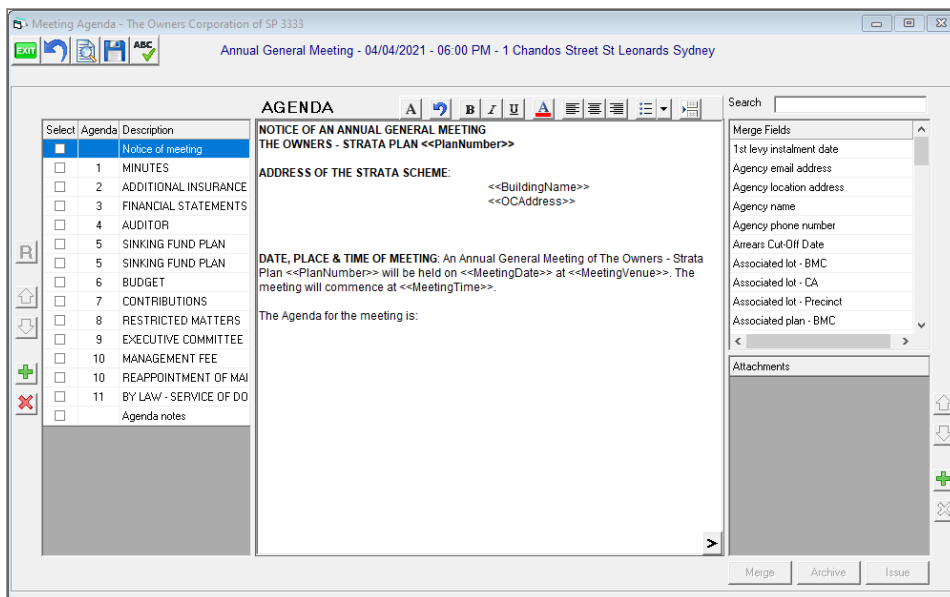




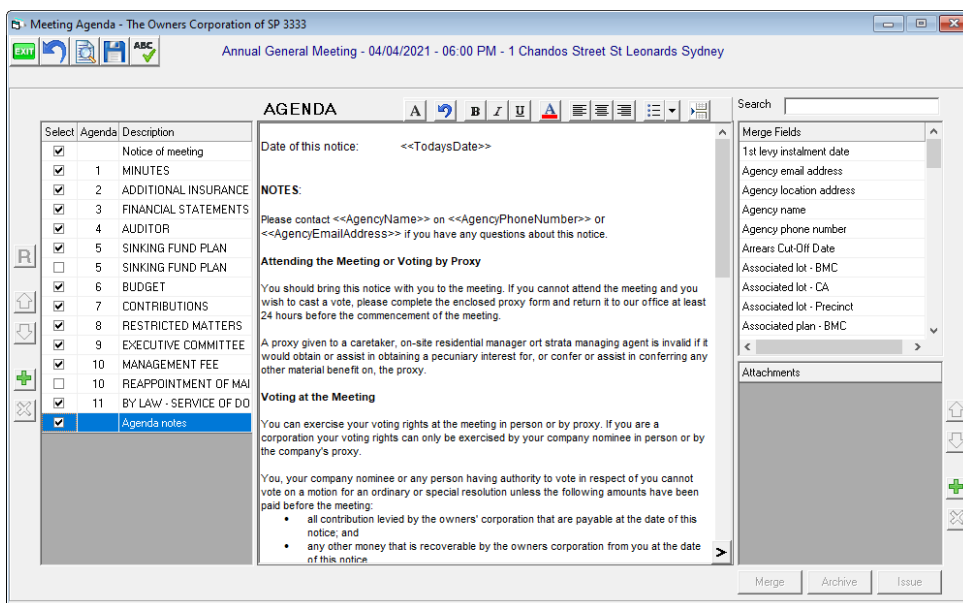
Change Order of Agenda Items in a Meeting in Strata Master

While there is a Meeting Agenda template with an order of agenda items, from time to time, it may be preferred to change the order. You can change the order of Agenda items when creating the Agenda.

1. Navigate to your Agenda meeting, a basic example is below.



2. Make your selection of items to include in the Agenda by ticking the items. This can be done later.



3. To move an item click into it so that the blue bar and down arrows are visible. In this example I will click the up arrow with agenda item 8 highlighted and the item will move up one items for each click.

Select	Agenda	Description
<input checked="" type="checkbox"/>		Notice of meeting
<input checked="" type="checkbox"/>	1	MINUTES
<input checked="" type="checkbox"/>	2	ADDITIONAL INSURANCE
<input checked="" type="checkbox"/>	3	FINANCIAL STATEMENTS
<input checked="" type="checkbox"/>	4	AUDITOR
<input checked="" type="checkbox"/>	5	SINKING FUND PLAN
<input type="checkbox"/>	5	SINKING FUND PLAN
<input checked="" type="checkbox"/>	6	BUDGET
<input checked="" type="checkbox"/>	7	CONTRIBUTIONS
<input checked="" type="checkbox"/>	8	RESTRICTED MATTERS
<input checked="" type="checkbox"/>	9	EXECUTIVE COMMITTEE
<input checked="" type="checkbox"/>	10	MANAGEMENT FEE
<input type="checkbox"/>	10	REAPPOINTMENT OF MAI
<input checked="" type="checkbox"/>	11	BY LAW - SERVICE OF DO
<input checked="" type="checkbox"/>		Agenda notes

4. So with 1 click my agenda item 8 is now above agenda item 7.

Select	Agenda	Description
<input checked="" type="checkbox"/>		Notice of meeting
<input checked="" type="checkbox"/>	1	MINUTES
<input checked="" type="checkbox"/>	2	ADDITIONAL INSURANCE
<input checked="" type="checkbox"/>	3	FINANCIAL STATEMENTS
<input checked="" type="checkbox"/>	4	AUDITOR
<input checked="" type="checkbox"/>	5	SINKING FUND PLAN
<input type="checkbox"/>	5	SINKING FUND PLAN
<input checked="" type="checkbox"/>	6	BUDGET
<input checked="" type="checkbox"/>	8	RESTRICTED MATTERS
<input checked="" type="checkbox"/>	7	CONTRIBUTIONS
<input checked="" type="checkbox"/>	9	EXECUTIVE COMMITTEE
<input checked="" type="checkbox"/>	10	MANAGEMENT FEE
<input type="checkbox"/>	10	REAPPOINTMENT OF MAI
<input checked="" type="checkbox"/>	11	BY LAW - SERVICE OF DO
<input checked="" type="checkbox"/>		Agenda notes

5. I can then click into the field containing the number 7 and change it to 8, and then click into the field containing the 8 and change it to 7, so the agenda items are back in order. If you do not re-number the items after moving, they will print out in the order of ...6, 8, 7, 9...

Select	Agenda	Description
<input checked="" type="checkbox"/>		Notice of meeting
<input checked="" type="checkbox"/>	1	MINUTES
<input checked="" type="checkbox"/>	2	ADDITIONAL INSURANCE
<input checked="" type="checkbox"/>	3	FINANCIAL STATEMENTS
<input checked="" type="checkbox"/>	4	AUDITOR
<input checked="" type="checkbox"/>	5	SINKING FUND PLAN
<input type="checkbox"/>	5	SINKING FUND PLAN
<input checked="" type="checkbox"/>	6	BUDGET
<input checked="" type="checkbox"/>	7	RESTRICTED MATTERS
<input checked="" type="checkbox"/>	8	CONTRIBUTIONS
<input checked="" type="checkbox"/>	9	EXECUTIVE COMMITTEE
<input checked="" type="checkbox"/>	10	MANAGEMENT FEE
<input type="checkbox"/>	10	REAPPOINTMENT OF MAI
<input checked="" type="checkbox"/>	11	BY LAW - SERVICE OF DO
<input checked="" type="checkbox"/>		Agenda notes

6. You can also add agenda items by clicking into a items and selecting the green add button. In the example below, I clicked into agenda items 9, and this added a line above.

Select	Agenda	Description
<input checked="" type="checkbox"/>		Notice of meeting
<input checked="" type="checkbox"/>	1	MINUTES
<input checked="" type="checkbox"/>	2	ADDITIONAL INSURANCE
<input checked="" type="checkbox"/>	3	FINANCIAL STATEMENTS
<input checked="" type="checkbox"/>	4	AUDITOR
<input checked="" type="checkbox"/>	5	SINKING FUND PLAN
<input type="checkbox"/>	5	SINKING FUND PLAN
<input checked="" type="checkbox"/>	6	BUDGET
<input checked="" type="checkbox"/>	7	RESTRICTED MATTERS
<input checked="" type="checkbox"/>	8	CONTRIBUTIONS
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	9	EXECUTIVE COMMITTEE
<input checked="" type="checkbox"/>	10	MANAGEMENT FEE
<input type="checkbox"/>	10	REAPPOINTMENT OF MAI
<input checked="" type="checkbox"/>	11	BY LAW - SERVICE OF DO
<input checked="" type="checkbox"/>	0	Agenda notes

7. Then I can re-number my agenda items as above.

Select	Agenda	Description
<input checked="" type="checkbox"/>		Notice of meeting
<input checked="" type="checkbox"/>	1	MINUTES
<input checked="" type="checkbox"/>	2	ADDITIONAL INSURANCE
<input checked="" type="checkbox"/>	3	FINANCIAL STATEMENTS
<input checked="" type="checkbox"/>	4	AUDITOR
<input checked="" type="checkbox"/>	5	SINKING FUND PLAN
<input type="checkbox"/>	5	SINKING FUND PLAN
<input checked="" type="checkbox"/>	6	BUDGET
<input checked="" type="checkbox"/>	7	RESTRICTED MATTERS
<input checked="" type="checkbox"/>	8	CONTRIBUTIONS
<input checked="" type="checkbox"/>	9	AUDITOR APPOINTMENT
<input checked="" type="checkbox"/>	10	EXECUTIVE COMMITTEE
<input checked="" type="checkbox"/>	11	MANAGEMENT FEE
<input type="checkbox"/>	10	REAPPOINTMENT OF MAI
<input checked="" type="checkbox"/>	12	BY LAW - SERVICE OF DO
<input checked="" type="checkbox"/>	0	Agenda notes

8. My meeting preview now shows in the correct order, and I can now add the details of the Auditor appointment agenda item.

- 7 RESTRICTED MATTERS**
That the statutory restrictions be the matters that can only be determined in general meeting under section 21(2)(b) of the Strata Schemes Management Act 1996.
- 8 CONTRIBUTIONS**
- (a) That contributions to the administrative fund are estimated in accordance with Section 75 (1) of the Strata Schemes Management Act 1996 and determined in accordance with Section 76 (1) of the Strata Schemes Management Act 1996 at \$0.00 including GST; and
- (b) That contributions to the sinking fund are estimated in accordance with Section 75 (2) of the Strata Schemes Management Act 1996 and determined in accordance with Section 76 (1) of the Strata Schemes Management Act 1996 at \$0.00 including GST; and
- (c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 01/01/2023 and subsequent instalments being due on the first days of 01/04/2023, 01/07/2023, 01/10/2023.
- 9 AUDITOR APPOINTMENT**
- 10 EXECUTIVE COMMITTEE**
- (a) That the number of members of the executive committee be decided
- (b) That the members of the executive committee be elected

Useful Links

<https://kb.rockend.com/help/sm-meeting-wizard-conf>

<https://kb.rockend.com/help/meeting-wizard-setup-and-use-guide>

<https://kb.rockend.com/help/editing-the-meeting-agenda-or-minutes-template-in-strata-master>

21/04/2023 7:48 pm AEST