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Attendees List Not Populating in the Meeting Minutes in Strata Master

The Attendees list is a merge field in the Strata Master meting templates. In some cases this field is accidentally removed from the meeting or from the Template.

If this is the case the merge field can be replaced and will then merge the details to the minutes.

Checking the Meeting

When you open the Minutes of the Meeting, there will be a merge field for Attendees, coloured yellow in the screenshot below. Check that the merge field is present. If it is not present continue to read this article and navigate to the Template.

If the merge is present, then log a case with Strata Master Support through your MyMRI portal or call 1300 657 700.

🔁 • Meeting Minutes - The Owners Corporation of SP 2222											
	an 🔊 🛐 📔 🍄 Annual General Meeting - 17/09/2018 - 05:00 PM - Rockend Meeting Room 1 Chandos Street St Leonards										
	AGENDA A 🎐 B I I I A ≣ ≣ I I V 🖫										
	Attendance Start time 05:00 PM DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan < <plannumber>> was ^ held on <</plannumber>										
Que	rum reached 🕅	PRESENT:									
Agend	a Description	Resolved	Amended	< <attendees>></attendees>							
	Minutes of meeting			CHAIRPERSON (acting): < <managername>></managername>							
1	MINUTES			Minutes of the meeting:							
2	ADDITIONAL INSUR/			minutes of are meeting.							
3	FINANCIAL STATEMI			V							
4	AUDITOR			RESOLUTION A 9 B I U A FEE A Resolutions Copy down							
5	SINKING FUND PLAN										
6	BUDGET										
7	CONTRIBUTIONS										
8	RESTRICTED MATTI										
9	EXECUTIVE COMMIT										
10	MANAGEMENT FEE										
11	BY LAW - SERVICE C										
12	PAINTING										
	Minutes notes				21						
				NOTES ATTACHMENTS	÷						
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				Merge Archive Issue							

Navigating to the Template

1. Open the Corp for the relevant Plan



2. Select the Structure tab and note the Association type for this Plan

General	Association type Strata Plan-NSW	_
Financial	Plan number Lot number	Date built 20/08/1960 🚔 💌
Structure	Community	Plan registered DD/MM/YYY

3. Click on Configure in the top toolbar > Association Types

4. Select the relevant Association Type as recorded in step 2 above.

5. When the Association Type is highlighted you will see a button on the lower right hand side referring to meetings. These are the Templates.

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GM	СМ
	GM

Checking The Template

1. Click AGM for the Annual General Meeting Template.

2. The Minutes of meeting item that is ticked for 'Minutes' should have the merge field for attendees.

😋, Me	eting T	lemplate Configurati	on					×
EXIT	ๆ [🗟 🦰 🌻 🍣	St	rata Pl	an - Annu	al General Meeting		0
Ū	Agenda	Description	Full page	Agenda	Minutes	A ♥ B I U A ■ ■ A M A A A A A A A A A A A A A A A	Search	
	0	Notice of meeting		~		THE OWNERS - STRATA PLAN < <plainumber>></plainumber>	Merce Fields	_
	0	Minutes of meeting				ADDRESS OF THE STRATA SCHEME:	1st levy instalment date	
- F	1	MINUTES				<buildingname>> <<ocaddress>> DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan <<plannumber>> was held on <<meetingdate>> commenced at <<meetingstartime>. PRF SENT:</meetingstartime></meetingdate></plannumber></ocaddress></buildingname>	Agency email address	
	2	ADDITIONAL INSUR					Agency location address	
	3	FINANCIAL STATEM		~			Agency name	
ъf	4	AUDITOR		~	•		Agency phone number	
	5	SINKING FUND PLA		~			Arrears Cut-Off Date	
	5	SINKING FUND PLA		•			Associated lot - BMC	
	6	BUDGET					Associated lot - CA	
-	7	CONTRIBUTIONS				< <attendees>></attendees>	Associated lot - Precinct	
<u> </u>	8	RESTRICTED MATT		•	•	CHAIRPERSON (acting): < <managername>> Minutes of the meeting:</managername>	Associated plan - BMC	
	9	EXECUTIVE COMMI		~	•		Associated plan - CA	
	10	MANAGEMENT FEE		~	•		Associated plan - Precinct	
×	10	REAPPOINTMENT C		~			Attendee Table	
	11	BY LAW - SERVICE (•			Auditor name	
	0	Agenda notes	•				Body Corporate Name	
	0	Minutes notes	•		•		Building name	

3. If the merge field is missing, it can be selected from the merge fields on the right and added back in. You will find it as Attendee Table.

Adding the Merge Field Into the Minutes

- 1. In the Template screen, copy the merge field
- 2. Navigate back to the meeting minutes and paste the merge field into the meeting minutes.



3. Click preview and you will see the details pulled through from the Attendance button.

Lot # Unit #	A 44	
	Attendance	Owner Name Representative
3 3	Yes	George Harrison
2 2	Apology	Lucy S Diamonds Paul McCartney

If the Attendees are Still Not Showing

1. Note the "Attendance" button on top left of the Meeting screen

🚯 Meet	ing Minutes - The Ov	wners Corp	oration of SP 22
Exit) 🗟 📔 🎸		Annual Gener
1	Attendance	Start time	05:00 PM
Quor	um reached 「	Finish time	07:00 PM
Agenda	Description	Resolved	Amended
	Minutes of meeting		

2. Click this button and the screen that opens list all owners. Here you note their attendance, proxys and tick as financial status if they paid due levies at the meeting.

Lot #	Unit #	Owner Name	Representative	In attendance	Financial	Meeting arrears
3	3	George Harrison	Lucy S Diamonds	Yes	~	0.00
1	1	John Lennon & Yoko Ono		No	✓	0.00
2	2	Paul McCartney		Apology	✓	0.00
4	4	Ringo Starr		No	✓	0.00

3. Once this is done, check your meeting preview again and the Attendees Names will show in the meeting minutes.

If you have followed the above and still have a problem, then log a case with Strata Master Support through your MyMRI portal or call 1300 657 700.

07/07/2022 6:58 pm AEST