

# Some Agenda Motions Not Showing in Meeting Minutes in Strata Master

This article will assist you if you have Agenda Motions listed in the Agenda that was issued to the stakeholders, however when accessing the Minutes some Motions are not showing.

Refer screenshot below to assist you identify that this is the step that you are working on.

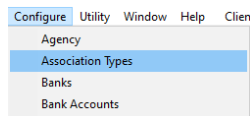
## The Meeting Wizard - background

In the meeting Wizard, the Create Notice is ticked as the Agenda has been issued and you are not accessing the minutes in the 'Complete Minutes' button.

Task	Launch	Launch	Complete
Book the meeting	Record details		✓
Review the financial statements	Interim Reports	Formatted Reports	✓
Audit the financial statements	Meeting Register		✓
Prepare the budget	Budget		✓
Create & Issue preliminary meeting notice			✓
Create & distribute the meeting notice	Create Notice		✓
Update the minute book	Browse		✓
Issue a reminder to un-financial lot owners	SMS		✓
Send a meeting reminder to owners	SMS All		✓
Print subsequent financial statements	Interim Reports	Formatted Reports	✓
Prepare Meeting attendance and/or voting registers	Formatted Reports		✓
Print a copy of the meeting notice	Browse		✓
Print additional reports	Formatted Reports		✓
Sync from App			✓
Create and Issue Meeting Minutes	Complete Minutes		✗

## The Settings/Configuration for the Motions

The Settings that tell Strata Master which motions are to show in Agendas and which are to show in Minutes is located in Configure > Association Type.



## The Process To Enable the Motions to Show

1. Check which Association Type your Plan is configured under. Click on Corp icon.



2. Select the Structure tab, and note the Association Type

3. Navigate to Configure > Association Types

4. Select the Association type that matches the Corp> Structure tab setting

Order	Description
1	Miscellaneous Invoices
2	Interest
3	Levy Areas
4	Future-dated Levies

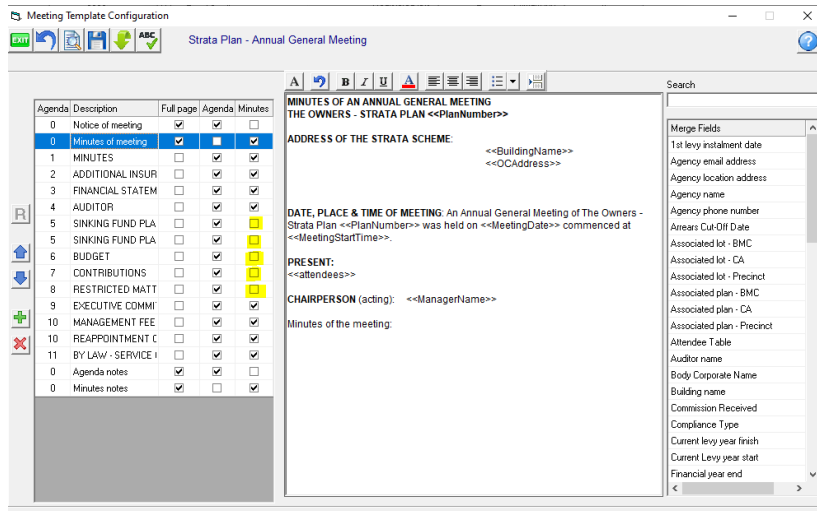
4. Note the AGM/GM/cm buttons. These correspond to Templates for the Annual General Meeting, General Meeting and Committee Meeting.

5. Select whichever template will correspond to the meeting your are endeavouring to complete. The screens will open as below, however your ticks may differ and your motions may differ, according to your own requirements. HOWEVER, notice there is a column for Agenda and a column for Minutes.

Agenda	Description	Full page	Agenda	Minutes
<input type="checkbox"/>	Notice of meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Minutes of meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

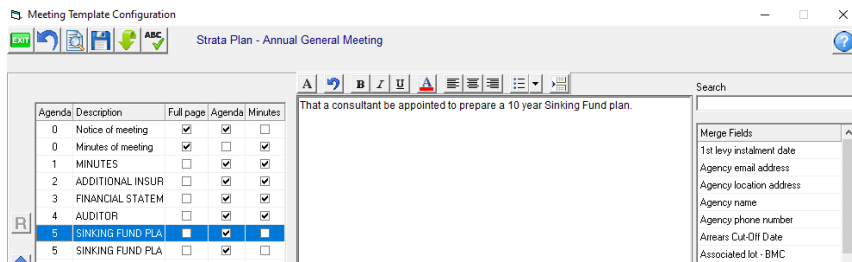
6. The 2 separate columns are because there are some items that are to show in Agendas but not Minutes and vice versa. An example is the headings in the screenshot above.

7. Looking at this example below, Motions 5, 6, 7 and 8 do not have a tick in the Minutes column. This means these motions were visible in the Agenda but will not be visible in the Minutes.



8. Notice though, that there are 2 motions numbered 5. This is because the motion wording will differ between the two. You need to read them and see which one corresponds more closely to your requirements for this meeting.

9. Click on the Motions to read the text.



10. Tick the relevant boxes in the Minutes column that you want to in your Minutes. Be aware this is a Template for all meetings so do not add text in here

Agenda	Description	Full page	Agenda	Minutes
0	Notice of meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0	Minutes of meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	MINUTES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	ADDITIONAL INSUR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	FINANCIAL STATEM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	AUDITOR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	SINKING FUND PLA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	SINKING FUND PLA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	BUDGET	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	CONTRIBUTIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	RESTRICTED MATT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	EXECUTIVE COMM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	MANAGEMENT FEE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	REAPPOINTMENT C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	BY LAW - SERVICE I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0	Agenda notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0	Minutes notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

11. Click Save



12. Click ok to the next messages. One will be a reminder if you use Meeting Master.

13. You can exit this screen and return to your Meeting Minutes in the Meeting Wizard. Your ticked motions will now be showing.

Meeting Minutes - The Owners Corporation of SP 2222  
 Annual General Meeting - 17/09/2018 - 05:00 PM - Rockend Meeting Room 1 Chandos Street St Leonards

Attendance: Start time: 05:00 PM  
 Quorum reached:  Finish time:

Agenda	Description	Resolved	Amended
Minutes of meeting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	MINUTES	<input type="checkbox"/>	<input type="checkbox"/>
2	ADDITIONAL INSUR	<input type="checkbox"/>	<input type="checkbox"/>
3	FINANCIAL STATEMI	<input type="checkbox"/>	<input type="checkbox"/>
4	AUDITOR	<input type="checkbox"/>	<input type="checkbox"/>
5	SINKING FUND PLAN	<input type="checkbox"/>	<input type="checkbox"/>
6	BUDGET	<input type="checkbox"/>	<input type="checkbox"/>
7	CONTRIBUTIONS	<input type="checkbox"/>	<input type="checkbox"/>
8	RESTRICTED MATTI	<input type="checkbox"/>	<input type="checkbox"/>
9	EXECUTIVE COMMIT	<input type="checkbox"/>	<input type="checkbox"/>
10	MANAGEMENT FEE	<input type="checkbox"/>	<input type="checkbox"/>
11	BY LAW - SERVICE C	<input type="checkbox"/>	<input type="checkbox"/>
12	PAINTING	<input type="checkbox"/>	<input type="checkbox"/>
	Minutes notes	<input type="checkbox"/>	<input type="checkbox"/>

**AGENDA**

MINUTES OF AN ANNUAL GENERAL MEETING  
 THE OWNERS - STRATA PLAN <<PlanNumber>>

ADDRESS OF THE STRATA SCHEME:  
 <<BuildingName>>  
 <<OCAddress>>

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan <<PlanNumber>> was held on <<MeetingDate>> commenced at <<MeetingStartTime>>

**RESOLUTION**

NOTES

**ATTACHMENTS**

Merge Archive Issue

If this article does not resolve your issue, please log a case with Strata support through your MyMRI portal login, or call Support on 1300 657 700 and select Strata Master when asked to select your Application.

06/05/2022 6:52 pm AEST