https://zoom.link.com/meetinghubmeeting>

Show in VoteMax without voting