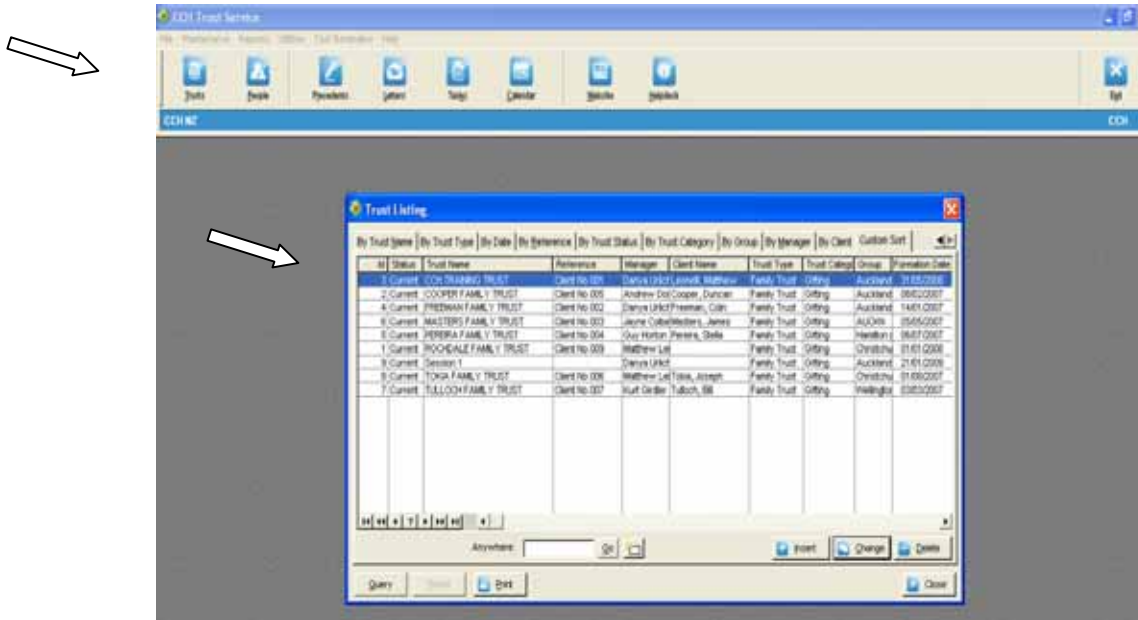


# SESSION 3.4

# LEVEL 1

## CREATING MINUTE DOCUMENTS

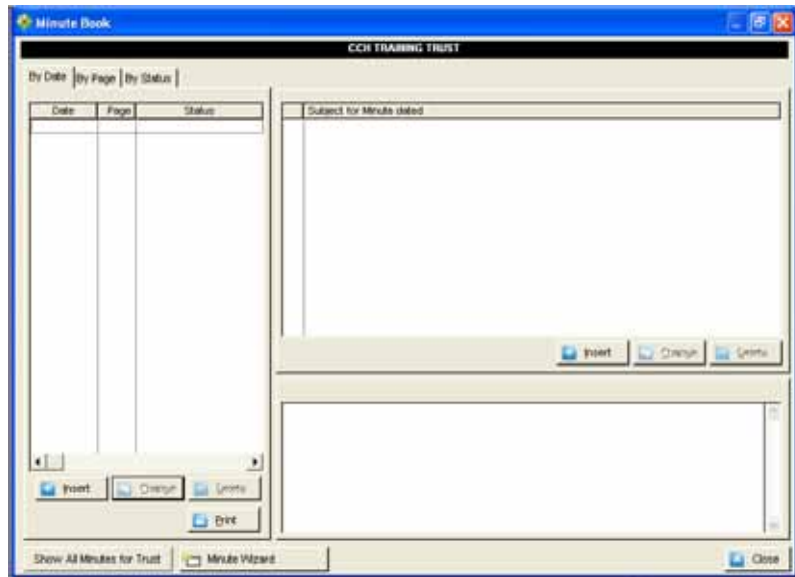
Select Trust Shortcut, then select Trust from List (double click or select Change)



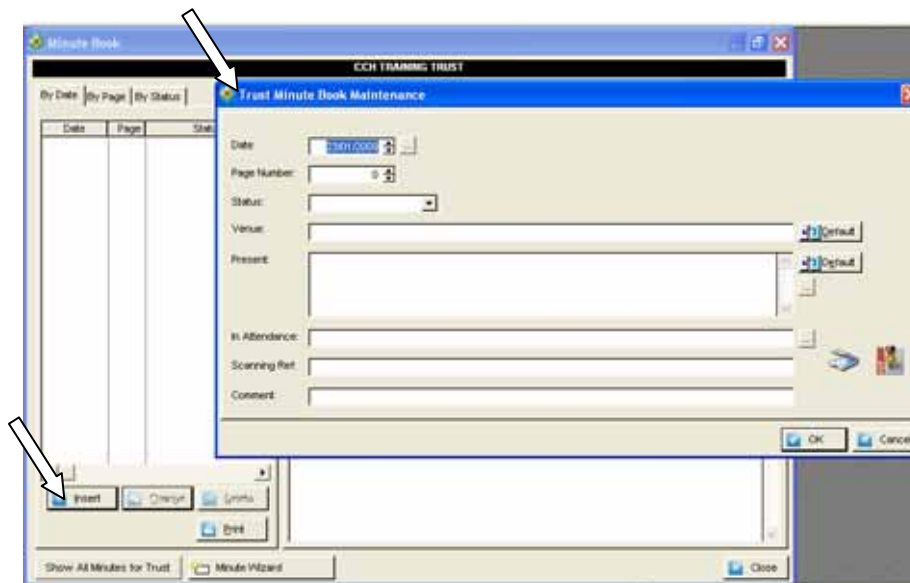
Select Minutes from Right Hand Menu to open the Minute Book



This is the Minute Book. It records the creation of Minutes & creates Minute Documents



To Add a Page to the Minute Book

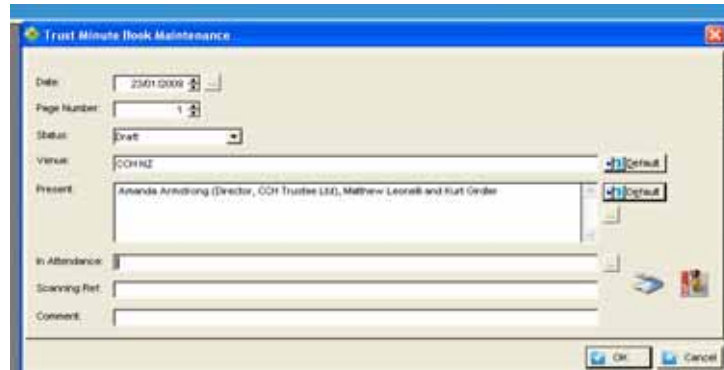


Select Insert (bottom Left) to Open Trust Minute Book Maintenance Screen & complete details

- Add Date
- Add Page Number
- Select Status as Draft

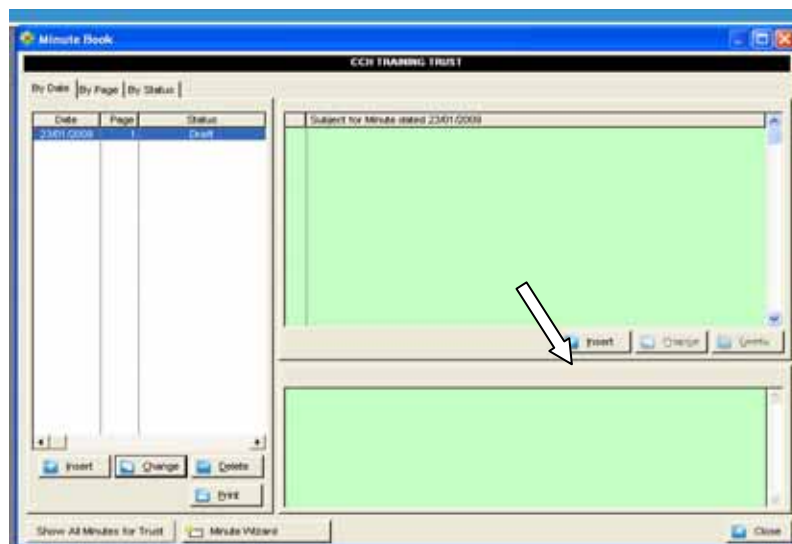
Venue can be populated with your company name by selecting Default  
Present can be populated with the names of Trustees & Settlers by selecting Default.  
Additional Attendees can be added by selecting the small square at the end of In Attendance

Venue, Present & In Attendance can also be typed directly into



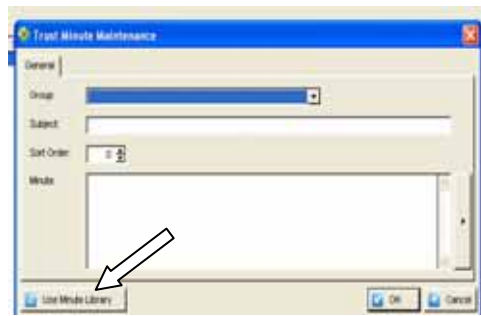
Select OK

You now have a Blank Page in your Minute Book (shown in Green)

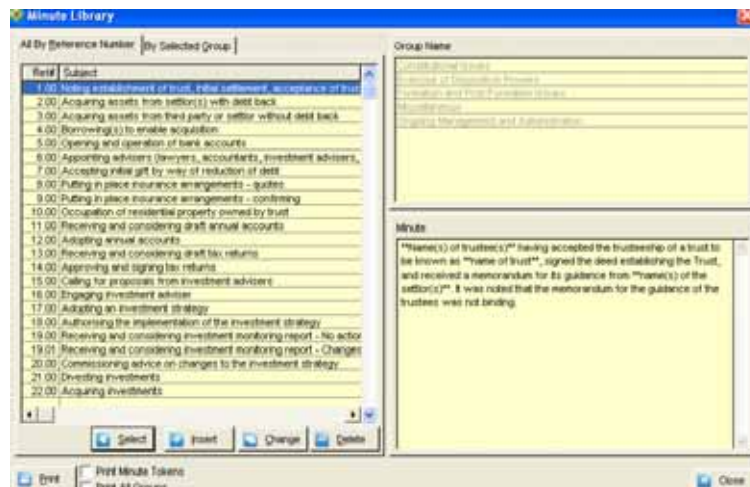


To Add Minutes to blank page, select Insert (mid right screen)

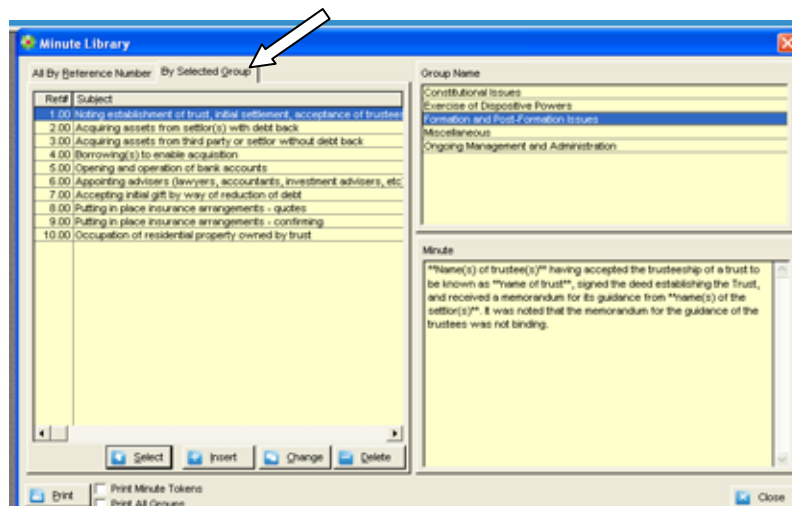
This opens the Trust Minute Maintenance Screen



Select Use Minute Library. The CCH Minute Library contains a large number of Minute Templates, separated into Minute Groups

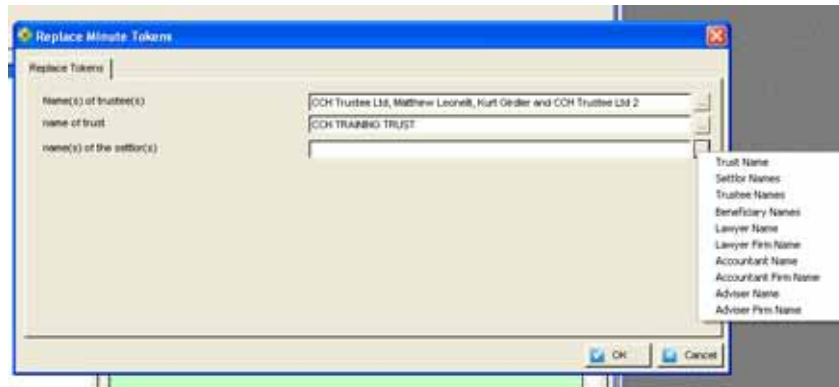


It can be difficult to find the minute you are looking for in the 'All By Reference Number' view. Select By Selected Group tab to make searching easier.



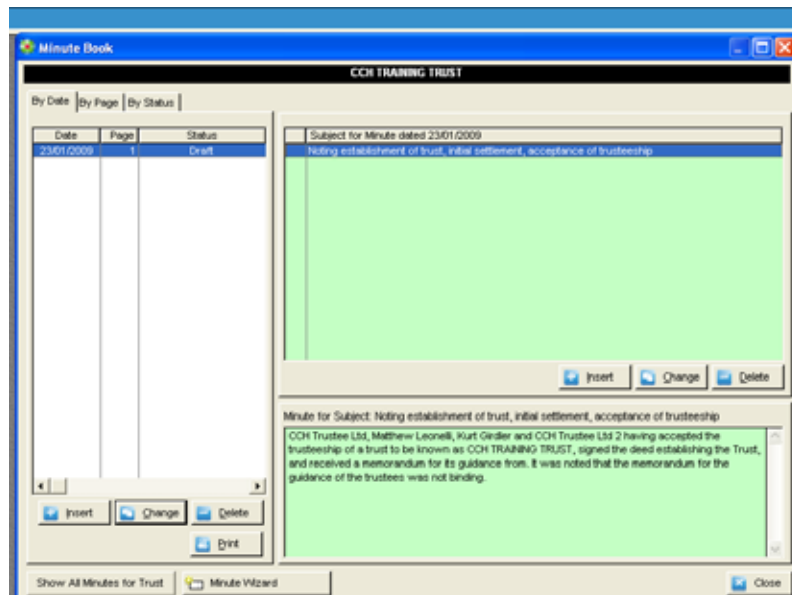
The highlighted Minute is shown in full in the bottom right screen.

Select the Minute you want to add to your Page in the Minute Book



You will now see a screen similar to Step 3 in the Precedent Wizard where you can insert the relevant detail for this trust. Select the small square box to access the drop down menu or, if no drop down is available you can type information directly into the field.

Select OK, then OK again



You now have 1 minute added to your Page. Continue the process - Insert, Select Minute, use Drop Downs or Type to add information, click OK - until you have added all the Minutes you require.

To Create your Minute Document, you have two choices:

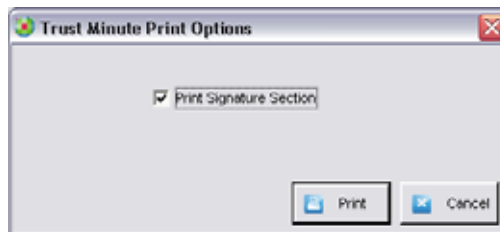
Select the Print Button - see below.

Select Minute Wizard Button - see page 7 for instructions.

The difference between the two options is that if you use the Print Button the document does not get added to the document register this can be useful if you just want to print the notes off for checking the information is correct.

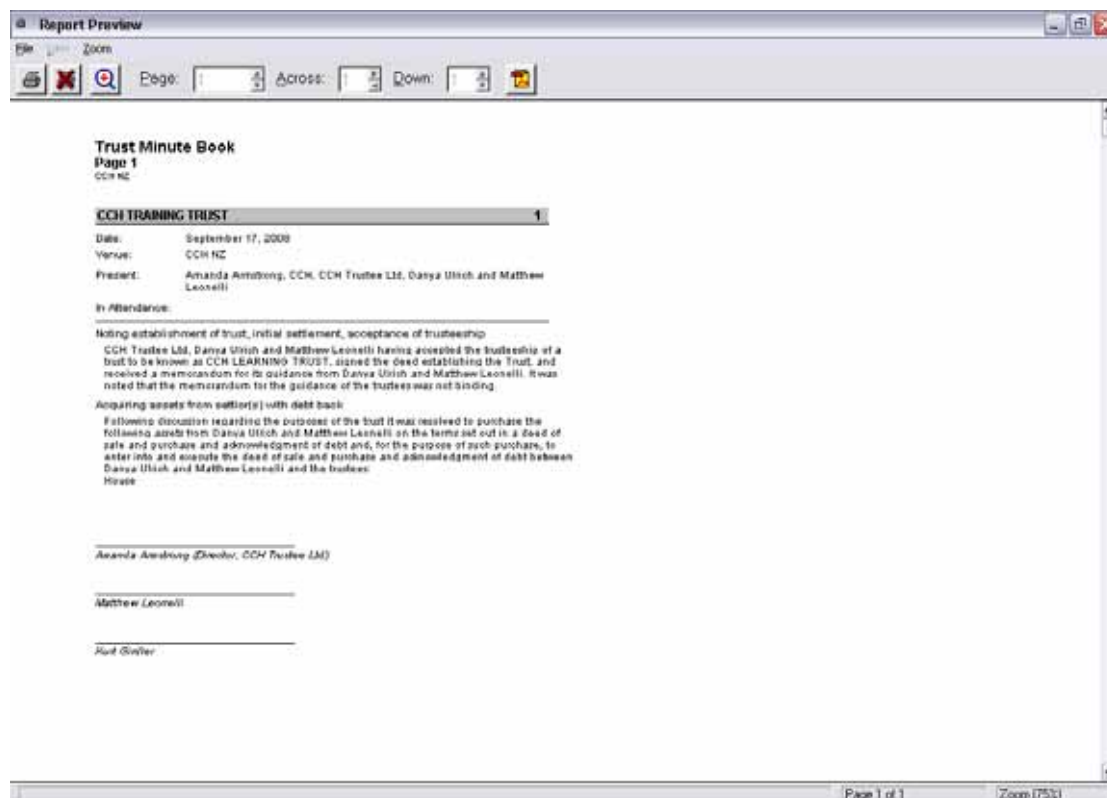
## Printing using the Print Button

Select the Print Button



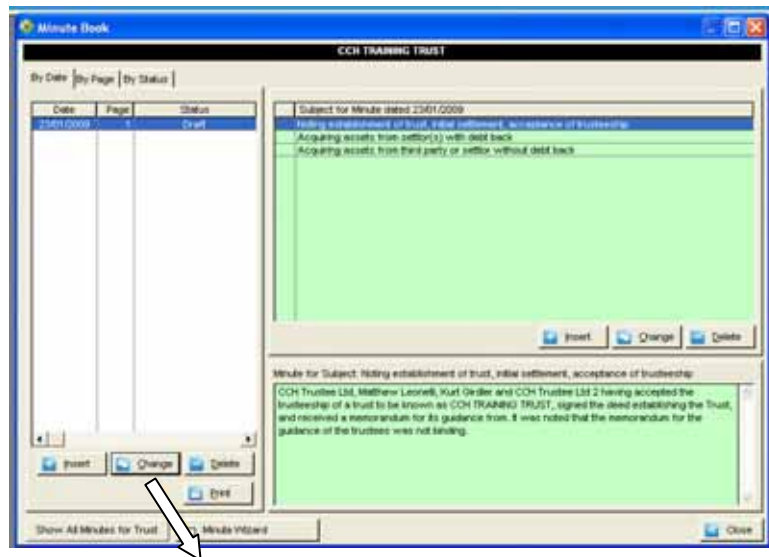
If you wish to have a signature section leave the Print Signature Section button ticked.

Select the print button and the following document will be produced via in a .pdf format



## Printing use the Minute Wizard Button

Select the Minutes Wizard Button



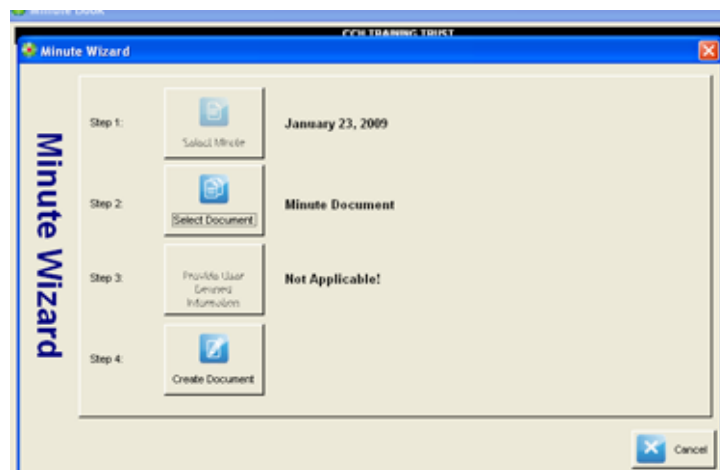
You can now create your Minute or Resolution Document using the same 4 Step Wizard we saw when using the Precedent Wizard.

Step 1 - This will be completed for you

Step 2 - Select the Minute Document or Resolution Document as required (Resolution Document does not include information on Venue or Persons Present)

Step 3 - As information is added on each individual Minute, there is no Step 3 to perform in the Minute Wizard. This option will be greyed out.

Step 4 - Create Document



You have now created your Minute Document in Word - see example below

## EXAMPLE MINUTE DOCUMENT

**Minutes for Trust  
CCH TRAINING TRUST**

Date: 1/23/2009

Venue: CCH NZ

Present: Amanda Armstrong (Director, CCH Trustee Ltd), Matthew Leonelli and Kurt Girdler

In Attendance:

**Noting establishment of trust, initial settlement, acceptance of trusteeship**

CCH Trustee Ltd, Matthew Leonelli, Kurt Girdler and CCH Trustee Ltd 2 having accepted the trusteeship of a trust to be known as CCH TRAINING TRUST, signed the deed establishing the Trust, and received a memorandum for its guidance from. It was noted that the memorandum for the guidance of the trustees was not binding.

**Acquiring assets from settlor(s) with debt back**

Following discussion regarding the purposes of the trust it was resolved to purchase the following assets from Danya Ulrich and Matthew Leonelli on the terms set out in a deed of sale and purchase and acknowledgment of debt and, for the purpose of such purchase, to enter into and execute the deed of sale and purchase and acknowledgment of debt between Danya Ulrich and Matthew Leonelli and the trustees:  
House in Auckland

**Acquiring assets from third party or settlor without debt back**

It was resolved to purchase House in Auckland from Danya Ulrich and Matthew Leonelli on the terms set out in [name and description of assets being acquired] and to enter into the [Description of agreement/contract recording terms of purchase].

---

Amanda Armstrong (Director, CCH Trustee Ltd)

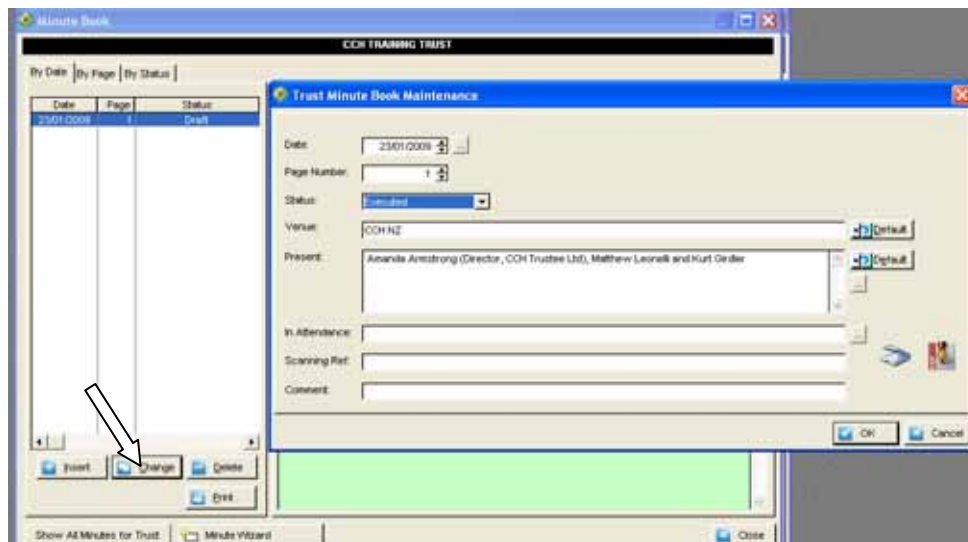
---

Matthew Leonelli

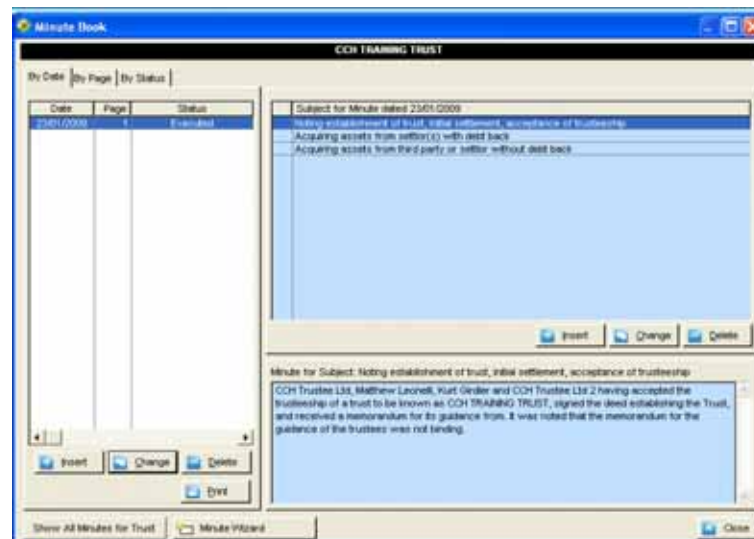
---

Kurt Girdler

Once the Minutes Document is signed you should return to the Page in the Minute Book and Change the Status from Draft to Executed.



Select Change, bottom Left. The colour of the Minutes may now change if you have set colours. To learn how to do this see notes on Session 6



You should not be able to add or amend the Minutes once the status has been changed to Executed

## Customisation

It is possible to customise the Minute Library by editing existing templates, adding additional templates or creating combined minutes\*

\*Combined minutes - if you always use, for example, Minute 1 to 6 when establishing a new Trust, these can be combined into a single Minute to reduce data entry time.

To learn more about Minute Customisation see notes on Session 9

If your company uses dictation for Trust Minutes get your partners/authors familiar with the Minute Library. Dictation can then be reduced to citing the reference number of the minutes only.

To Print the Minute Library

Select Maintenance (from main screen menu), select Libraries, Select Minutes

Select Print All Groups for a full list of Standard Minutes available

Use this list to identify combined minutes you may want to create, changes you may want to make to the standard templates or additions you may want to make to the library.

