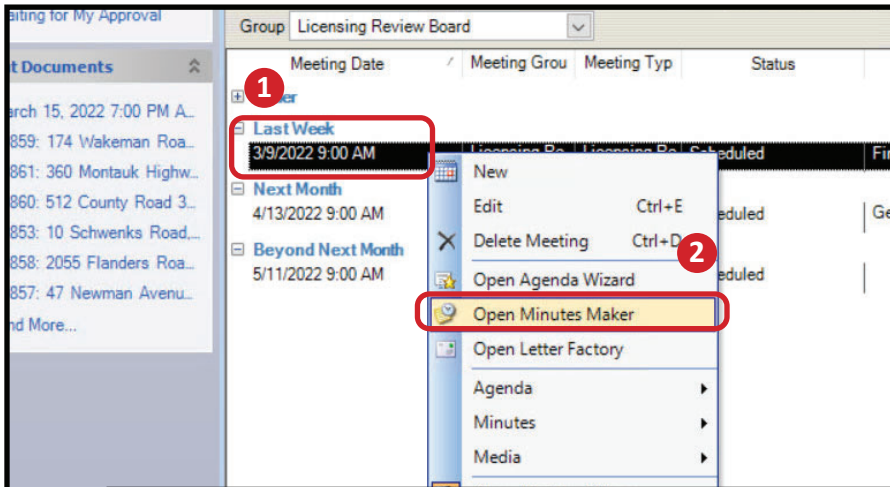
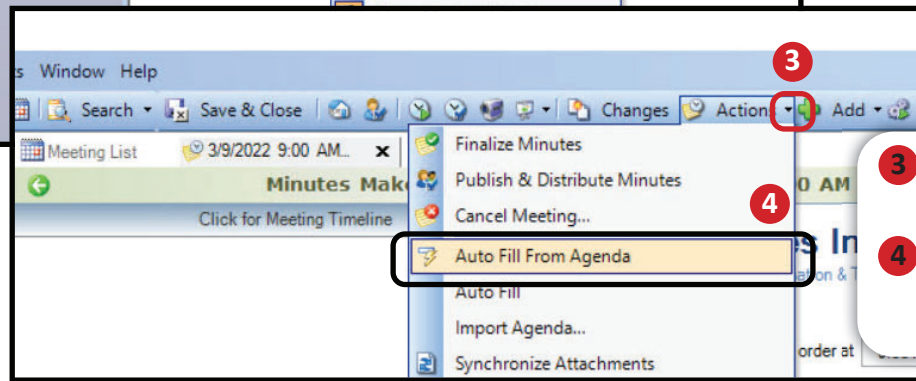




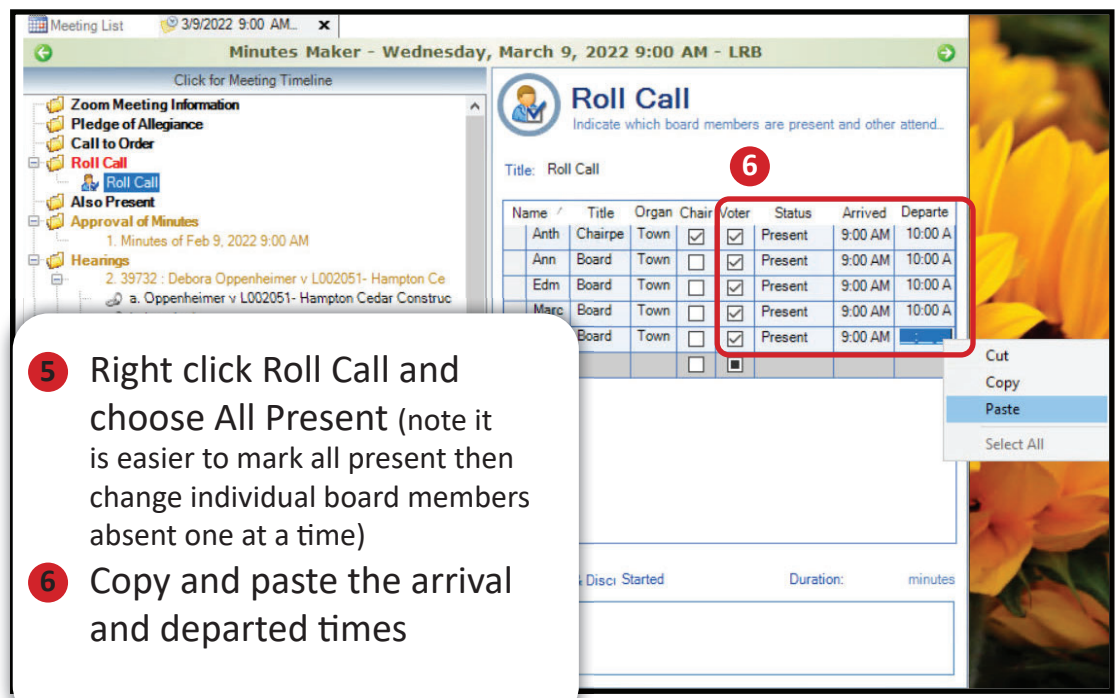
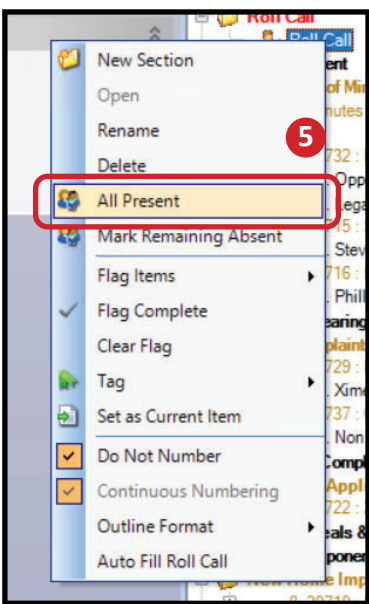
How to generate the minutes using the Minutes Maker



- 1 Right click the meeting date
- 2 Choose **Open Minutes Maker**



- 3 Click the drop down arrow next to **Actions**
- 4 Choose **Auto Fill From Agenda**



- 5 Right click Roll Call and choose All Present (note it is easier to mark all present then change individual board members absent one at a time)
- 6 Copy and paste the arrival and departed times



The screenshot shows the 'Minutes Maker' interface for Wednesday, March 9, 2022. On the left, the agenda is expanded to 'Approval of Minutes', with the item '1. Minutes of Feb 9, 2022 9:00 AM' selected. A red circle with the number 7 highlights this item. On the right, the 'Minutes Acceptance' panel is visible, showing the title 'Minutes of Feb 9, 2022 9:00 AM' and a red circle with the number 8. Below the title, the 'Vote Result:' dropdown menu is open, showing options: 'Click here', 'Approved', 'Accepted', 'Accepted as Amended', 'Tabled', and 'Meeting Cancelled'.

- 7 Click the Minutes item you need to record a vote for
- 8 Click on the field underneath the Vote Results text and choose the appropriate **Vote Result**
- 9 Once the vote result has been chosen the names of the board members will appear to the right
- 10 Click **Unanimous Vote** on the left hand side of the screen
- 11 The vote result is not complete until the **Mover** and the **Secunder** have also been recorded
 - Continue recording votes and save and generate the Minutes as you would the Agenda

This screenshot shows the 'Minutes Maker' interface with additional actions. On the left, the 'Tasks' panel is open, showing 'Clear Votes' (circled with a red 9) and 'Unanimous Vote' (circled with a red 10). The main agenda is expanded to 'Approval of Minutes'. On the right, the 'Vote Results' table is displayed, showing a list of voters and their roles. A red circle with the number 11 highlights the 'Role' column, where 'Secunder' is selected for Ann Marie Fullam.

Voter	Role	Vote
Anthony D'Italia	Voter	
Ann Marie Fullam	Voter	
Edmund Moore	Voter	
Marc Chiffert	Voter	
Brian DeSesa	Voter	

Voter	Role	Vote
Anthony D'Italia	Mover	Yes/Aye
Ann Marie Fullam	Voter	Yes/Aye
Edmund Moore	Mover	Yes/Aye
Marc Chiffert	Secunder	Yes/Aye
Brian DeSesa	Voter	Yes/Aye