PropertyIQ™

# **PIQ+** Release Notes

## Summary of changes during Beta (to April 2025)

CONTENTS


**Attendance** ..... **3**

Record attendance and apologies ..... 3

Lock attendance ..... 3

**Meeting attachments** ..... **3**

New alerts for invalid attachments ..... 3

**Merge fields** ..... **4**

New merge fields ..... 4

Agenda summary table ..... 4

**Motions & agenda items** ..... **5**

Create a group of motions ..... 5

New motion type 'Agenda item' for non-voting/discussion items ..... 5

New motion type 'Group of same-issue motions' (QLD) ..... 5

New motion type 'Motions with alternatives' (non-QLD) ..... 6

Improvements for adding and viewing agenda items ..... 6

Record proposing lot for an Owner motion ..... 6

Success message when adding adhoc items to a meeting ..... 6

Quicker editing of items from Agenda tab ..... 6

**Voting** ..... **7**

Override arrears and mark a lot as financial ..... 7

Record invalid votes ..... 7

Poll voting ..... 7

Record individual votes for lots ..... 7
Vote tallies ..... 8
**General ..... 8**
New option for Multi-OC meetings (VIC) ..... 8
New filters on meetings page ..... 8
Mover & seconder fields ..... 9
Content in meeting documents ..... 9
Automatic meeting status changes ..... 9
**DETAILED SCREENSHOTS ..... 10**
Attendance - Lock attendance ..... 10
Meeting attachments - New alerts for invalid attachments ..... 11
New merge field - 'Recipient block' for postal distribution ..... 12
New merge field – Agenda summary table ..... 13
Create a group of motions (inc 'same-issue motions') ..... 14
New motion type 'Agenda item' ..... 17
Voting - Poll voting ..... 19
Voting - Vote tallies ..... 21
Multi-OC meetings (VIC) ..... 22

# ATTENDANCE

## Record attendance and apologies

You can now record attendance and apologies using a new 'Attendance' tab in the meeting. Add lots/members to a meeting, record their representative and attendance method (pre-vote, remote, in-person). You can also record other attendees and apologies for the meeting. The attendance, other attendees and apologies can also be displayed in the minutes using the attendance related merge fields. *(Released: Oct 2023)*

## Lock attendance

Attendance information is now automatically locked as at the date of the meeting, with the ability to manually trigger a refresh of the data post meeting. This is to maintain an accurate historical record of lot owner details, attendance and financial status for the meeting.

1. Before the meeting date lapses, an on-screen callout will notify the user "Automatic data refresh will be disabled for this meeting at 11.59pm AEST to save information as at meeting date".
2. Once the meeting date has passed, the information shown on the Attendance page will be locked and will not change (Lot numbers, UOE, Lot owner names, representative details, committee member names).
3. Once the meeting date has passed, users will have the ability to refresh attendance data manually using a 'Refresh Data' button. This refreshes Lot Owner/Representative/Committee Member information as at the time the button is pressed. This is a once-off refresh only and cannot be reverted once done.

See below for detailed screenshots of lock attendance. *(Released: Dec 2023)*

# MEETING ATTACHMENTS

## New alerts for invalid attachments

To improve the user experience and prevent errors when previewing and distributing meeting packs with attachments, we've made the below changes.

1. Viewing files on Attachments tab – When viewing the *Attachments* tab for Notices and Minutes, if you attach an invalid PDF file, an error message will be displayed at the top of the screen. The invalid file in the attachments list will also be highlighted with an error message, making it easier for you to identify, remove and resolve each invalid file.
2. Preview and Distribution – When attempting to preview or distribute notice or minutes packs that contain invalid attachments, you'll now see an error message on the *Distribution* tab for Notices and Minutes. You'll also see a popup message in the corner of the screen, with a hyperlink to direct you to the *Attachments* tab to resolve any issues.

See below for screenshots. *(Released: April 2025)*

## New merge fields

For richer, faster content creation there are new merge fields available for you to use in your templates.

1. More building details and personalisation
    a. **Building:** Building Class, Total UOE, Total UOL VIC, Total Int Ent QLD, Building TFN, Building Type.
    b. **Personalisation:** Unit number, Lot number, Lot street name, Lot street number, Owner name, Recipient name.
2. New 'recipient block' merge field for postal distribution
    a. For clients who manually print and distribute meeting packs, you can now use the new {{Recipient_block}} merge field to display recipient name and address details on your meeting notices and minutes.
    b. It's available in Notice & Minutes document merge field library under category 'General'. When inserted into your document template, you'll see it automatically convert into 5 rows of merge fields within a grey box placeholder, containing a combination of name and address fields. The contents of this merge field cannot be edited. You can still change font type and font size.
    c. ***Note***: When previewing the meeting pack, this merge field will display the placeholder fields only and will not merge any real recipient data. Real recipient data will be merged during final distribution and when documents are saved to the Lot and Building cards.
    d. ***WHAT YOU NEED TO DO:*** Insert this merge field in your PIQ+ meeting templates at the top of the first page. If you're manually printing packs and using window face envelopes, you'll need to test and adjust the position of the Recipient Block within the document to ensure it aligns with the envelope window.
    e. See below for example of the recipient block merge field. *(Released: Nov 2024)*

## Agenda summary table

1. New 'Agenda summary' merge field: The agenda summary can be inserted into your **notice and minutes document** to create a table of contents, which lists all motions and agenda items in the meeting. You may like to place this on the first page of your notice or minutes to act as the agenda.
2. There is also an option to **add voting options** (yes, no, abstain) for each motion. You can use this to create a **'voting sheet'** at the back of your notice with a section for lot details and signature etc, which can then be completed and returned by voters before the meeting. This is specifically helpful to **QLD** clients, where a voting paper must be distributed with the meeting notice.
3. New merge fields:
    a. {{Agenda Summary}} - This will create a default summary table in the document.
    b. Within {{Agenda Summary}} table, there are child merge fields for the content:
        1. {{Number}} – motion/agenda item number
        2. {{Title}} – motion/agenda item title

3. {{Type}} – motion resolution type AND for QLD will also show 'statutory' if it's a statutory motion. This field will be blank for any group headings and non-voting agenda items.
4. {{Submitted by}} – proposer of the motion e.g. committee, Lot 1. This field will be blank for any group headings and non-voting agenda items.
5. {{Voting}} - yes, no, abstain options with checkboxes. This field will be blank for any group headings and non-voting agenda items.

c. You can customise the content within the agenda summary table by adding or removing the child merge fields within the table, changing column order, column width etc as desired.

See below for examples of the 'Agenda Summary' and a voting sheet. *(Released: April 2025)*

## MOTIONS & AGENDA ITEMS

### Create a group of motions

You can now group similar motions about the same topic under one heading on the meeting notice and minutes, with the ability to capture votes and record an outcome for each motion within the group.

See below for detailed screenshots. *(Released: Dec 2023)*

### New motion type 'Agenda item' for non-voting/discussion items

A new type of motion called an 'Agenda Item' will allow you to create non-voting items in your meeting agenda. These can be used for general business or discussion items that don't require a resolution or vote.

1. Agenda items have a mandatory title and an optional description for the notice document. They have no resolution type, no statutory or proposer options, and no ability to record votes or outcomes like a standard motion.
2. Agenda items can be created and added as a standalone item to the meeting agenda and can also be added to a group (where you can create a combination of motions, agenda items or both).
3. Within the Meeting Notice document, an agenda item will only display the mandatory title and the optional description if there is one.
4. Within the Meeting Minutes document, an agenda item will only display the mandatory title and the optional result note (recorded on *Meeting>Results* screen). To include a record of discussions/outcomes for an agenda item in the minutes, you can add text to the *Note* field on the *Results* screen and this will populate into the minutes.

See below for detailed screenshots. *(Released: Feb 2025)*

### New motion type 'Group of same-issue motions' (QLD)

Using the grouping of motions feature, there's an option for QLD buildings to select whether it's a same-issue motion type. This will display the group motions under one heading on the meeting notice and minutes, with the ability to capture votes for each motion within the group and resolve the group with only one item carried. *(Released: Dec 2023)*

## New motion type ‘Motions with alternatives’ (non-QLD)

For non-QLD buildings, you can now create motions with alternative options e.g. a maintenance project with three quotes. (Note the QLD equivalent is same-issue motions)

You can capture votes at the main motion level using the *Votes* toggle. You can also capture votes for each alternative option using the *Votes* toggle. The motion outcome and vote tallies for the main motion, as well as the outcome and vote tallies for the options, will be reflected in the minutes accordingly. *(Released: Mar 2024, Jul 2024)*

## Improvements for adding and viewing agenda items

1. When viewing a meeting, the tab for *‘Motions’* has been renamed to *‘Agenda’* and the *‘Add motions’* button has been renamed to *‘Add items’*. This labelling is more generic and allows the inclusion of items in the agenda that aren’t specifically ‘motions’. You’ll also notice we’ve updated the wording on action menus and popup messages to use the term ‘items’. *(Released: Feb 2025)*
2. When adding items to a meeting agenda under *Meeting>Agenda>Add items>Create new:*
    - You’ll see an improved layout and new radio buttons to select what type of item you want to add (motion or agenda item).
    - The ‘statutory’ option is now only visible for QLD meetings. *(Released: Feb 2025)*
3. When viewing motions and agenda items under *Meeting>Age*nda tab and *Meeting>Results* tab, we’ve removed the internal description to simplify the screen and changed the position of the statutory and proposer details. They now display in smaller font under the motion title. *(Released: Feb 2025)*
4. With the introduction of agenda items, the existing merge fields ‘motions for agenda’ and ‘motions for minutes’ have been **renamed** to ‘agenda block for notice’ and ‘agenda block for minutes’. You don’t need to change anything in your templates as they’ll continue to behave as they do now. *(Released: April 2025)*

## Record proposing lot for an Owner motion

When creating or editing a motion from within a meeting AND the motion type is *Owner*, you can now select the Lot who proposed the motion in a new *Lot Number* field. The Lot number field is not mandatory. *(Released: Mar 2024)*

## Success message when adding adhoc items to a meeting

To improve the user experience, you’ll now see a confirmation message when an **adhoc** motion or agenda item is successfully created and added to the meeting. The item title will be displayed as a hyperlink in the message, and clicking on it will take you to the newly created item in the agenda list. *(Released: April 2025)*

## Quicker editing of items from Agenda tab

In the *Agenda* tab of a meeting, there is a new kebab menu for each motion and agenda item in the list that has options for *Edit* and *Remove* to take you straight to edit mode for the item. Previously, there was a *Remove* button to remove, and you had to click on the title to view it, then click edit. *(Released: Mar 2024)*

# VOTING

## Override arrears and mark a lot as financial

You can now optionally override the arrears status of a lot and mark them as financial for an AGM or GM meeting type. This allows you flexibility within an individual meeting; catering to scenarios where levy payments are made the day of the meeting or where minimal arrears are discretionally waived.

1. When viewing the *Attendance* page and the meeting date is on or after the arrears cut-off date, you'll see a new option in the action menu against an unfinancial lot called 'Record as financial'.
2. Once selected, it'll make the lot valid for the purposes of quorum and voting for that meeting, and you'll see a warning icon against the lot in the *Arrears* column to identify the override. If the lot data is manually refreshed for the meeting and the lot later becomes financial, then the override and warning icon will be removed.
3. To undo or remove the override, you'll need to remove the lot from attendance and re-add them.

***Note*:** This option does **not** affect the lot ledger in PropertyIQ and is only used for meeting purposes. *(Released: Sep 2024)*

## Record invalid votes

You can now optionally capture votes of unfinancial lots for a motion they cannot vote on, and these will be recorded as invalid votes on the *Results* page and in the vote tally on the meeting minutes.

Invalid votes are captured for record keeping purposes only and do not count towards the Yes, No, Abstain totals. If there are no invalid votes captured, then an invalid vote tally will not be shown on the Results page or on the meeting minutes. *(Released: Sep 2024)*

## Poll voting

You can now capture a poll vote (vote by UOE) for a motion in AGM and General Meetings.

1. Under *Meeting > Results > Edit mode*, when capturing votes using the 'individual voting' method, there's a new checkbox called 'Poll / UOE Vote'. This is unchecked by default.
2. When a poll vote is selected, UOE amounts will be used in the vote tallies and will display the sum of UOE for lots who have votes yes, no or abstain.
3. Under *Meeting > Results > View mode*, where a motion has been decided by poll vote, the votes label will display as 'Votes – Poll / UOE' to indicate a poll vote was selected.
4. For *Meeting minutes*, the vote tallies displayed in the minutes will be based on UOE if the motion was conducted by a poll vote.

See below for detailed screenshots. *(Released: May 2024)*

## Record individual votes for lots

The option to record vote tallies or individual votes per lot has been moved to the motion level. Global setting for vote tallies has been removed. For QLD buildings, only individual voting is available to meet legislative requirements. *(Released: Mar 2024)*

## Vote tallies

1. When capturing votes on the Results screen, you'll now see how many lots are eligible to vote. This will be shown next to the existing tally for number of attendees.

   Eligible to vote tally is calculated using the **financial status of the lot AND the motion resolution type**. The rules are:

   a. Buildings in VIC
      i. Special, Unanimous, Resolution without dissent = Unfinancial lots are **included** in eligible to vote tally.
      ii. All other resolution types = Unfinancial lots are **excluded** in eligible to vote tally.

   b. Buildings in all other States
      i. Unanimous, Resolution without dissent = Unfinancial lots are **included** in eligible to vote tally.
      ii. All other resolution types = Unfinancial lots are **excluded** in eligible to vote tally.

2. When viewing or recording votes on the *Results* page for any motion of any resolution type, you can also hover over the Yes and No vote tallies to see helpful tips.

   a. Percentage of votes e.g. "80% Yes"
   b. Number of eligible votes per voter e.g. "5 out of 6 eligible votes". This calculation won't display when Poll Voting is enabled for the motion.
   c. Number of eligible votes per UOE e.g. "800 out of 1000 eligible UOE". This calculation won't display for CM/VOCM meeting types.

See below for detailed screenshots. *(Released: May 2024, Sept 2024)*

# GENERAL

## New option for Multi-OC meetings (VIC)

Using a new global setting, you can optionally enable this feature if it's applicable to you. Once enabled, when creating a meeting AND it's a meeting for a VIC building with 2 or more active schedules, you'll be able to select via a new checkbox whether the meeting is for a multi-OC.

If a meeting is marked as a multi-OC meeting, it'll display the OCs (schedules) that the Lots belong to on the *Meeting>Attendance tab* and in the attendance table of the meeting minutes. You can also use the new feature 'Grouping motions' to display motions per OC in notice, minutes and results screen.

***Note***: It currently only caters to a meeting being held for all OCs in one meeting. Further improvements to this feature are planned in future releases.

See below for detailed screenshots. *(Released: Dec 2023)*

## New filters on meetings page

Filters on the meetings page have been improved for a better user experience.

1. Default view to 'in progress' – When viewing the *PIQ+>Meetings page*, you'll now only see meetings that are in progress (will not see completed or cancelled). You can still change the *Status* filter to see all meetings as required.

2. Improved ‘Status’ filter – Improvements have been made to the *Status* filter to group ‘in progress’ statuses and make it easier to view and use the filter.
3. New ‘Meeting type’ filter – You can now filter your meetings by the type of meeting using the new *Meeting type* filter. The options are AGM, General, Committee, VOCM. *(Released: April 2025)*

## Mover & seconder fields

We’ve improved the Mover and Seconder fields on the *Meeting>Results page* for a better user experience. The Mover/Seconder fields will now only show the attendees of the meeting, to avoid unnecessary scrolling and searching. The fields will now be ‘search and select’ dropdowns, so you won’t be able to enter custom text or a person that’s not an attendee.

***Note*:** You can enable Mover and Seconder fields under *PIQ+>Settings* menu. *(Released: April 2025)*

## Content in meeting documents

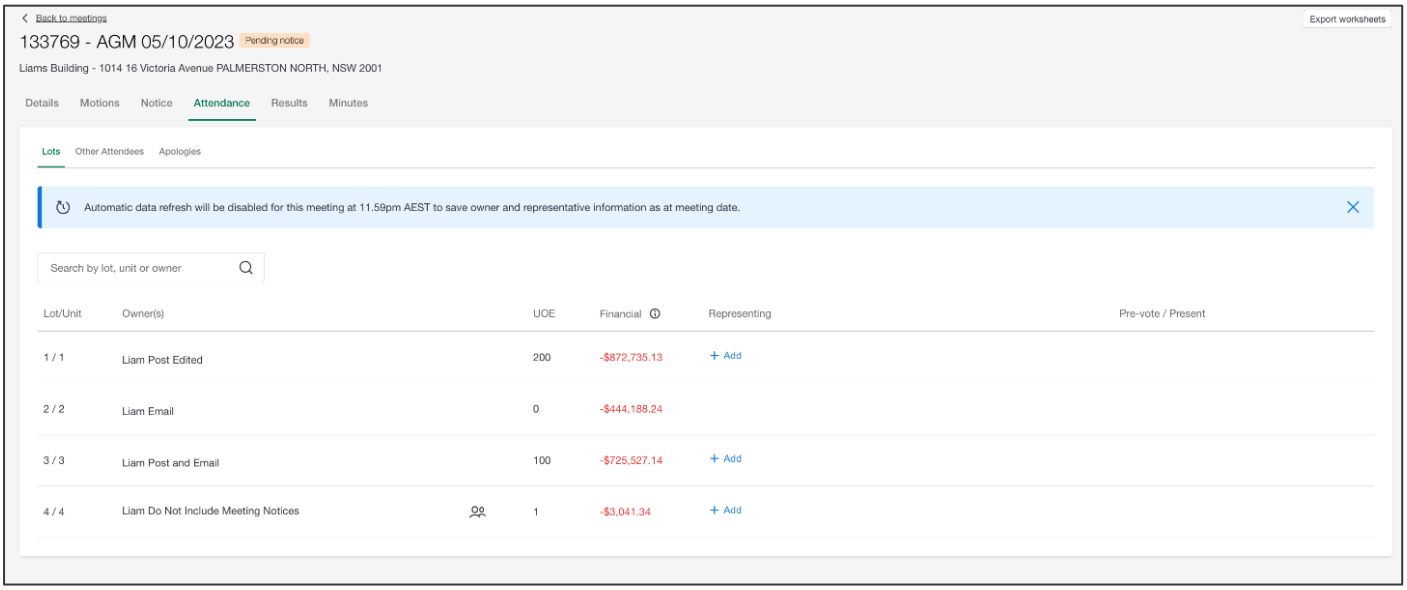
1. Notice and Minutes to display ‘statutory’ and proposer - Improvements have been made to ensure legislative compliance for what motion information must be displayed in meeting documents.
    a. If a motion is marked as a statutory motion (QLD), then ‘Statutory’ is shown under the motion title in the Notice and Minutes document, on the same line as the resolution type.
    b. If a motion has a proposer, then the proposer details is shown under the motion title in the Notice and Minutes document, on the same line as the resolution type. For example, “Submitted by Committee” or “Submitted by Lot 1”. *(Released: Feb 2025)*
2. Motion notes positioning in minutes – An improvement has been made to ensure that motion notes (when entered) are shown at the end of the motion for all motion types. *(Released: Jul 2024)*
3. Mover & Seconder position in minutes – Mover and seconder details will now display **before** the vote tally and outcome of a motion in the meeting minutes. *(Released: April 2025)*
4. Motions block to include motion type & proposing Lot (QLD) - For QLD buildings, the motion type and the proposing Lot will be displayed in the Notice and Minutes, as it’s a legal requirement in QLD e.g. Submitted by Committee, Submitted by Lot 1. If there is no Lot number selected, it will say “Submitted by Owner”. *(Released: Mar 2024)*

## Automatic meeting status changes

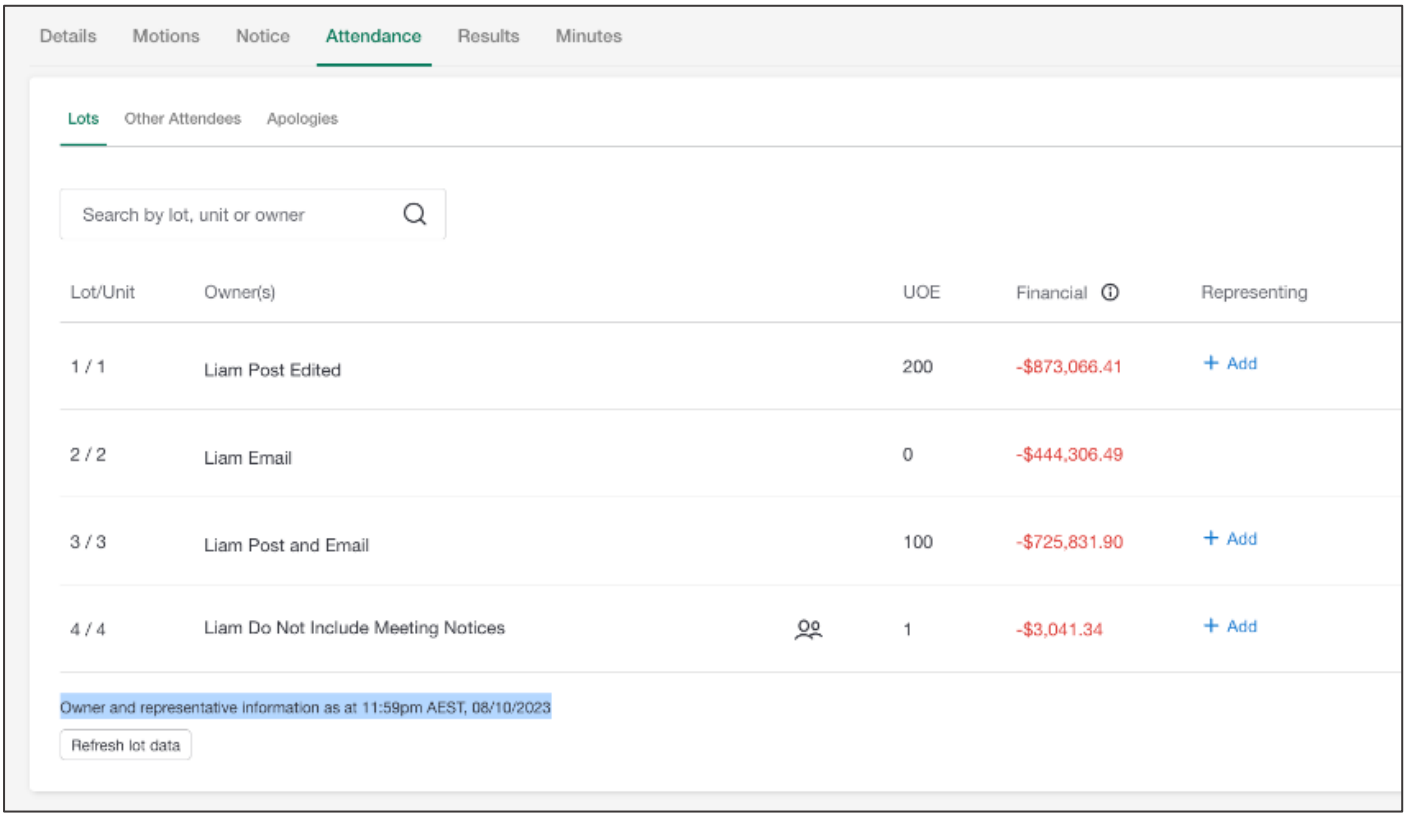
Once minutes are sent, the meeting status will be automatically updated to “Completed” to transition the meeting into read-only mode, preserving the data & results after minutes distribution. *(Released: Dec 2023)*

## Attendance - Lock attendance

**On-screen callout** about attendance details being locked post meeting date e.g. automatic data refresh will be disabled. AGM example.



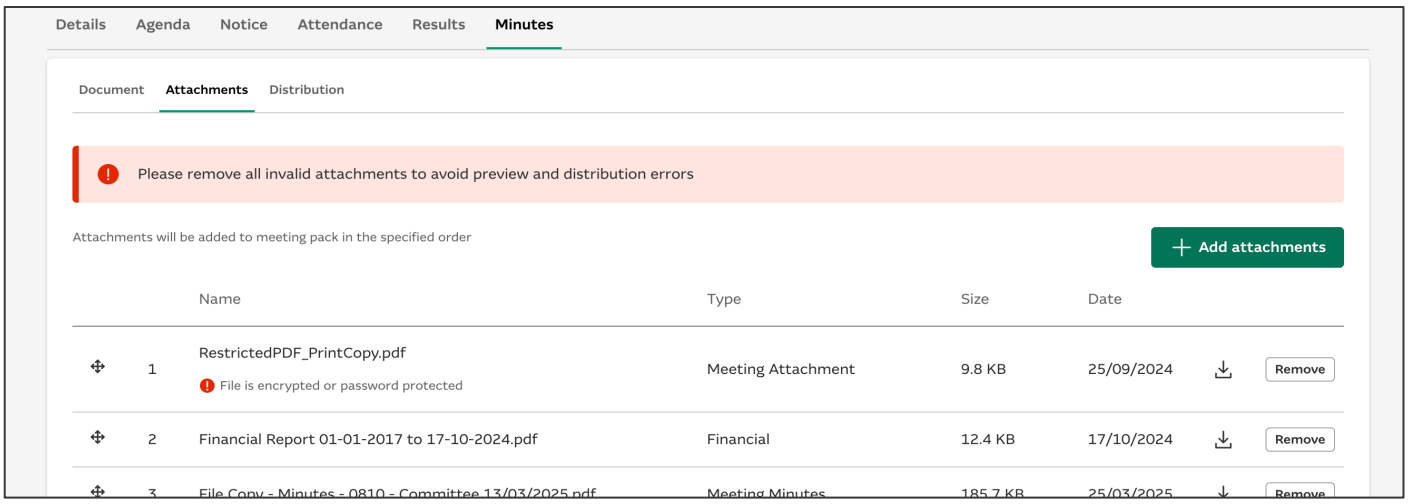

**Option to refresh** attendance data via the 'Refresh lot data' button. AGM example.



## Meeting attachments - New alerts for invalid attachments

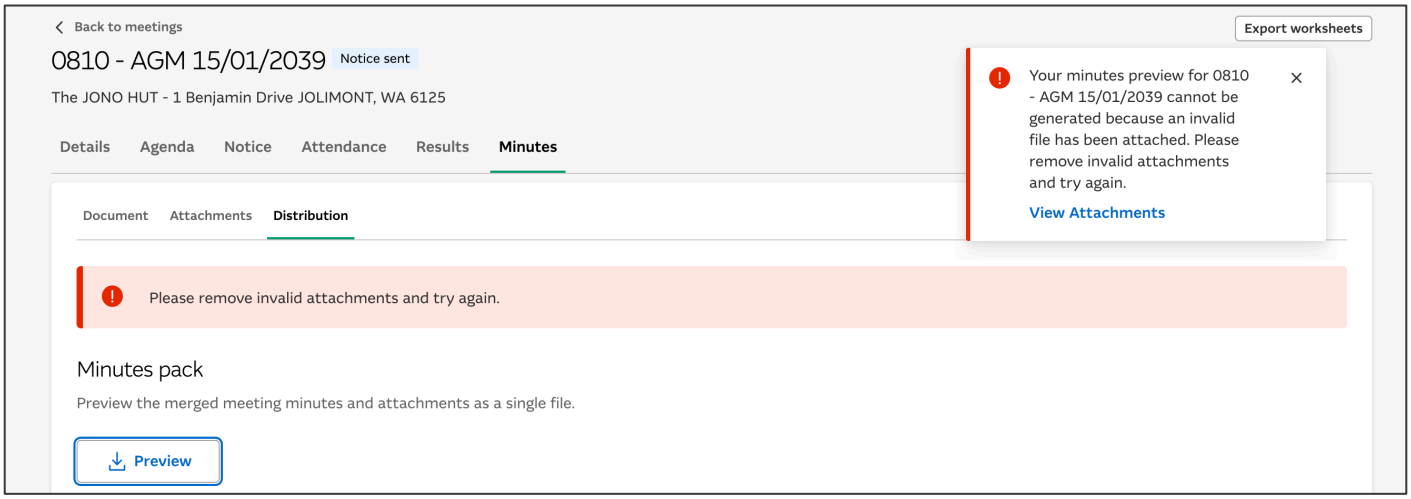
### Viewing files on Attachments tab

- When viewing the *Attachments* tab for Notices and Minutes, if you attach an invalid PDF file an error message will be displayed at the top of the screen.
- The invalid file in the attachments list will also be highlighted with an error message, making it easier for you to identify, remove and resolve each invalid file.



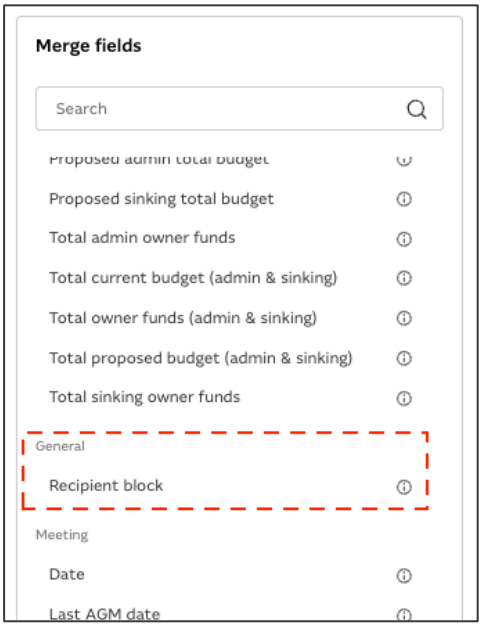

### Preview and Distribution

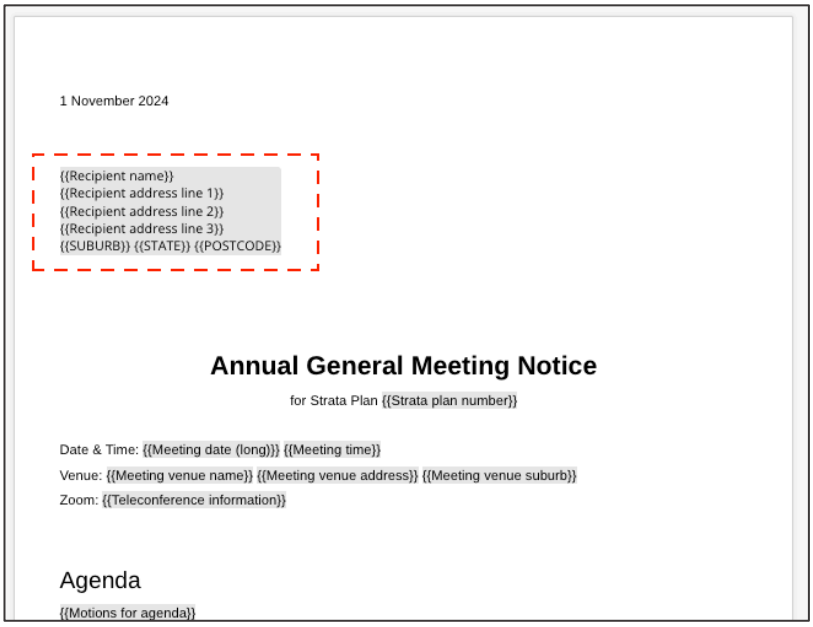
- When attempting to preview or distribute notice or minutes packs that contain invalid attachments, you'll now see an error message on the *Distribution* tab for Notices and Minutes.
- You'll also see a popup message in the corner of the screen, with a hyperlink to direct you to the *Attachments* tab to resolve any issues.



## New merge field - ‘Recipient block’ for postal distribution

Example of “Recipient Block” merge field



## New merge field – Agenda summary table

Example of agenda summary (as shown within a document template)

### Agenda

| No. | Title | Type | Submitted by |
|---|---|---|---|
| 1 | Accept minutes of the previous meeting | Statutory, Ordinary | Committee |
| 2 | Financial statements | Statutory, Ordinary | Committee |
| 3 | Auditor | Statutory, Ordinary | Committee |
| 4 | Insurance Policy | Ordinary | Committee |
| 5 | Annual Fire Safety Statement | Ordinary | Committee |
| 6 | Painting | | |
| 6.1 | Painting - Quote A | Special | Committee |
| 6.2 | Painting - Quote B | Special | Committee |
| 7 | Discussion item - general business | | |

Example of agenda summary with voting options – used as a 'voting sheet' (as shown within a document template)

For **OWNERS CORPORATION 40023**

**Gazebo Terraces, 12 Little Street ALBION**

### Voting Sheet

Agenda items and motions discussed at **AGM on 24th April 2025.**

Please vote *Yes*, *No* or *Abstain* against each motion by ticking the checkbox in the voting column.

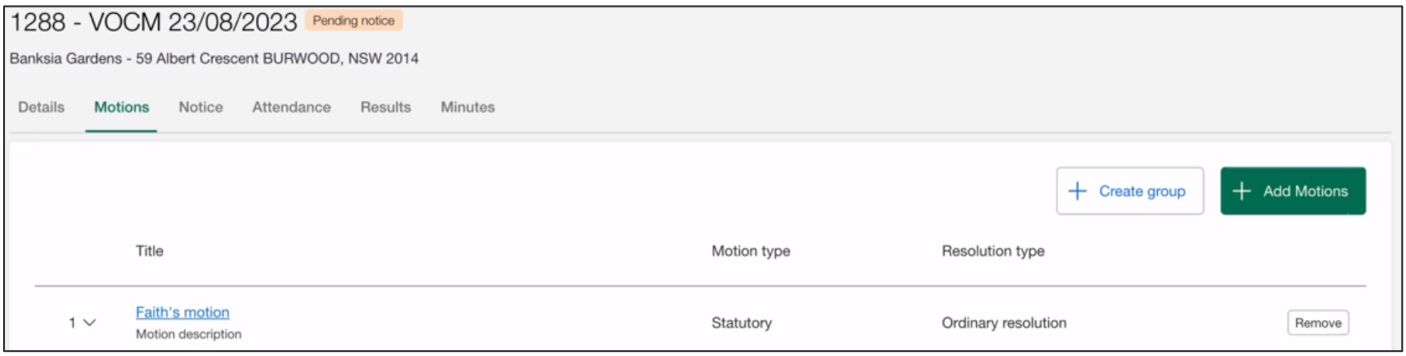
| No. | Title | Type | Submitted by | Voting |
|---|---|---|---|---|
| 1 | Accept minutes of the previous meeting | Statutory, Ordinary | Committee | [ ] Yes [ ] No [ ] Abstain |
| 2 | Financial statements | Statutory, Ordinary | Committee | [ ] Yes [ ] No [ ] Abstain |
| 3 | Auditor | Statutory, Ordinary | Committee | [ ] Yes [ ] No [ ] Abstain |
| 4 | Insurance Policy | Ordinary | Committee | [ ] Yes [ ] No [ ] Abstain |
| 5 | Annual Fire Safety Statement | Ordinary | Committee | [ ] Yes [ ] No [ ] Abstain |
| 6 | Painting | | | |
| 6.1 | Painting - Quote A | Special | Committee | [ ] Yes [ ] No [ ] Abstain |
| 6.2 | Painting - Quote B | Special | Committee | [ ] Yes [ ] No [ ] Abstain |
| 7 | Discussion item - general business | | | |

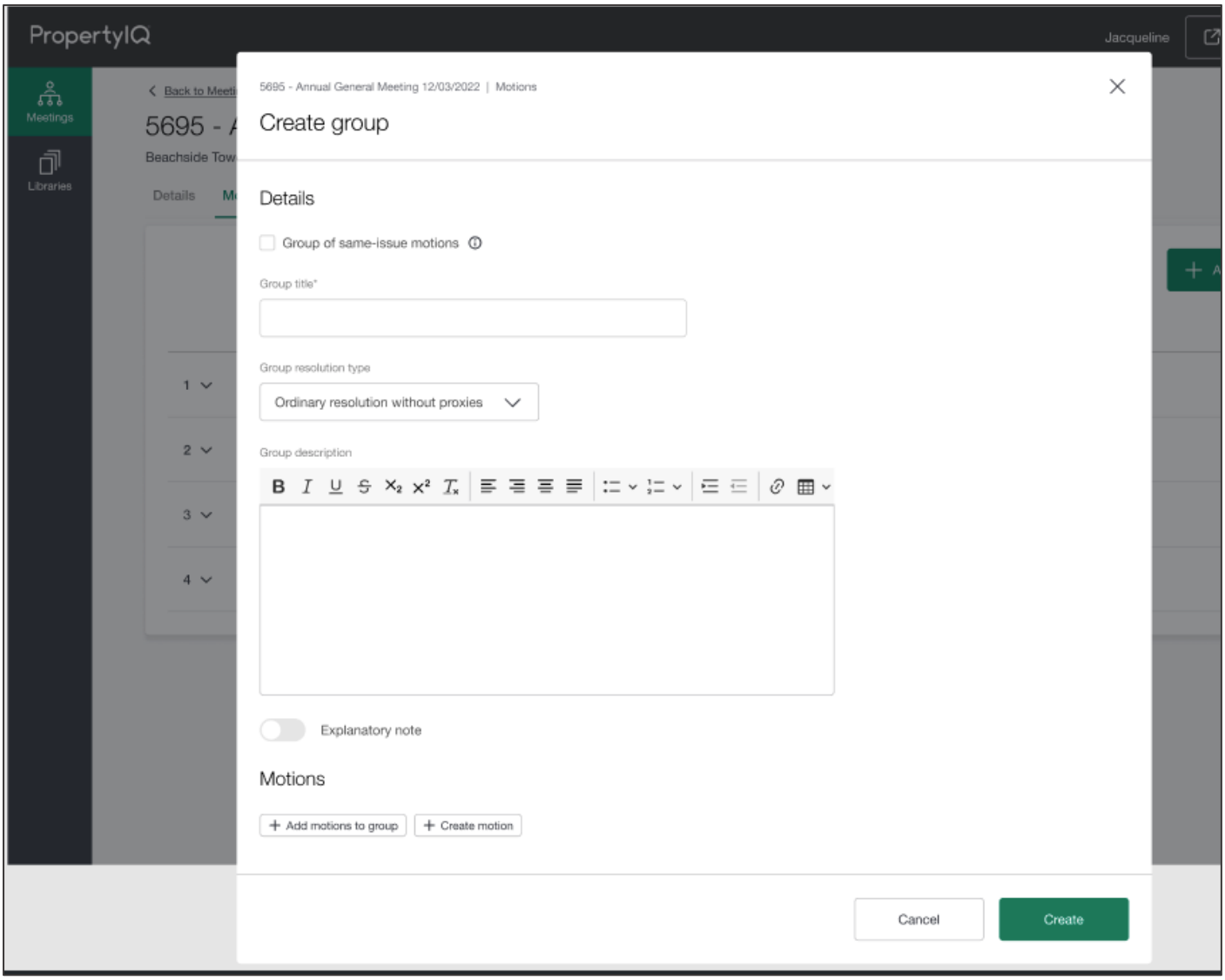
Please complete and sign the below, and return to ....

| | |
|---|---|
| **Owner name** | {{Owner name}} |
| **Lot number** | {{Lot number}} |
| **Unit number** | {{Unit number}} |
| **Signature:** | |
| **Date:** | |

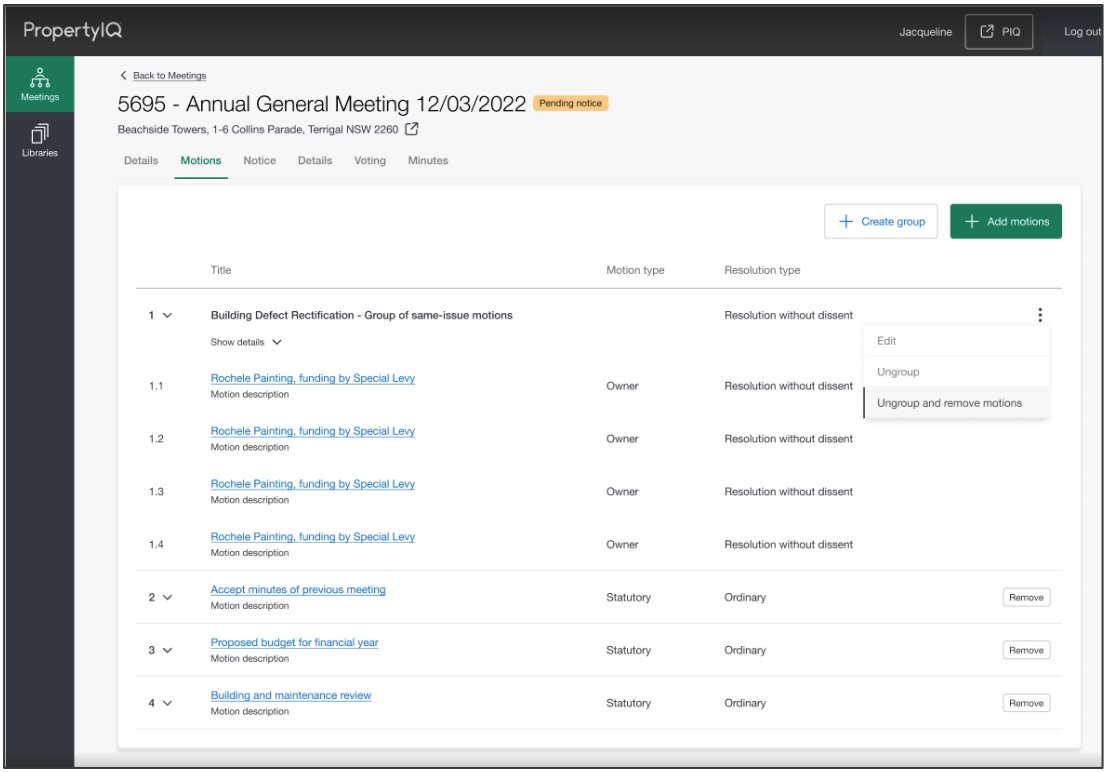
## Create a group of motions (inc ‘same-issue motions’)

**Create a group** using the *+Create group* button. Fill in the details of the group of motions.

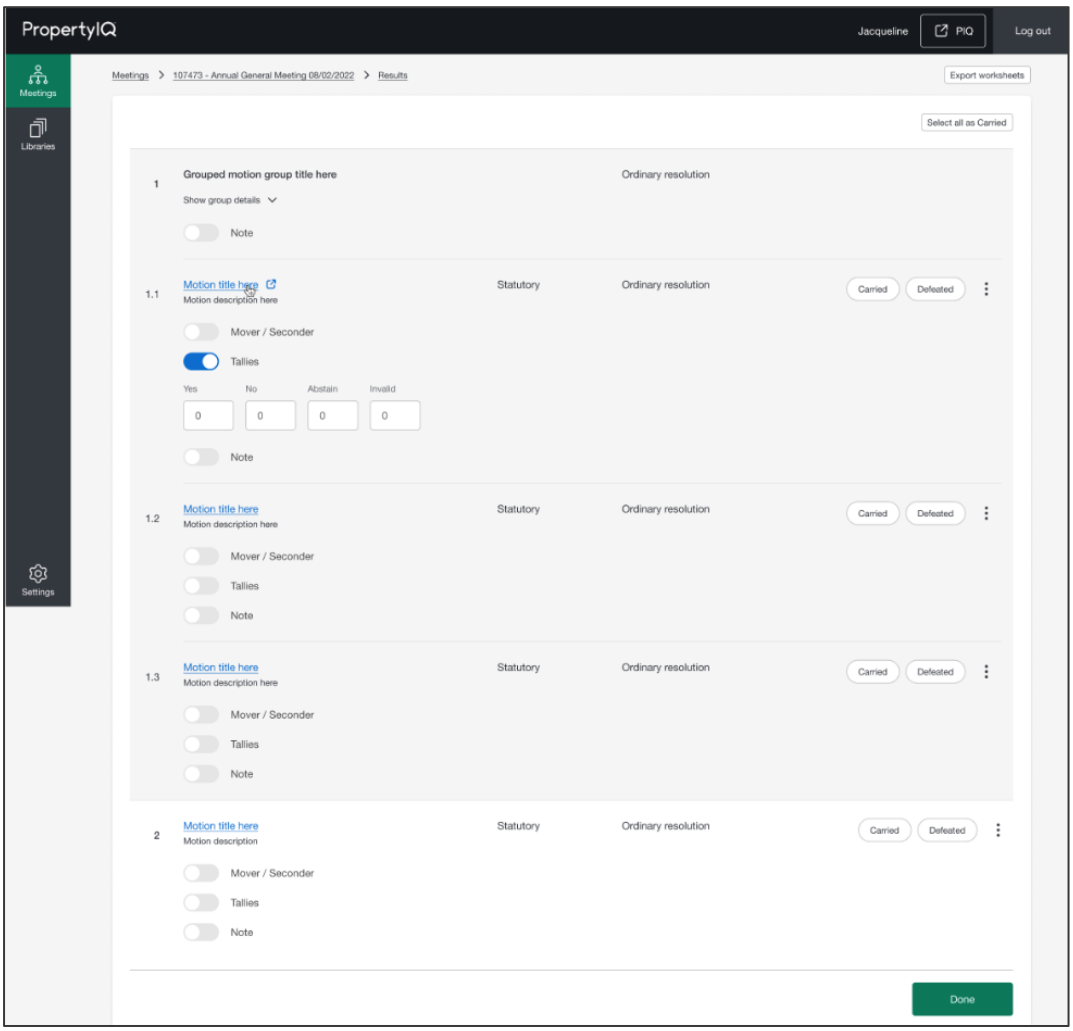


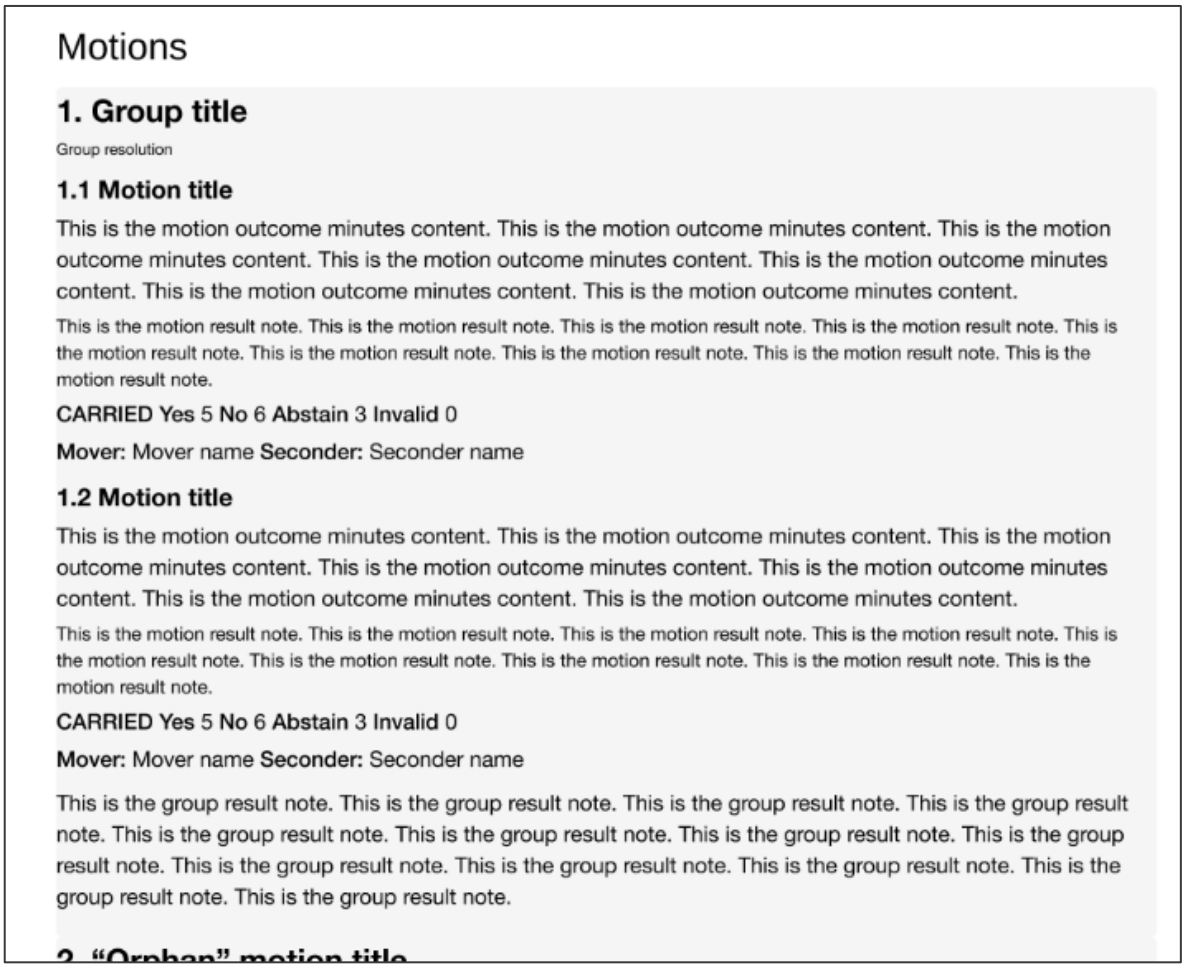
On the Motions tab of meeting, **Edit or Ungroup motions** using the action menu of the motion.




On the Results screen > Edit mode, **record the results** for a group motion.



Example of a grouped motion in the minutes document (including outcome and vote tallies for each motion within the group)



Motions

**1. Group title**

Group resolution

**1.1 Motion title**

This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content.

This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note.

**CARRIED Yes** 5 **No** 6 **Abstain** 3 **Invalid** 0

**Mover:** Mover name **Seconder:** Seconder name

**1.2 Motion title**

This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content. This is the motion outcome minutes content.

This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note. This is the motion result note.

**CARRIED Yes** 5 **No** 6 **Abstain** 3 **Invalid** 0

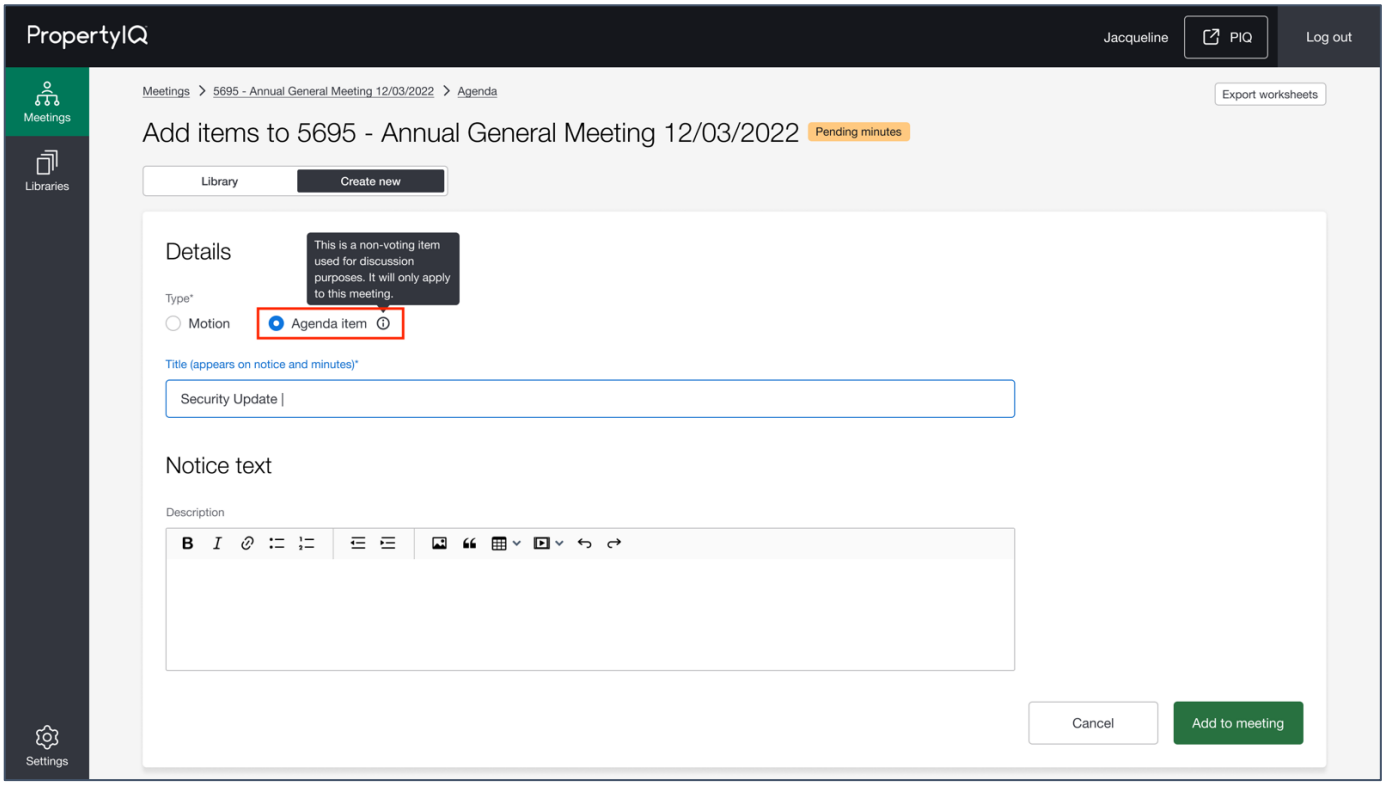
**Mover:** Mover name **Seconder:** Seconder name

This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note. This is the group result note.

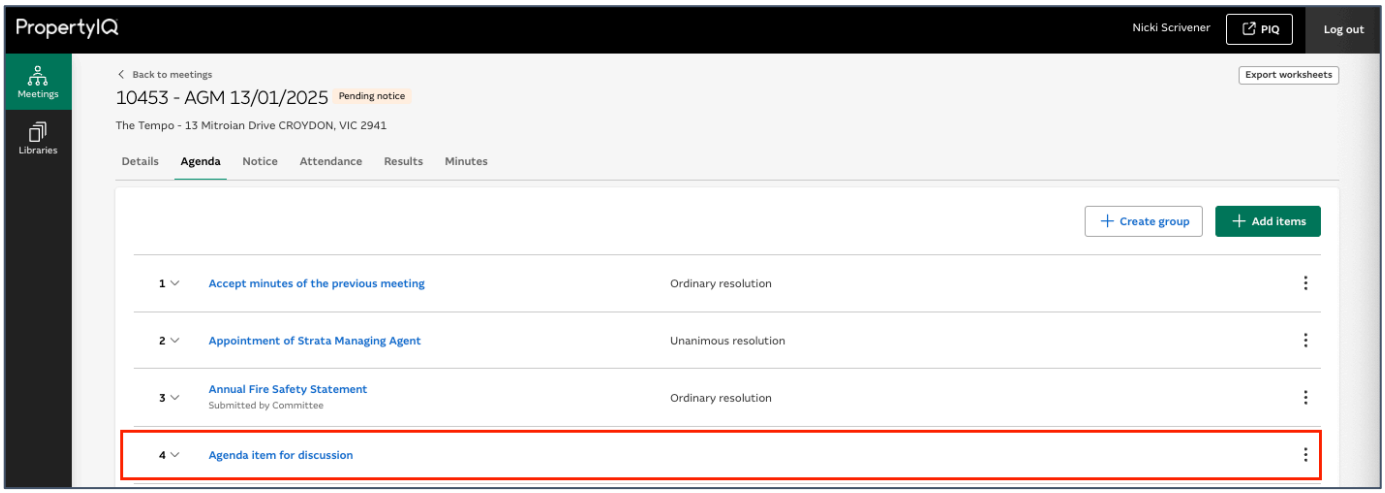
**2. "Orphan" motion title**

## New motion type ‘Agenda item’

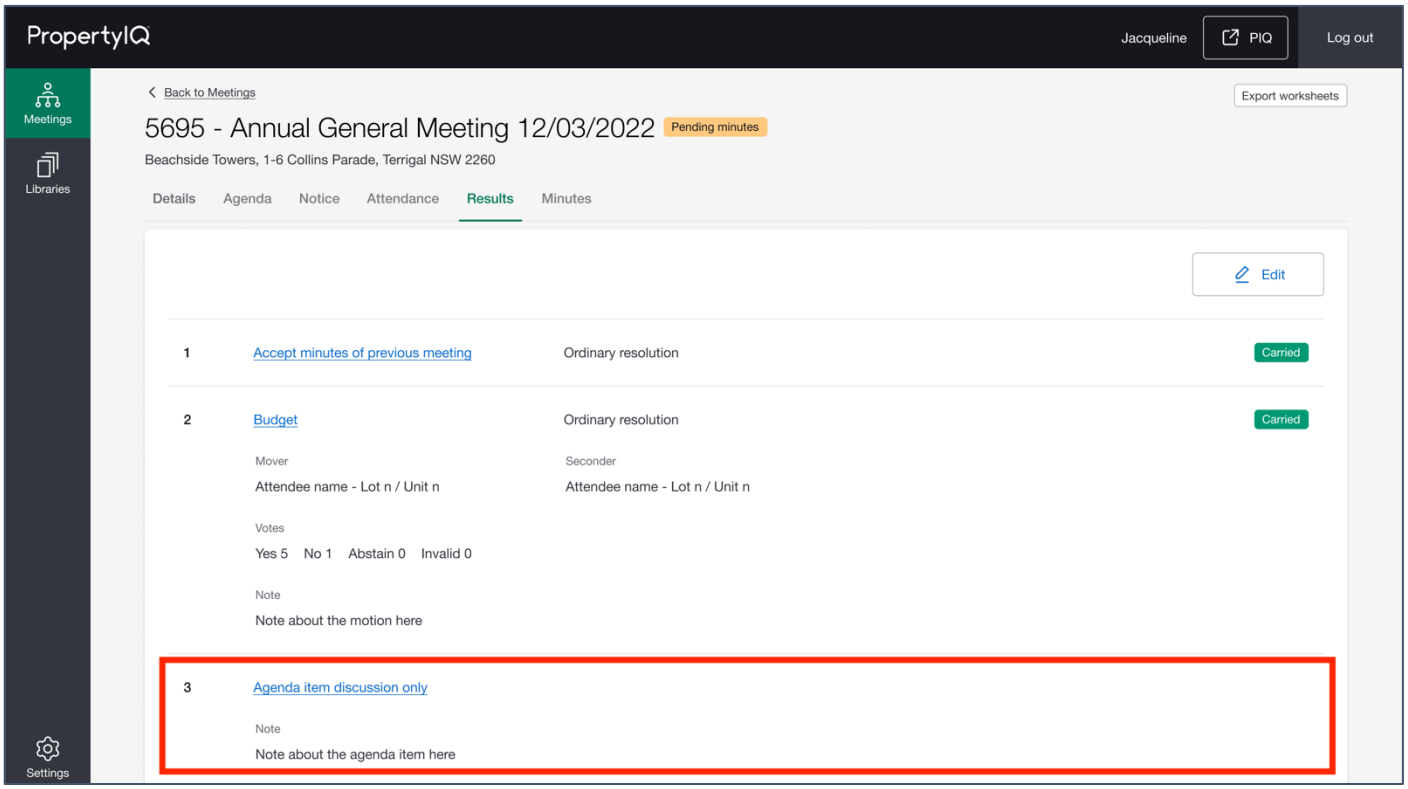
You can **create** an Agenda Item for your meeting under *Meeting> Agenda tab> +Add Items* and selecting ‘Agenda item’ as shown below.

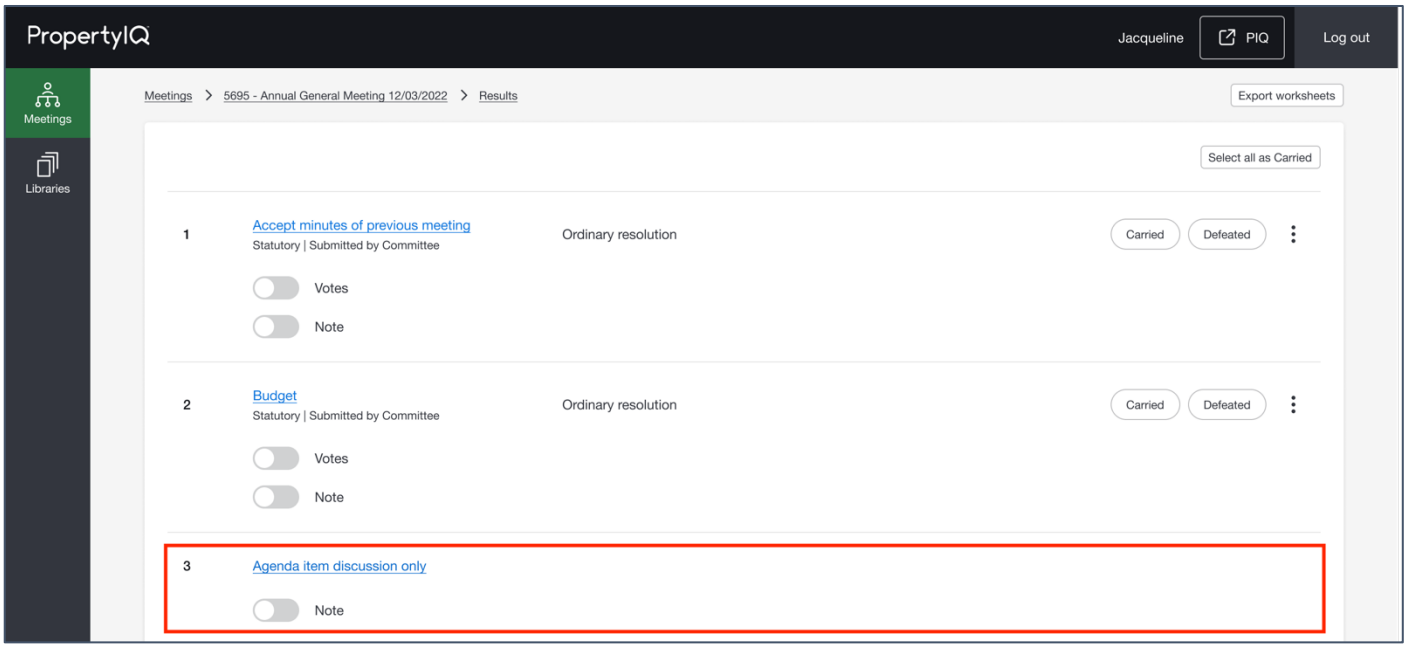



On the *Meeting> Agenda tab*, you can see the Agenda Item in the list. It won’t include other details like resolution type, proposer and statutory label as these aren’t applicable. You can edit, remove and re-order it in the list.



On the *Meeting> Results t*ab, you can see the Agenda Item in view and edit mode, with the option to record a note.



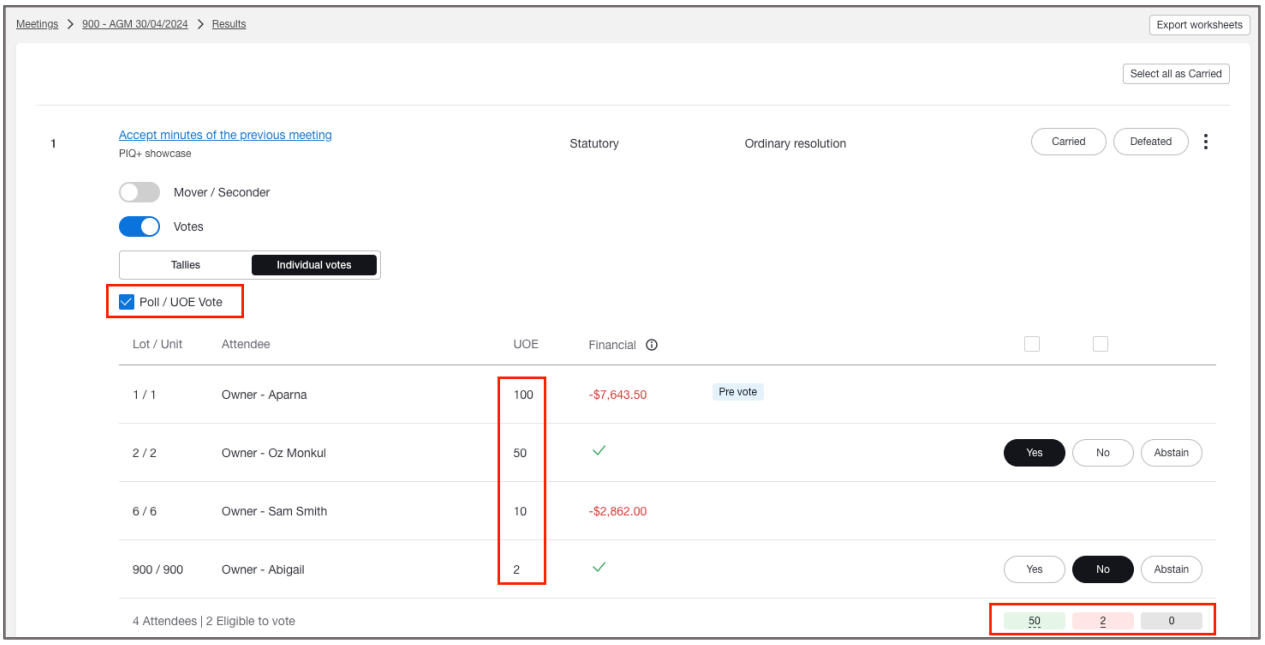



## Voting - Poll voting

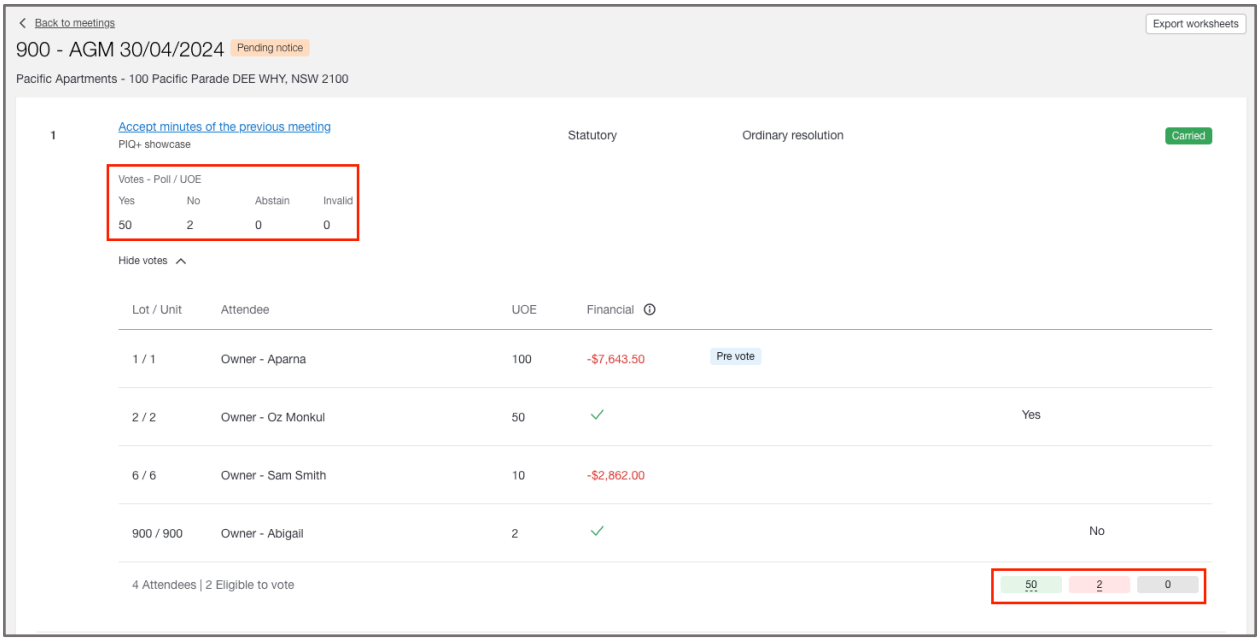
You can now **capture a poll vote** for a motion in AGM and General Meetings.

- Under *Meeting > Results > Edit mode*, when capturing votes using the 'individual voting' method, there's a new checkbox called 'Poll / UOE Vote'. This is unchecked by default.
- When a poll vote is selected, UOE amounts will be used in the vote tallies and will display the sum of UOE for lots who have votes yes, no or abstain.
- Under *Meeting > Results > View mode*, where a motion has been decided by poll vote, the votes label will display as 'Votes – Poll / UOE' to indicate a poll vote was selected.
- For *Meeting minutes*, the vote tallies displayed in the minutes will be based on UOE if the motion was conducted by a poll vote.

Example of Results > Edit mode when capturing votes using Poll / UOE Vote




Example of Results > View mode for a motion decided by Poll / UOE Vote

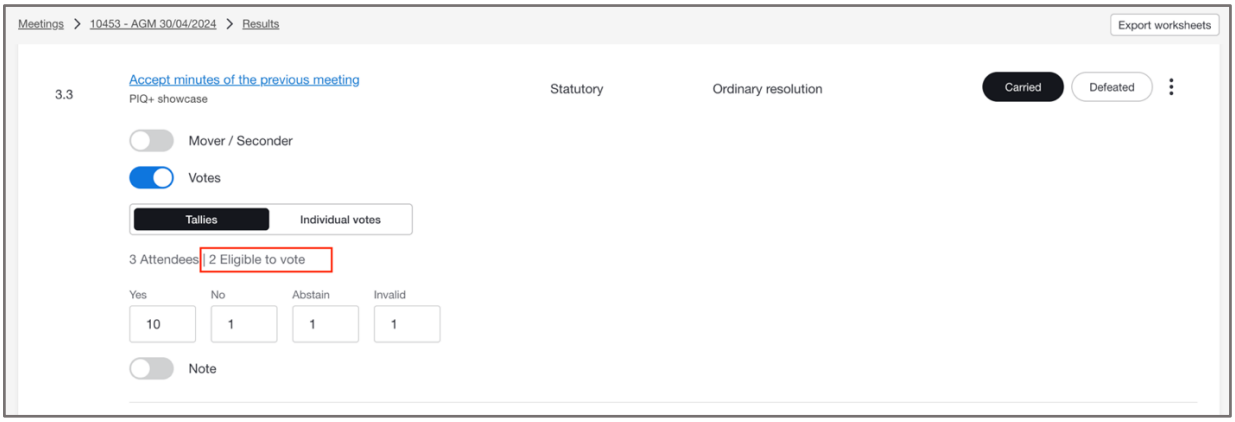


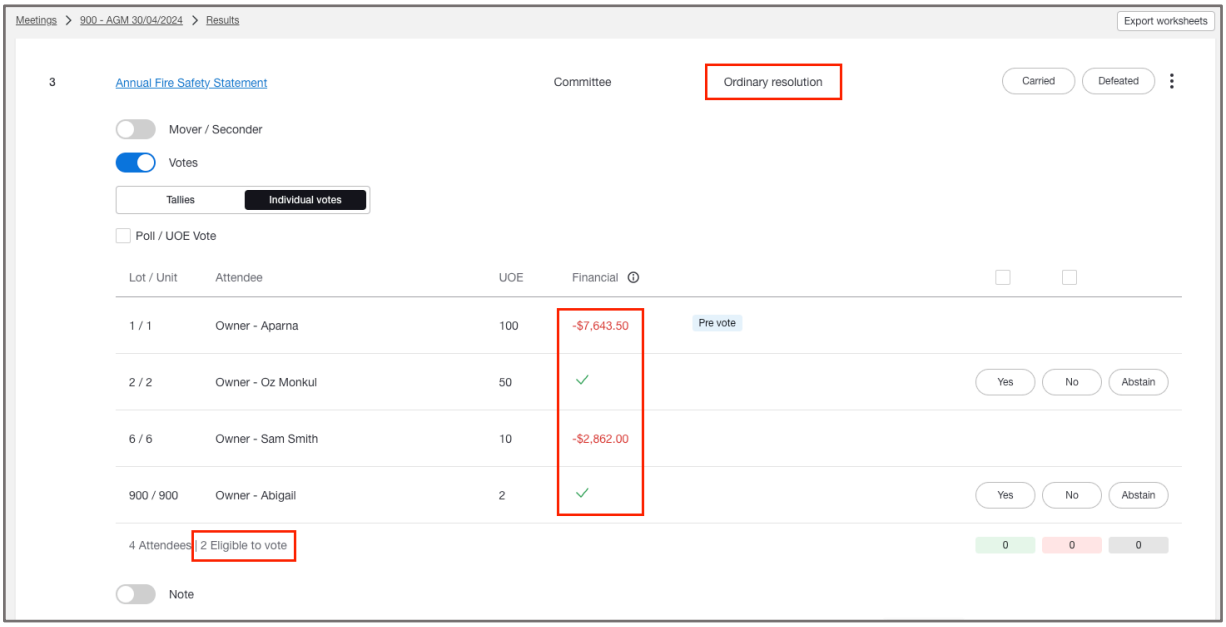
Example of Meeting Minutes > Motion vote tallies for a motion decided by Poll / UOE Vote

## Voting - Vote tallies

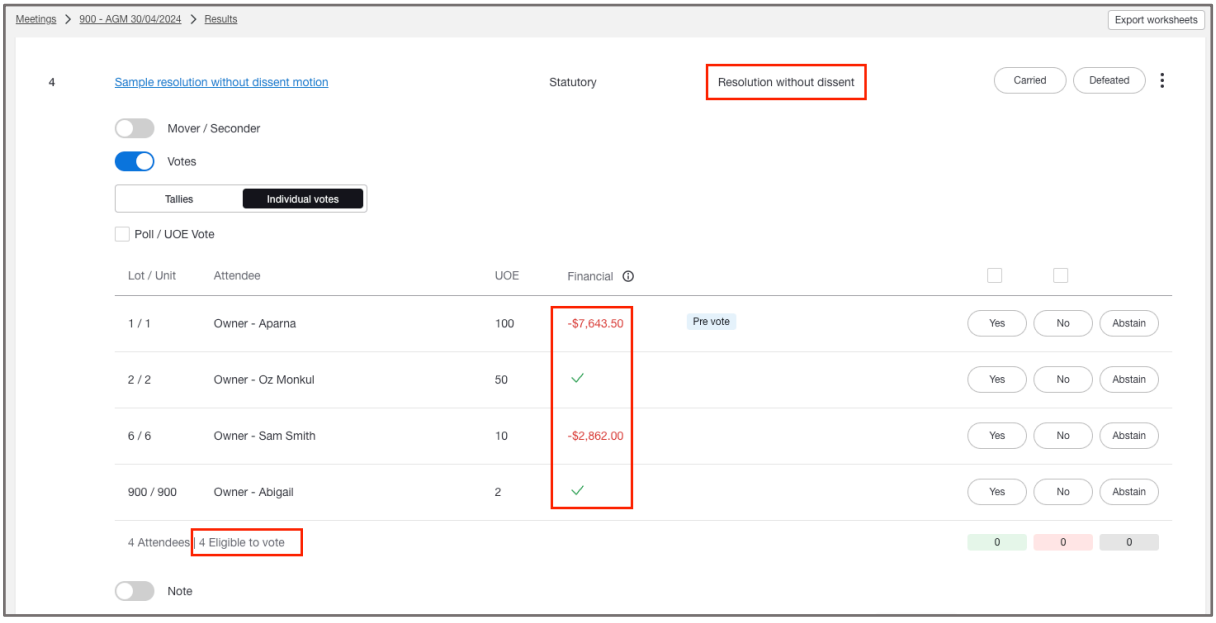
When capturing votes on the Results screen, you'll now see how many lots are eligible to vote. This will be shown next to the existing tally for number of attendees.

Examples of Ordinary resolution – Tallies and Individual Votes methods:



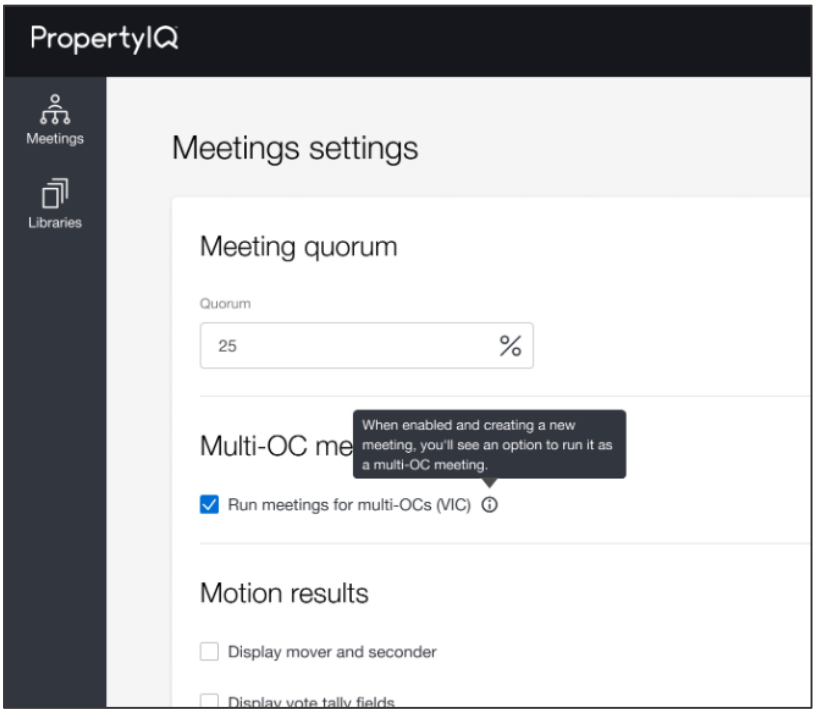




Example of Resolution without dissent:

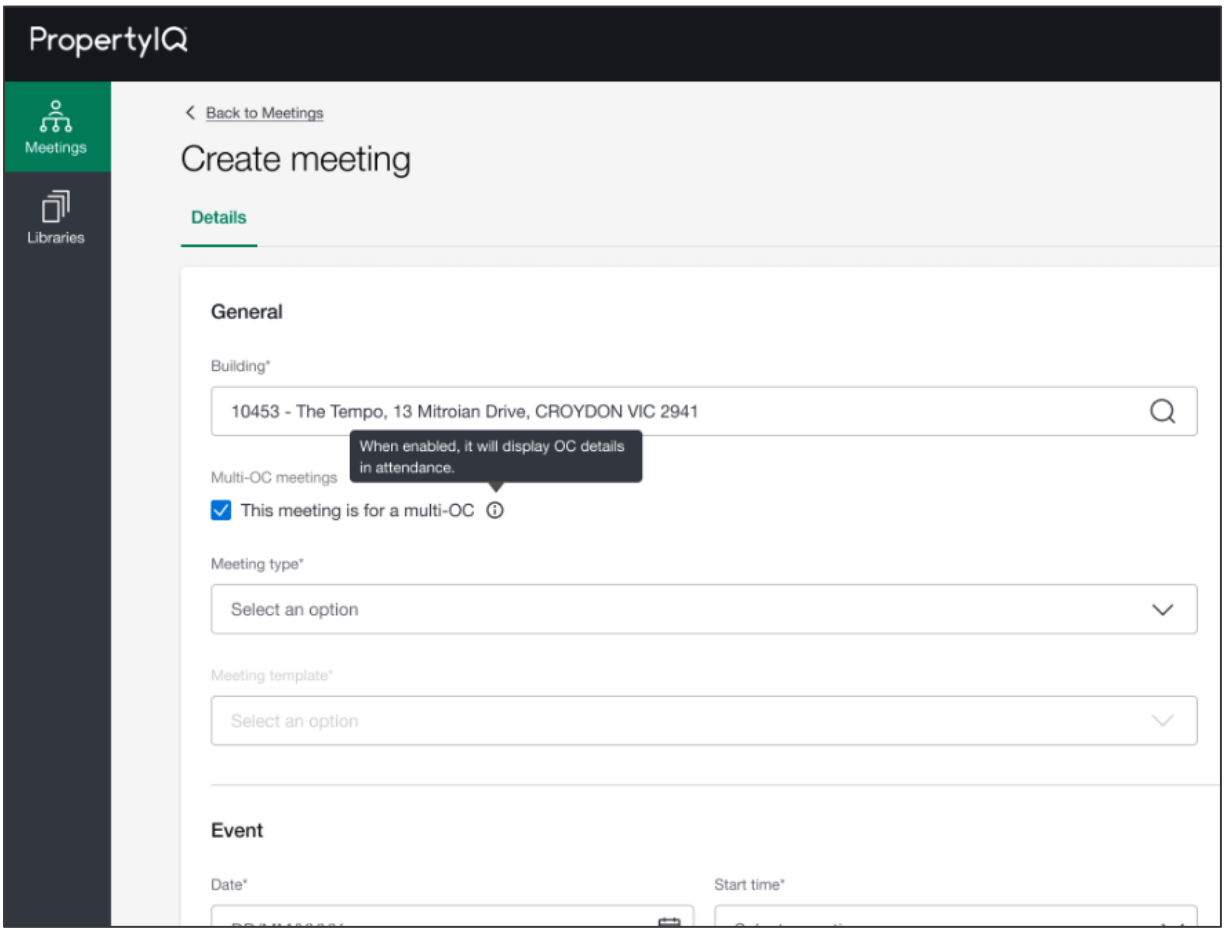


## Multi-OC meetings (VIC)

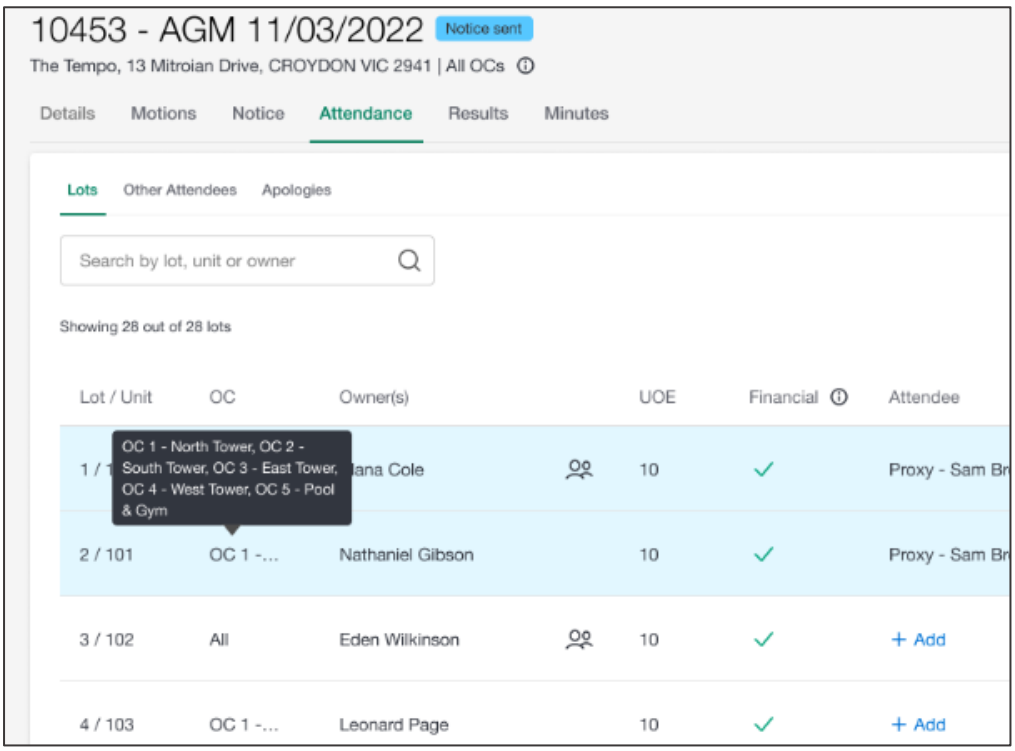
On PIQ+ > Settings page, **new global setting** to enable functionality for Multi-OC Meetings. This setting is disabled by default.



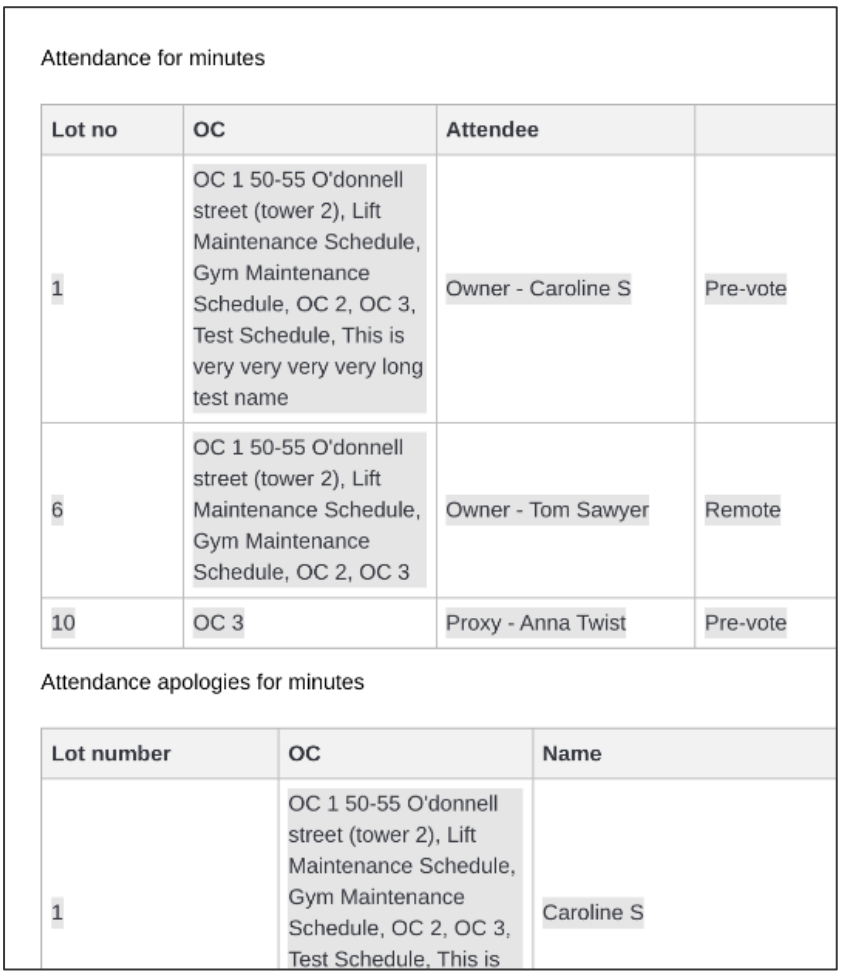

When the global setting is **enabled** for multi-OC meetings AND creating a new meeting, you'll see a **new checkbox option** 'This meeting is for a multi-OC'. This is unticked by default.



When it's a Multi-OC meeting and you're viewing the **Attendance tab** of a meeting, a **new OC column** will be shown with the OCs for each Lot.




In the **minutes document**, a **new OC column** will be shown in the **Attendance table** with the OCs for each Lot in attendance.



Attendance for minutes

| Lot no | OC | Attendee | |
|---|---|---|---|
| 1 | OC 1 50-55 O'donnell street (tower 2), Lift Maintenance Schedule, Gym Maintenance Schedule, OC 2, OC 3, Test Schedule, This is very very very very long test name | Owner - Caroline S | Pre-vote |
| 6 | OC 1 50-55 O'donnell street (tower 2), Lift Maintenance Schedule, Gym Maintenance Schedule, OC 2, OC 3 | Owner - Tom Sawyer | Remote |
| 10 | OC 3 | Proxy - Anna Twist | Pre-vote |

Attendance apologies for minutes

| Lot number | OC | Name |
|---|---|---|
| 1 | OC 1 50-55 O'donnell street (tower 2), Lift Maintenance Schedule, Gym Maintenance Schedule, OC 2, OC 3, Test Schedule, This is | Caroline S |