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# 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 cna 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.

				AGENDA A 🦻 B I U A E E E E V	Se	earch 🗌			
S	elect	Agenda	Description		16	ferge Field:	s		^
	•		Notice of meeting	Date of this notice: < <todaysdate>&gt;</todaysdate>	1	st levy inst	alment date		
	•	1	MINUTES		A	gency ema	ail address		
	•	2	ADDITIONAL INSURANCE	NOTES:	Agency location address Agency name Agency phone number Arrears Cut-Off Date				
	•	3	FINANCIAL STATEMENTS	n i i i i i i i i i i i i i i i i i i i					
	•	4	AUDITOR	Please contact < <agencyname>&gt; on &lt;<agencyphonenumber>&gt; or &lt;<agencyemailaddress>&gt; if you have any questions about this notice.</agencyemailaddress></agencyphonenumber></agencyname>					
1	•	5	SINKING FUND PLAN						
		5	SINKING FUND PLAN	Attending the Meeting or Voting by Proxy	A	ssociated l	lot - BMC		
	•	6	BUDGET	You should bring this notice with you to the meeting. If you cannot attend the meeting and you					
	•	7	CONTRIBUTIONS	wish to cast a vote, please complete the enclosed proxy form and return it to our office at least 24 hours before the commencement of the meeting.			Associated lot - Precinct		
1	•	8	RESTRICTED MATTERS	24 nours before are commencement of are meeting.	A	ssociated p	plan • BMC		~
- 1	•	9	EXECUTIVE COMMITTEE	A proxy given to a caretaker, on-site residential manager ort strata managing agent is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on. the proxy.					>
	•	10	MANAGEMENT FEE				,		
		10	REAPPOINTMENT OF MAI		I P	utachments	,		-
1	•	11	BY LAW - SERVICE OF DO	Voting at the Meeting					
	⊻		Agenda notes	You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company nominee in person or by the company's proxy.					
				You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting: • all contribution levied by the owners' corporation that are payable at the date of this notice; and • any other money that is recoverable by the owners corporation from you at the date of this notice.					

3. To move an item click into it so that the blue up 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
		Agenda	Notice of meeting
	•	1	MINUTES
	•	2	ADDITIONAL INSURANCE
	•	- 2	FINANCIAL STATEMENTS
		4	AUDITOR
R	•	5	SINKING FUND PLAN
-		5	SINKING FUND PLAN
	✓	6	BUDGET
ſ	✓	7	CONTRIBUTIONS
J		8	RESTRICTED MATTERS
-	◄	9	EXECUTIVE COMMITTEE
	◄	10	MANAGEMENT FEE
P		10	REAPPOINTMENT OF MAI
<b>(</b>	◄	11	BY LAW - SERVICE OF DO
-	✓		Agenda notes

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

	Select	Agenda	Description
	•		Notice of meeting
	•	1	MINUTES
	•	2	ADDITIONAL INSURANCE
	•	3	FINANCIAL STATEMENTS
	•	4	AUDITOR
R	◄	5	SINKING FUND PLAN
ы		5	SINKING FUND PLAN
	◄	6	BUDGET
		8	RESTRICTED MATTERS
	◄	7	CONTRIBUTIONS
	◄	9	EXECUTIVE COMMITTEE
-	◄	10	MANAGEMENT FEE
*		10	REAPPOINTMENT OF MAI
×	◄	11	BY LAW - SERVICE OF DO
<b></b>	◄		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
	•		Notice of meeting
	•	1	MINUTES
	•	2	ADDITIONAL INSURANCE
	•	3	FINANCIAL STATEMENTS
	•	4	AUDITOR
ы	•	5	SINKING FUND PLAN
п		5	SINKING FUND PLAN
	•	6	BUDGET
		7	RESTRICTED MATTERS
₽	•	8	CONTRIBUTIONS
	<ul><li>✓</li></ul>	9	EXECUTIVE COMMITTEE
	✓	10	MANAGEMENT FEE
+		10	REAPPOINTMENT OF MAI
×	•	11	BY LAW - SERVICE OF DO
••	•		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
	•		Notice of meeting
	•	1	MINUTES
	✓	2	ADDITIONAL INSURANCE
	•	3	FINANCIAL STATEMENTS
	•	4	AUDITOR
B	•	5	SINKING FUND PLAN
п		5	SINKING FUND PLAN
	✓	6	BUDGET
	✓	7	RESTRICTED MATTERS
31	•	8	CONTRIBUTIONS
	•	9	EXECUTIVE COMMITTEE
*	•	10	MANAGEMENT FEE
×		10	REAPPOINTMENT OF MAI
~•	•	11	BY LAW - SERVICE OF DO
	✓	0	Agenda notes

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

	Select	Agenda	Description
	•		Notice of meeting
	•	1	MINUTES
	◄	2	ADDITIONAL INSURANCE
	•	3	FINANCIAL STATEMENTS
	◄	4	AUDITOR
Ы	•	5	SINKING FUND PLAN
		5	SINKING FUND PLAN
	◄	6	BUDGET
	•	7	RESTRICTED MATTERS
₽	•	8	CONTRIBUTIONS
	◄	9	AUDITOR APPOINTMENT
	•	10	EXECUTIVE COMMITTEE
*	◄	11	MANAGEMENT FEE
×		10	REAPPOINTMENT OF MAI
~•		12	BY LAW - SERVICE OF DO
	•	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

#### EXECUTIVE COMMITTEE

(a) That the number of members of the executive committee be decided (b) That the numbers of the executive committee be elected

### Useful Links

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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