



## **Agenda**

Central Committee Meeting #10 – Monday, 24<sup>th</sup> April 2023

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Time : 17:00 PM

Venue : PAR-Building 168-416 (Steve Howard Theatre)  
& Zoom (only for committee members that were excused)

### **1. Procedural Matters**

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome - Welcoming Co-opted Officers
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

### **2. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

- 3.1. CCM #9

### **4. Proposals**

- 4.1. Mental Health Week Proposal
  - 4.1.1. Mental Health Week x Meat and Greet Proposal 2023
  - 4.1.2. Mental Health Week x International Hangout Proposal
- 4.2. SWOTSNACC Proposal

### **5. Reports**

- 5.1. Finance Workshop Semester 1 2023 Report
- 5.2. ISA Recruitment March Intake 2023 Report



## **6. Other Business**

- 6.1. Feedback for Bonding Dinner #2
- 6.2. UMSUi Election
- 6.3. Welfare Brekkie Attendance
- 6.4. Lounge Clean Up

## **7. Next Meeting**



## Unconfirmed Minutes

Central Committee Meeting #8 – Friday, 20<sup>th</sup> March 2023

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Time : 17:00 PM

Venue : PAR-Building 168-416 (Steve Howard Theatre)  
& Zoom (only for committee members that were excused)

### 1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
  - Attendance – 33/35 Members

#### Absent with Apologies

Officers: Felice ALEXANDRA, Alison TRAN

#### Leaving Early with Apologies

Officers: Man Yan (Jessica) LAU

#### Motion 1

Move that **Standing Orders** be adopted for **CCM #9** at **5:05 PM**

Mover : Tarish KADAM

Seconded : Xinyuan WANG (Cynthia)

CARRIED without contention.

#### 1.5. Adoption of Agenda

#### Motion 2

Move that the **Agenda for CCM #9** be adopted at **5:06 PM**

Mover : Michelle Avalo DJAP

Seconded : Thi Ngoc Trinh NGUYEN

CARRIED without contention.

## 2. Matters Arising from Previous Minutes

### 3. Confirmation of Previous Minutes

#### Motion 3

Move that the **minutes of CCM #8 be accepted and confirmed as a true and accurate record.**

Mover : Jaqueline MARSHIELA

Secunder : Ella LEE

Motion Carried.

#### Motion 4

Move that the **PR/Visa Workshop Proposal** be accepted.

Mover : Jodis TJUNTORO

Secunder : Richard HA

Motion Carried.

#### Motion 5

Move that the **Earth Week Proposal** be accepted.

Mover : Ying Yu Chen (Danielle)

Secunder : Jeslyn Tandyajaya

Motion Carried.

#### Motion 6

Move that the **President's Monthly Report** be accepted.

Mover : Christopher PRAWIRA

Secunder : Robertus Jonathan INDRAJAJA

Motion Carried.

## 4. Other matters

4.1. ISA Strike System

4.2. MnM Announcements (Night Market Profile Picture & Website Questions)



Motion 7

Move that **Standing Orders** be suspended at **5:31 PM**

Mover : Stephanie Daniella HARTONO

Secunder : Gerald CHANDRADINATA

Motion Carried.

Motion 8

Move that **CCM #9** be adjourned at **5:32 PM**

Mover : A Sophia De Alwis (Sophia)

Secunder : Jodis TJUNTORO

Motion Carried.

**Prepared by,**

**Angeline Cassie GANILY**  
**Secretary 2022/23**  
**UMSU International**



## **Mental Health Week Proposal**

Central Committee Meeting #10 10– 24th April 2023

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### **1. Introduction**

The UMSUi Welfare Department will be holding a Mental Health Week as part of our aim to improve mental health for international students at Unimelb. Mental Health Week will be held in Semester 1. UMSU International will join stakeholders across the University, such as the Health Promotions Program, Counselling and Psychological Services (CAPs) and Student Information, to deliver wellbeing events and services to students across the University, both physically and online. Currently, our events include: wellness dogs, mental health workshops, guest speakers, 'donut stress' day, and yoga session. This event will also run in conjunction with our Welfare Brekkie (Mon, Wed, Fri), Meat and Greet (held by the HR department), and International Hangout (held by the P&S department). We will also be providing information in regard to accessing long-term services for student mental wellbeing. We believe this event will better help improve the mental health of students, especially during the stressful time leading up to examinations.

### **2. Objectives**

This event aims to:

- To support International students following mental health day and let them know that they are all welcome here in the University of Melbourne
- To promote UMSU International as a student body offering support on wellbeing related issues for international students.
- To provide international students with a safe and relaxing environment to share their concerns or difficulties of their current studies and life in Australia and overseas, both online and offline.
- To increase international student awareness of mental health related issues.
- To help students de-stress
- To offer useful information regarding mental health and well-being related resources and services available to international students both on and off campus

### **3. Event Details**

Date	: Week 10
Venue	: Various (TBD)
Number of Attendees	: Depends on the event but roughly 30-50 per event
Coordinators	: Danielle Chen, Audrey Cheung, Felice Alexandra, Elsa Dai
Manpower	: All the coordinators + 6 ISAs (spread across the days)
Budget	: \$5000.00

#### 4. Event Overview

Mental health week will be a week-long initiative with both engaging and educational events running throughout the week. Events will include activities such as a paint & sip session, wellness dogs, yoga classes, guest speakers/workshops, and socialising events.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
6		Planning and creating proposal	- Meeting to write proposal and finalise event ideas	Elsa DAI, Danielle CHEN
6		Yoga session planning	- Contacting potential clubs/societies for yoga session - Finding instructor for yoga - Booking venue for session	Audrey CHEUNG
6		Wellness dogs planning	- Contacting potential external therapy dog organisations - Book venue for event	Felice ALEXANDRA
7		Guest speakers/ wellbeing workshops planning	- Contacting potential organisations for guest speakers	Elsa DAI
8		Planning for craft workshops	- Finalising craft workshops events - Booking venues for events - Purchase supplies for events	Elsa DAI, Danielle CHEN
8		Planning for movie night	- Researching films and obtaining film rights for the selected film - Booking venue for event - Purchasing snacks for event	Elsa DAI, Audrey CHEUNG, Danielle CHEN, Felice ALEXANDRA
8		Feedback forms	- Create feedback forms for the different events throughout the week	Audrey CHEUNG, Danielle CHEN, Felice ALEXANDRA
9		Ordering donuts for 'Donut Stress' day (in collab w/	- Order donuts	Danielle CHEN

		Welfare Brekkie)		
<b>Event Day</b>				
10		Run events	<ul style="list-style-type: none"> <li>- Monitor running of yoga session</li> <li>- Run craft workshops</li> <li>- Run movie night, set up popcorn station &amp; snacks</li> <li>- Meat &amp; Greet event (w/ HR)</li> <li>- Monitor running of wellness dogs event</li> <li>- International Hangout event (w/ P&amp;S)</li> <li>- Meet up with guest speakers and monitor workshops</li> </ul>	Audrey CHEUNG, Danielle CHEN, Felice ALEXANDRA
<b>Post Event</b>				
10		Feedback	<ul style="list-style-type: none"> <li>- Collect feedback from participants after each event</li> </ul>	Audrey CHEUNG, Danielle CHEN, Felice ALEXANDRA

### Event Outline

- Mental Health Week will run across the entire week with the current proposed events:
  - Mon ⇒ free yoga class, craft workshop
  - Tues ⇒ guest speaker/workshops related to specific mental health topics, craft workshop
  - Wed ⇒ meat and greet, feel-good movie night
  - Thurs ⇒ international hang out, therapy dogs
  - Fri ⇒ donut stress day

### 6. Budget

A total of **\$5000.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Mental Health Dogs	1	\$2000	\$2000
Cotton Candy Machine	1	\$150	\$150
Guestspeakers/workshops	1	\$300	\$300
Snacks/beverages	1	\$1000	\$1000
Craft workshop items	1	\$1000	\$1000
Yoga instructor	1	\$250	\$250



Miscellaneous	1	\$300	\$300
<b>TOTAL</b>			<b>\$5000.00</b>

## 7. Conclusion

The Welfare department understands that many students experience hardships throughout their student life, where it is their physical or mental wellbeing. We hope to advocate for and to raise awareness about sensitive mental health topics within the international student community. The week-long event will aim to provide the necessary resources and information for students to seek the support they need to improve their overall welfare. Furthermore, our event aims to cover both serious topics whilst also having a range of fun social events to help students relax and de-stress. We hope this event provides some insights into mental health issues and works to destigmatize these topics within the international student community.

This concludes our proposal for the Mental Health Week 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,  
Elsa Dai  
Danielle Chen**

**Welfare Department 2022/23  
UMSU International**



## Mental Health Week x Meat and Greet Proposal 2023

### Central Committee Meeting #10 – Monday 24<sup>th</sup> April 2023

#### 1. Introduction

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbecues, drinks, cotton candy and popcorn. This Meat and Greet will be part of the Mental Health Week and collaborate with the Welfare Department.

#### 2. Objectives

This event aims to:

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbecues and drinks
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences, and raise awareness of mental health.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

#### 3. Event Details

Date	: Wednesday, 10th May 2023 [actual event time: 11 am - 2pm] [8:30am - 4:30pm including set up and clean up]
Venue	: Amphitheatre
Number of Attendees	: 450+
Coordinators	: Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Phuong Anh (Alison) TRAN, Cynthia WANG
Manpower	: 15 Committee Members & 40 ISAs (including coordinators which consists of 9 Committee Members)
Budget	: \$3400

#### 4.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				



1	14th March 2023	Venue Booking	Book Amphitheatre	Ella LEE
8	24th April 2023	Proposal	Creating Proposal and Presenting in CCM	Ella LEE
7-9	19th April - 1st May 2023	Teamwork	Communicate with CME regarding the event	Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Welfare Department
7-9	19th April - 1st May 2023	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Jeslyn TANDYAJAYA
7-9	19th April - 1st May 2023	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Phuong Anh (Alison) TRAN, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP
<b>Event Day</b>				
10	10th May 2023	Pick up	Pick up Halal Meat	Richard HA, Angeline Cassie GANILY
10	10th May 2023	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG
<b>Post Event</b>				
10-11	11th -21st May 2023	Report	Writing the Report	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Phuong Anh (Alison) TRAN, Cynthia WANG
12	22nd May 2023	Present Report in CCM	Presenting the Report	Ella LEE

### Event Flow

<b>Time</b>	<b>Activity/ Details</b>	<b>PIC</b>
8:30 am - 11 am	Set up/ Collecting Order	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG
11 am - 2 pm	Cooking/ Distributing free foods & drinks	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG
2 pm - 4:30 pm	Clean up	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG

### 4.1.2 Budget

A total of **\$3,400** have been allocated for this event, with the breakdown as listed below:

<b>Items</b>	<b>Total Cost (AUD)</b>
UMSU BBQ Hire and Trestle Table	221.00
Woolworths Orders	600.00
Food Product - Halal Meat	900.00
Food Product - Vegan Options	800.00
Popcorn Machine (from UMSU)	150.00
Cotton Candy Machine	200.00
Miscellaneous	529.00
<b>TOTAL</b>	<b>3,400.00</b>

### 5. Conclusion

This concludes our proposal for the Mental Health Week x Meat and Greet 2023. Please do not hesitate to contact the Human Resources Department, Partnership & Sponsorship Department and Welfare Department should you have any queries.

**Prepared by,**

**Welfare Department 2022/23,  
Human Resources Department 2022/23,  
Partnership and Sponsorship Department 2022/23**

**UMSU International**



## **Mental Health Week x International Hangout Proposal**

### **Central Committee Meeting #10 – Monday, 24th April 2023**

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#### **1. Introduction**

International Hangout is a publicity event held by P&S and Graduate departments for committee members and ISAs to engage with international students of the University of Melbourne. It is planned to serve donuts and coffees at 1888 Lawn West where graduate students often pass by.

#### **2. Objectives**

This event aims to:

- Send the message that UMSU International is actively reaching out to more graduate students and listen to their needs.
- Ask undergraduate students what they are looking forward to in graduate school for future reference as event ideas.

#### **3. Event Details**

Date	: Friday, 11 <sup>th</sup> May 2023 [11am - 4pm AEDT] (Mental Health Week)
Venue	: 1888 Lawn West
Number of Attendees	: 300
Coordinators	: Richard HA, Jaqueline MARSHIELA, Alison TRAN, Cynthia WANG, Allan THOMAS
Manpower	: 4 Committee Members & 8 ISAs
Budget	: \$4500

#### **4. Event Overview**

Coffee is served by the two baristas, so our main responsibilities are to serve donuts and crowd control. Crowd control is critical because the traffic at the venue is estimated to be busy, in the meantime we want as much feedback from participants as possible.

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
7-8	Throughout the week	Contacting Food Suppliers	Contact coffee carts suppliers (The Cart Co) Contact Hareruya Pantry for gelato cart Site Check to ensure access to electricity and running water	Jaqueline Marshiela Richard Ha
8	Monday 24th April 2023	Proposal	Present the proposal in CCM	Richard Ha
8-9	Throughout the week	Logistics	Book 1888 Lawn West Make the Survey Request ISAs Starting Teamwork	Allan Thomas Richard Ha
10	11th May 2023	Event Day	Event Day	All Coordinators
<b>Event Day</b>				
11	14th October 2022	International Hangout	Set up, crowd control, clean up	Jaqueline Marshiela, Richard Ha, Allan Thomas Alison Tran

### Event Day

#### Event Flow

Time	Activity	PIC
11 am - 12 pm	Set up	Allan THOMAS, Richard HA
1 pm - 3pm	Distribute gelato and coffee	Allan THOMAS, Richard HA

3 pm - 4 pm	Clean up	Allan THOMAS, Richard HA
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## 6. Budget

A total of **\$4500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Total Cost (AUD)
Coffee cart + 2 Barista	Unlimited	2000.00
Gelato Cart	Unlimited	2000.00
Power extension	1	30.00
Miscellaneous	N/A	470.00
<b>TOTAL</b>		<b>4500.00</b>

## 7. Conclusion

This concludes our proposal for the International Hangout Proposal Semester 1 2023. Please do not hesitate to contact the Graduate or the Partnership & Sponsorship Department should you have any queries.

Prepared by,

**Jaqueline Marshiela**  
 Partnership & Sponsorship Department 2022/23  
 Umsu International

**Richard HA**  
 Partnership & Sponsorship Department 2022/23  
 Umsu International





## **SWOTSNACC Proposal**

Central Committee Meeting #9 - Monday, 24 April, 2023

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### **1. Introduction**

SWOTSNACC will be held over three days with the intention of providing conducive study spaces along with an assortment of snacks and refreshments to relieve international and local students of the pressures of finding a comfortable place to study for the duration of SWOT-VAC.

We will be ensuring the tasks of participating officers will be fairly low-commitment to account for the fact that all participating officers will have heavy study schedules for the duration of the event and will be limited to registration, setup/pack up of refreshments, etc.

### **2. Objectives**

This event aims to provide conducive study spaces for students to study during SWOTVAC.

### **3. Event Details**

Date	: Tuesday, 29th May 2023, Wednesday, 30th May 2023 Thursday, 31st May 2023) [Duration: 3 days]
Venue	: PAR-Arts West North Wing-461, PAR-Arts West North Wing-454, PAR-Arts West North Wing-455
Number of Attendees	: 40-50 students per day
Coordinators	: Tarish Kadam
Manpower	: 18 Committee Members and 36 ISAs
Budget	: \$1285

### **4. Event Overview**

The event will simply involve students getting access to study spaces on campus to prepare for exams. To ensure that they can study well, we will make sure to keep the area quiet while also providing an assortment of refreshments for the students.

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
8	24 April 2023	Proposal	Present the proposal at CCM	Tarish
8	24 April 2023	Room booking	Rooms at Art West have been booked	Tarish
11	15 May 2023	Allocation of ISAs/OBs	Getting ISAs from HR and OBs, setup for the time slots	Robertus
12	20 May 2023	Purchasing refreshments	Buying snacks and drinks	Tarish
<b>Event Day (Repeat for 30th &amp; 31st May)</b>				
SV	29 May 2023	Setup	Bring snacks, drinks, dispensers, tables to arts west	Tarish
SV	29 May 2023	Study sessions	Give out food and drinks, study if nothing is happening	Tarish. Robertus
SV	29 May 2023	Feedback	Ask students to fill out feedback form	Robertus
SV	29 May 2023	Cleanup	Bring remaining snacks, drinks and also return dispenser to international lounge	Tarish
<b>Post Event</b>				
-	1st June 2023	ISA Hours	Send ISA hours to HR	Tarish
-	1st June 2023	Reimbursement	Reimburse money spent for snacks, drinks, etc.	Tarish
-	31st June 2023	Report	Complete Swotsnacc report	Tarish and Robertus

**Pre-event**

Purchasing snacks and drinks might be combined with purchasing goods for exam pack giveaway; this is not confirmed.

**Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>
9.30 a.m. - 10.00 a.m.	Setup	Set up. First OBs/ISAs arrive with food and drinks. QR code and appliances are set up etc.
10.00 a.m. - 16.00 p.m.	Study sessions	Study session commences. Notes: <ul style="list-style-type: none"><li>• Students will be advised to converse minimally during the event.</li><li>• If food or drinks run out it is the onus of the OB in charge to replenish them (this will be unlikely).</li><li>• At 3.55 pm, OBs will signal the end of the event.</li></ul>
10.00 a.m. - 16.00 p.m.	Feedback	Ask participants throughout the event to fill in feedback form.
16.00 p.m. - 16.30 p.m.	Cleanup	Pack up. <ul style="list-style-type: none"><li>• Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge.</li><li>• Wipe the tables used.</li></ul>

## 6. Budget

A total of **\$1285** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Snacks and drinks (estimated per person)	150	7	1050
Transportation	1	25	25
Miscellaneous	3	70	210
<b>TOTAL</b>			<b>1285</b>

## 7. Conclusion

This concludes our proposal for Swotsnacc Semester 1, 2023. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Tarish Kadam and Robertus Indradjaja**  
**Education Department 2022/23**  
**UMSU International**

## Finance Workshop Semester 1 2023 Report

### Central Committee Meeting #10 - Monday 24<sup>th</sup> April 2023

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#### 1. Introduction

This report concludes the Finance Workshop 2023 that was held on 22nd March 2023.

#### 2. Objectives

This workshop aims to:

- Enhance financial literacy of international students
- Educate international students of the basics of investment

#### 3. Event Details

Date	:	Wednesday, 22 <sup>nd</sup> March 2023 [4:00pm - 5.30pm]
Venue	:	Arts West North Wing-553 (Discursive Space)
Number of Attendees (expected)	:	50-100
Number of Attendees (event day)	:	31
Coordinators	:	Ethan LIM
Manpower	:	2 OBs, 2 ISAs
Budget	:	\$320

#### 4. Event Overview

This workshop is open to all students who wish to improve their financial literacy. Event registration will be available a week prior to the workshop through trybooking.com. The event will be separated into 2 sessions with each followed by a Q&A session. Each session will be focusing on different topics, allowing participants to get a better understanding of each topic.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
0	16th February 2023	Contacting Potential Clubs	Contacted 1 club through an acquaintance	Ethan
0	24th February 2023	Finalizing Event Workflow	ICSS agreed to provide speakers	Ethan

3	20th March 2023	Finalize promotional design	Coordinate with M&M and CME for designs	Ethan
3	21st March 2023	Ticketing	Open ticketing registration	Ethan
<b>Event Day</b>				
4	22nd March 2023	Finance Workshop		Ethan
<b>Post Event</b>				
7	21 April 2023	Finalise Report		Ethan
8	24 April 2023	Finance Workshop Report		Ethan

### Event Flow

Time	Activity	Details	PIC
3:30pm - 4:00pm	Set up	Mic, Audio, Screen, Connection, Lights	Ethan
4:00pm - 4:05pm	Introduction		Ethan
4:05pm - 4:30pm	Personal Finance Session		ICSS
4:30pm - 4:40pm	Q&A		ICSS
4:40pm - 5:05pm	Investments Session		ICSS
5:05pm - 5:20pm	Q&A		ICSS
5:20pm - 5:30pm	Closing		Ethan

### 6. Expenditure

The final expenditure amounts to a total of \$120.00.

Items	Allocated Budget (AUD)	Actual Expenditure (AUD)
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Speaker Appreciation	120.00	120.00
Miscellaneous	200.00	-
<b>Total</b>	<b>320.00</b>	<b>120.00</b>
<b>Surplus</b>		<b>200.00</b>

## 7. Feedback and suggestion

### 7.1 Registration

Registration for the event was opened on the 16th March 2023, 1 day later than the initial plan. This slight delay is due to the unresponsiveness of the design team on Teamwork, which may be due to the mass resignation of that time. 49 people registered for the workshop, which is slightly lower than the expected registration. This is likely due to the ambiguity surrounding Finance, affecting the interest among students. To improve the number of registrations, it is recommended that we provide students with a better picture of what the workshop is about, and maybe change the focus of the workshop to a less ambiguous topic.

### 7.2 Attendance

A total of 31 students attended the workshop, of which 23 are registered and 8 are walk-ins. A reminder email had been sent out the day before the event.

### 7.3 Speaker

The original investment speaker dropped out, resulting in issues with finding a replacement. As ICSS was having trouble getting a replacement through their external contacts, we have decided to have the finance speaker (Mr Pardeeps) cover both sessions. With this adjustment, we reallocated the funds of the second speaker to Mr Pardeeps. Due to this, it is recommended for future workshops, we should work with clubs with bigger external contacts.

Mr Pardeeps arrived just a few minutes before the start of the events, even though we have requested for him to arrive at least 20 minutes before for set up. Personal information and

experience shared by him portrayed him as unprofessional and not very competent, as he constantly mentioned Elon Musk and also the fact that he was unsuccessful in multiple of his investment portfolios. We note that he is trying to be relatable, however, we recommend not to reuse this speaker for future workshops.

## 7.4 Feedback

Feedback form was posted in the form of a QR code at the end of the workshop, where 19 out of the 31 attendees filled out.

### Responses

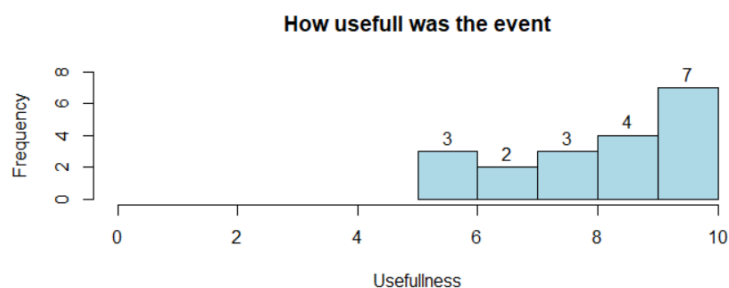
- Event satisfaction

Majority of the attendees were satisfied with the event, with an average rating of 8.16. With 1 attendee reporting an unsatisfactory rating.



- Event usefulness

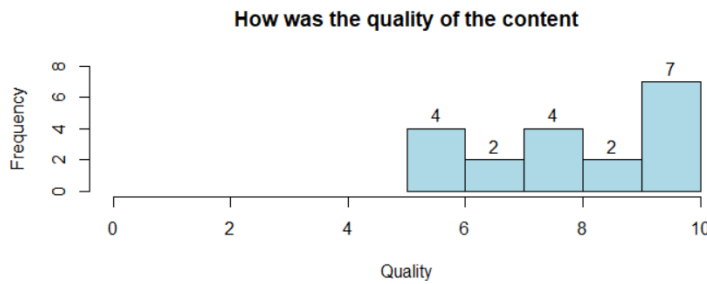
Majority of attendees find the event to be useful, with some giving a neutral rating.



- Content quality

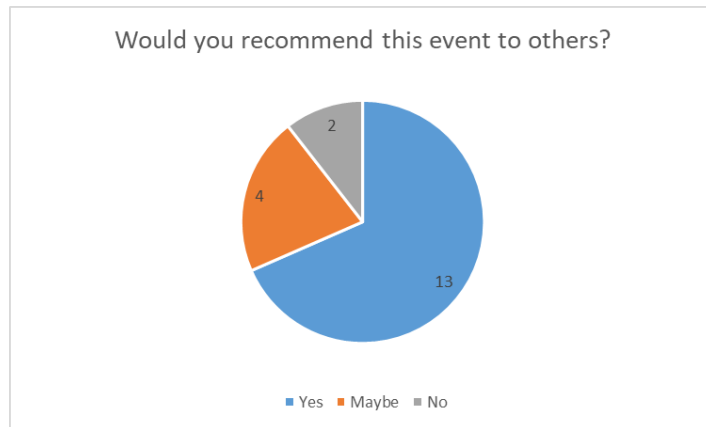


Similar to the rating of event usefulness, the majority of attendees reported the contents to be high quality, while some reported neutral rating. This indicates that the contents prepared by the speaker have a strong correlation with how useful attendees found the event.



- Event Recommendation

Majority of attendees reported that they would recommend this event to others, with 2 reporting no. This is likely due to the dissatisfaction with the content quality delivered.



- Future topic suggestions

A majority of attendees would like to see more investment related events in the future.



### **7.5 Additional Suggestions**

- For future events, we can try and focus more on investment than finance in the workshop, as it seems to be a more popular topic. As finance is a very broad topic and contents provided can usually be ambiguous.
- If we decided to focus more on the Investment related topic, we could rename the event to be the Investment Workshop, which might be more appealing to students.

### **7.6 Technical Difficulties**

There were no technical difficulties during the event.

## **8. Conclusion**

This concludes the 2023 Finance Workshop Report. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Ethan LIM  
Education Department 2022/23  
UMSU International**



## ISA Recruitment March Intake 2023 Report

Central Committee Meeting #10 - Monday, 24 April 2023

### 1. Introduction

The International Student Ambassador (ISA) Application for Semester 1 2023 is divided into two intakes: one in February and one in March.

Regarding the March recruitment period, the process consists of the ISA application, interview and selection. The team in charge of organising this event consists of the Human Resources (HR) department members.

### 2. Objectives

- To continue the recruitment and selection of the new batch of International Student Ambassadors (ISAs) for Semester 1 2023.
- To gain manpower for events during Semester 1 and Semester 2 2023.
- To allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities.

### 3. Event Timeline

Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>			
27/02/2023 - 09/03/2023	Contact M&M and Start Teamwork	Contact M&C and Start Basecamp for ISA Recruitment Promotion Posters	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
<b>Event Day</b>			
10/03/2023 - 17/03/2023	Open ISA Application	The application will be opened to all University of Melbourne students	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM

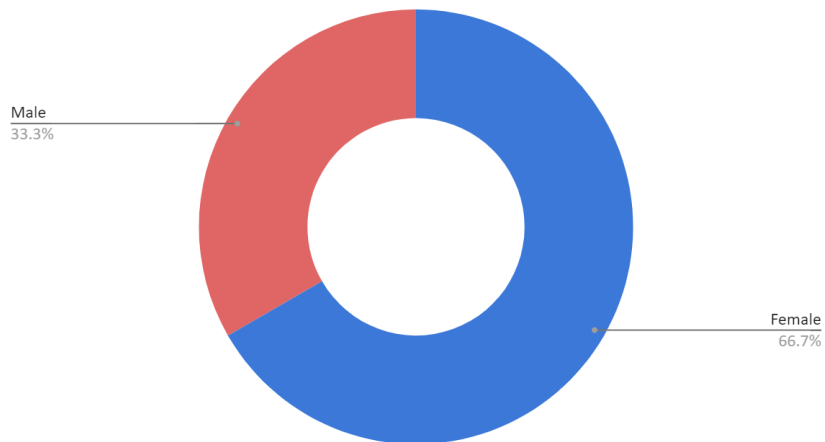
18/03/2023 - 23/03/2023	First round selection	First-round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), sending out interview emails	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
24/03/2023 - 26/03/2023	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM EXCOs, Directors
<b>Post Event</b>			
27/03/2023	Send Emails	Send out acceptance and rejection emails to candidates	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
31/03/2023	Big Day Out	A welcoming and induction event for ISAs	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM

#### 4. Application Results and Statistics (March 2023 Intake)

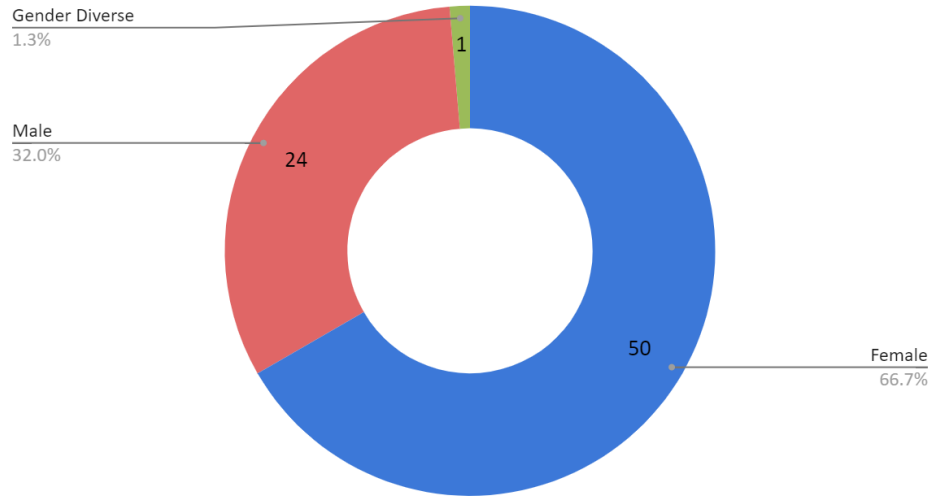
From 103 interview candidates, the HR department has selected 39 ISAs for the March term. Here are the statistics of the ISAs:

##### a) Gender

Count of Gender in ISA Program (March 2023 Intake)

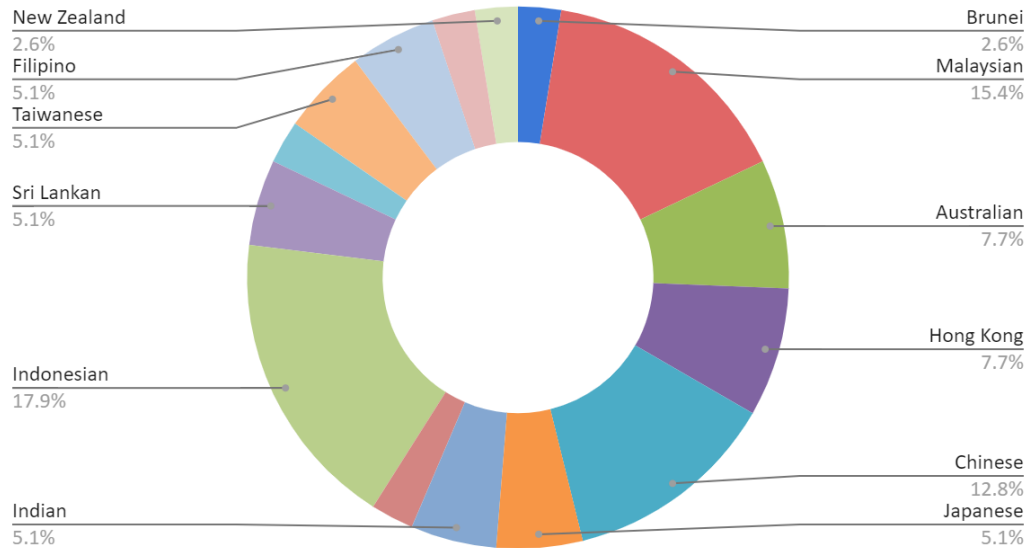


Count of Gender in ISA Program (Semester 1 2023 Intake)

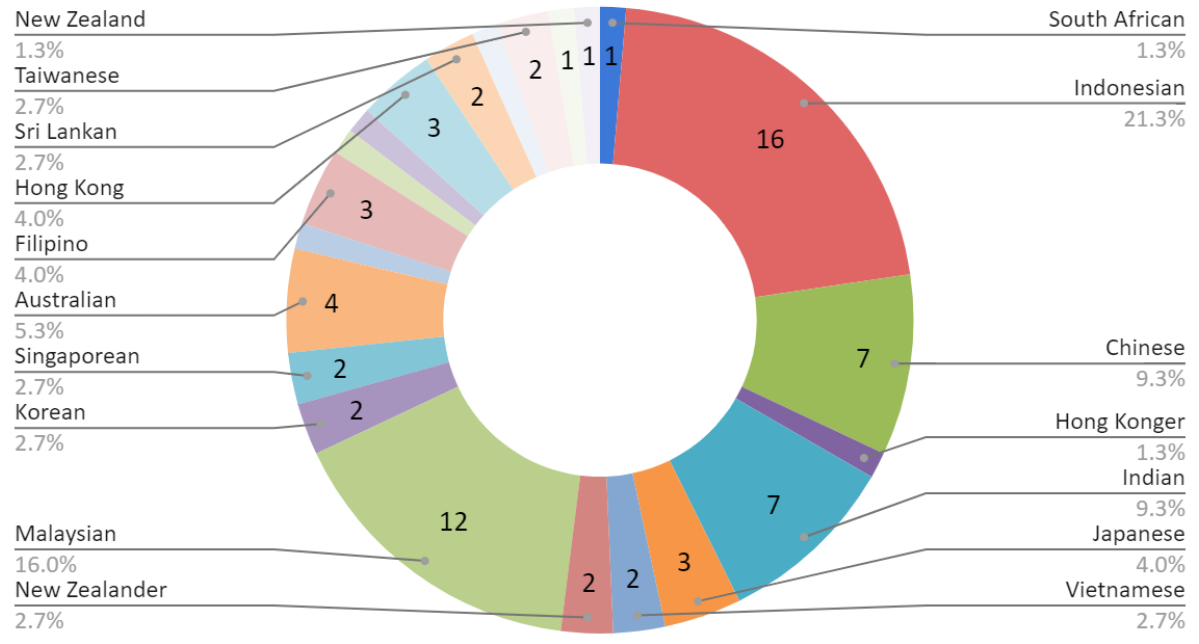


b) Nationality

Count of Nationality in ISA Program (March 2023 Intake)

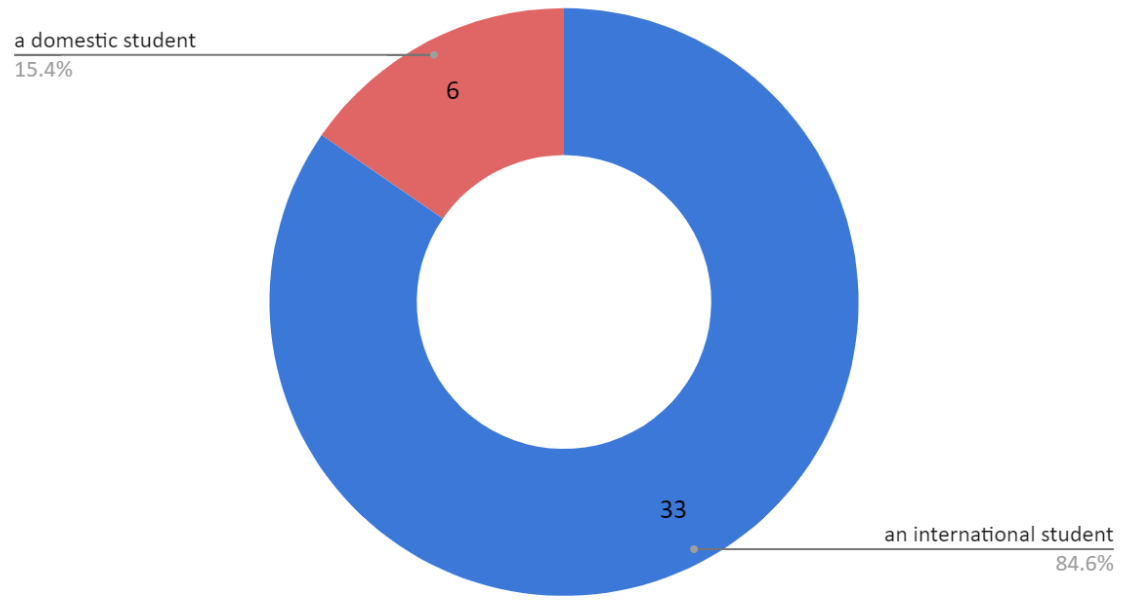


### Count of Nationality in ISA Program (Semester 1 2023 Intake)



### c) Student Status (Domestic/International Student)

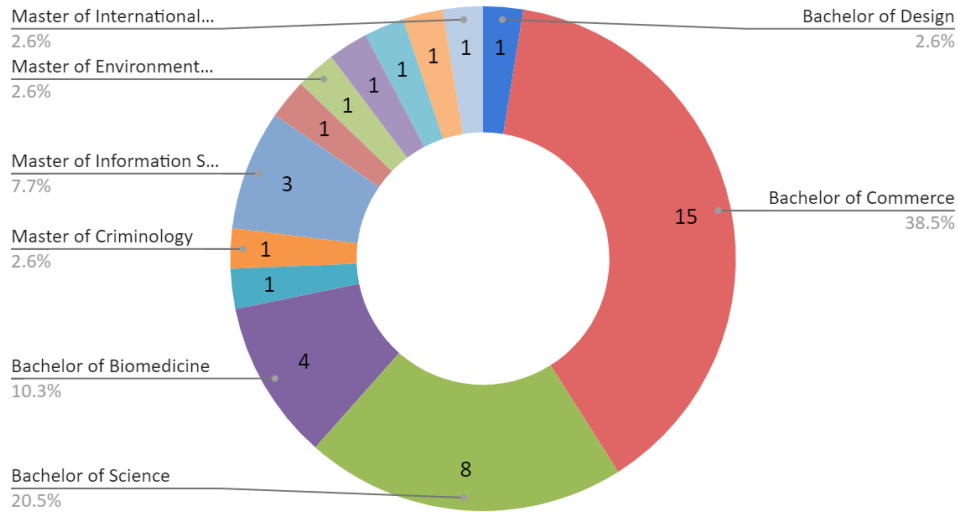
#### Count of Student Status in ISA Program (March 2023 Intake)



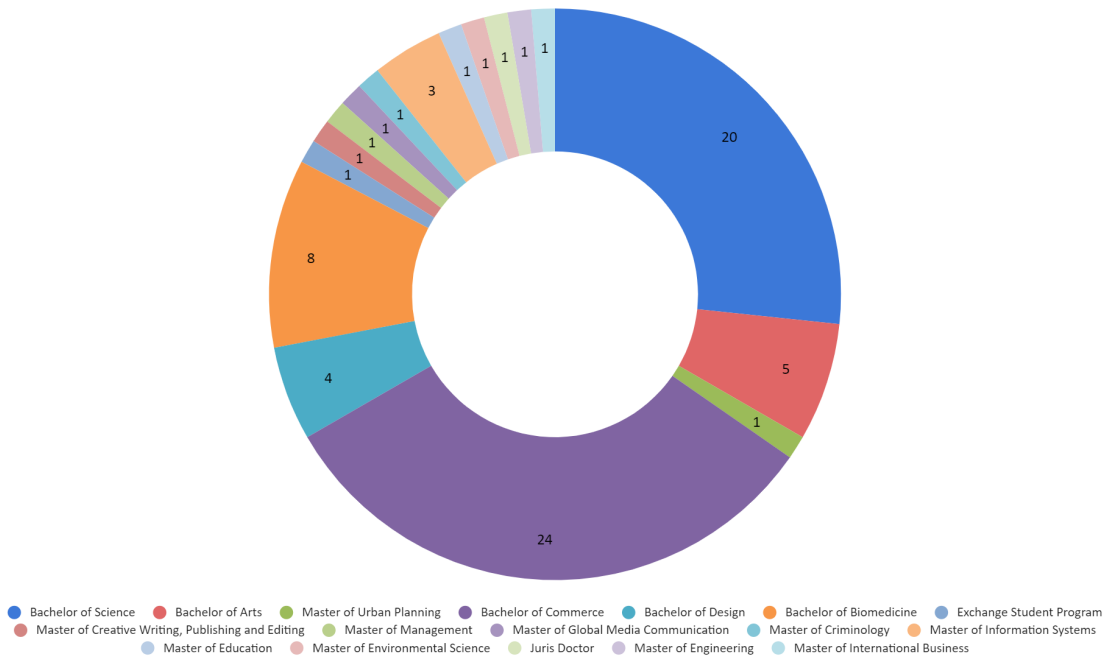
d) *Onshore/Offshore*: All 39 ISAs from this March intake and 75 ISAs in total for Semester 1 2023 Intake are onshore.

e) *Course Title*

Count of Course Titles of ISAs (March 2023 Intake)



Count of Course Titles of ISAs (Semester 1 2023 Intake)





**5. Expenditure**

A total of **\$120** have been allocated for this event, and the total actual expenditure for this event is **\$115.50**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	120.00	\$115.50	<b>120.00</b>
<b>TOTAL</b>			\$115.50	<b>115.50</b>
<b>Surplus/ Deficit</b>				<b>\$4.50</b>

**6. Conclusion**

This concludes our report for the ISA Recruitment March 2023 Intake. The HR Department would like to thank all of the Committee Members that have contributed towards this recruitment. Please do not hesitate to approach us if you have any questions or suggestions.

**Prepared by,**

**Human Resources Department 2022/2023  
UMSU International**





## **6. Other Business**

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- 6.1. Feedback for Bonding Dinner #2
- 6.2. UMSU International Election
- 6.3. Welfare Brekkie Attendance
- 6.4. Lounge Clean Up

## **7. Next Meeting**

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CCM #11

Date : 8th May 2023

Venue : PAR-Building 168-416 (Steve Howard Theatre)