



Agenda

Central Committee Meeting #4 – Monday, 11th September 2023

Time : 17:30

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 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 #3

4. Proposals

- 4.1. International Queer Film Night 2023 Proposal
- 4.2. Get Certified Proposal
- 4.3. Central Committee Bonding Dinner #2 Proposal

5. Reports

- 5.1. International Student Career Networking Report

6. Other Business

- 6.1. Vote of Confidence for President
- 6.2. Marquees
- 6.3. Co-Options
- 6.4. Bonding Camp



7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #3 – Monday, 28th August 2023

Time : 17:30

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 28 members

Absent with Apologies

Directors: Aksh BATRA

Officers: Chenxi SONG (Vicky), Yashvi NARULA

Motion 1

Move that Standing Orders be adopted for CCM #3 at 5:34PM.

Mover : Christian VALERIAN

Secunder : Nikita GOYAL

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #3 be adopted.

Mover : Christie DEANDRIA

Secunder : Yuxuan LIU

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #2 be accepted and confirmed as a true and accurate record.

Mover : Hiranmayi RAMESH

Secunder : Shifa NATHANI

Motion Carried.

Motion 4

Move that the International Hangout Semester 2 2023 Proposal be accepted.

Mover : Asawari Sahebrao SIRSAT

Secunder : Andrea MAKATITA

Motion carried.

Motion 5

Move that the PR/VISA Workshop Proposal be accepted.

Mover : Jeslyn TANDYAJAYA

Secunder : Yuen Jie NG

Motion carried.

Motion 6

Move that the R U OK Day Proposal be accepted.

Mover : Soudaphone SITTHIXAY

Secunder : Luong Hien TAM

Motion carried.

Motion 7

Move that the Central Committee Bonding Camp Proposal be accepted.

Mover : Madeline SUTANTO

Secunder : Rachel ZHOU

Motion carried.

Motion 8

Move that the ISA Recruitment August Intake 2023 Report be accepted.

Mover : Robertus Jonathan INDRADJAJA

Secunder : Ying Yu CHEN

Motion Carried.

Motion 9

Move that the Heads of Clubs 2023 Report be accepted.

Mover : Nikita GOYAL

Secunder : Sol KWON

Motion Carried.

Motion 10

Move that the Haunted House Report be accepted.

Mover : Coby CHEUNG

Secunder : Asawari Sahebrao SIRSAT

Motion Carried.



4. Other matters

Motion 11

Move that Standing Orders for CCM #3 be suspended at 6:19PM.

Mover : Yuen Jie NG

Seconded : Christopher Minn

Motion carried.

Motion 12

Move that CCM #3 be adjourned at 6:19PM

Mover : Shifa NATHANI

Seconded : Christie DEANDRIA

Motion carried.

Prepared by,

**Yhi Zhen LIM (Ethan)
General Secretary 2023/24
UMSU International**



International Queer Film Night 2023 Proposal

Central Committee Meeting #4 – Monday 11th September 2023

1. Introduction

The UMSU International Welfare Department intends to promote a safer and a more inclusive environment for queer identifying international students and allies. We aim to achieve this through setting up a comfortable and welcoming environment through the International Queer Film Night event. This will be an outdoor event to maximise the ambience and increase participation. This event will also aim to raise awareness for this often under-represented demographic of students.

2. Objectives

This event aims to:

- To support International students and target the specific demographic of International queer identifying POC, and allies, allowing them to feel a sense of community and safety
- To help international students make friends and develop meaningful bonds
- To showcase UMSU International as a community of friendly and supportive OBs and ISAs that understand the International student demographic

3. Event Details

Date	: Thursday 12th October
Venue	: In person, Amphitheater outdoor screening (backup venue due to weather contingency: Market Hall)
Number of Attendees	: 200 people
Coordinators	: Planet Sitthixay, Yuxuan Liu, Robertus Jonathan Indradjaja, Danielle Chen
Manpower	: 5 OBs and 15 ISAs
Budget	: \$9000

4. Event Overview

200 participants in person will come on campus to watch a number of international queer films (1 full length movie and 1 short film with 15 mins break in between). We will be providing a variety of refreshments including cotton candy, popcorn, chips, and some beverages for the event.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	7/8/23	Initial meeting	- Discussing options and planning event	Rob, Dani, Linda, Planet
3	10/8/23	Contact UMSU	- Reach out to UMSU Queer department to make sure we are not having event overlaps	Linda
6	12/08/23	Venue booking	- Contact the University to get event locations approved	Planet
6	13/08/23	Film rights	- Confirming film choices and obtaining film rights	Linda, Planet
6	15/08/23	Machinery hire	- Contacting UMSU to book popcorn machine and fairy floss machine - Book electricity needs	Linda, Planet
6	25/08/23	Heater & seating hire	- Booking heaters, blankets, and beanbags through UMSU	Rob, Dani, Linda, Planet
6	27/08/23	Screen hire	- Reach out to Running Boards to ask for screening, projection, and sound system hire. Get a quote and book.	Rob, Dani, Linda, Planet
7	4/9/23	Proposal	- Writing proposal	Rob, Dani, Linda, Planet
8	5/9/23	Catering	- Ordering snacks and drinks	Rob, Dani, Linda, Planet
9		Request ISAs	- Request ISAs for event	Dani
9		Create ticketing and registration	- Ticketing will be done through TryBooking - Promotional material will be published.	Rob, Dani, Linda, Planet
10	12/10/23	Feedback forms	- Create feedback form surveys	Linda, Planet
Event Day				
11	12/10/23	Set up	- Set up decor, bean bags,	Rob, Linda, Planet

			heaters, popcorn machine, and candy floss machine at the venue - Liaise with Running Boards to set up and make sure the screening and sound system is working.	
11	12/10/23	Movie Screenings	- The variety of movies are screened for the participants	Rob, Linda, Planet
Post-event				
11		Collect feedback	- Collect and collate feedback from participants	Rob, Dani, Linda, Planet
11	13/10/23	Return of equipment	- Oversee bump out of Running Boards - Return popcorn and fairy floss machines to UMSU - Oversee bump out of heaters	Rob, Linda, Planet
		Report	- Present report in CCM	Rob, Dani, Linda, Planet

Pre-event

- Open ticketing and registrations (walk ins welcome)
- Emailing participants informing them about the location and time
- Running Boards set up on outdoor venue
- Order snacks and drinks

Event Day

- Oversee set up by Running Boards
- Set up seating and decor
- Set up food

Event Flow

Time	Activity	Details	PIC
5:30PM	Running Boards set up	Running Boards set up screen and sound equipment	Rob, Linda, Planet
6PM	Heaters set up	Set up heaters	Rob, Linda, Planet
6 - 7PM	Popcorn machine &	Set up machines to be	Rob, Linda, Planet

	fairy floss machine set up	ready for use	
6 - 7PM	ISAs and OBs come to set up	Setting up beanbags, blankets, heaters, decor, and food in Amphitheater	Rob, Linda, Planet
7:30 - 8:00PM	Full film #1	Screening of the first film	Rob, Linda, Planet
8:15 - 10:27PM	Full film #2	Screening of the second film	Rob, Linda, Planet
10:30 - 11:30AM	Pack up	Decorations are removed from the vicinity, rubbish is cleaned up.	Rob, Linda, Planet

- Throughout the event, a marquee will be set up with the popcorn machine, beverages, and candy floss. To be able to get these snacks and beverages, all participants are encouraged to scan the QR code and fill out the feedback form.

Post-event

- Collect feedback
- Oversee return of equipment to Running Boards
- Return popcorn machine, fairy floss machine etc to UMSU

6. Budget

A total of **\$9,000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Running Boards	1	\$4000	\$4000
Popcorn Machine (inc. popcorn)	1	\$200	\$200
Candy Floss Machine (inc. sugar)	1	\$300	\$300
Chips	200	\$1.50	\$300
Beverages (soft drinks)	300	\$1.50	\$450
Casual Staff	2	\$33/hour	\$270
Heaters	6	\$85	\$510

Blankets	30	\$12	\$360
Bean bags	50	\$25	\$1,250
Miscellaneous	1	\$1,360	\$1,360
TOTAL			9,000

7. Conclusion

The Welfare department endeavours to provide support and enhance the sense of community for Queer identifying International students of the University of Melbourne. We recognise the importance of social and welfare support in a time where students feel largely disconnected. We hope to provide an event targeting the specific demographic so that queer identifying international students and allies can meet new people and form meaningful connections to build their own support systems. We also hope that this event will be able to provide many insights and raise awareness towards the niche genre of films we are displaying.

This concludes our proposal for the International Queer Film Night 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Planet Sitthixay

Yuxuan Liu

Robertus Jonathan Indradjaja

Danielle Chen

Welfare Department 2023/24

UMSU International

Get Certified Proposal

Central Committee Meeting #4 – Monday 11th September 2023

1. Introduction

To address the increasingly relevant issue of international student' jobs security and financial welfare, the Welfare department has decided to run an employability series to better prepare international students for casual or part-time job opportunities. The courses that will be run this iteration are the qualifications for Responsible Service of Alcohol (RSA), Accredited Barista Training, and First Aid Training.

The aim of these workshops is to train up student groups in the University to achieve qualifications for which there is large demand (as RSA, Barista, and physical first aid are required certificates for student events according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities, both on the organisation and participation level, and give them more employment opportunities.

2. Objectives

This event aims to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.
- Promote one of the goals of the UMSU International Welfare department: To help with the employability issue of international students in Melbourne.
- To increase the engagement and participation of international students in university events.

3. Event Details

Date	: Wednesday 27th, Thursday 28th, & Saturday 30th September
Venue	: Various external locations
Number of Attendees	: 104 participants across the 3 different courses
Coordinators	: Robertus Indradjaja, Danielle Chen, Nikita Goyal, Gia Zhou
Manpower	: 3 OBs
Budget	: \$8,446

4. Event Overview

Get Certified will be run over the course of 3 days, with each day offering a different qualification. We have finalised three courses for this iteration of Get Certified - they will be:

1. Responsible Service of Alcohol (RSA)

- We are looking to provide subsidised prices to 50 students over 2 classes (25 students each class)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students
- This will be a 4 hour course
- The provider is Complete Hospitality Training

2. Accredited Barista Training

- There will be 24 spots for this course, in 1 session
- This is a safe estimate considering we have not provided this course in the past and barista training is becoming more and more prominent for jobs in hospitality and other industries
- This will be a 5 hour course
- The provider is CBD College

3. First Aid Plus CPR

- We are looking to provide subsidised prices over 1 session of 25 students
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students.
- The provider is CBD College

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3		Planning event	- Meeting to discuss what courses we want to provide	Robertus INDRADAJA, Danielle CHEN, Nikita GOYAL, Gia ZHOU
4		Research and negotiations	- Research on & contacting course providers - Negotiating for group discounts.	Nikita GOYAL, Gia ZHOU

5-6		Making bookings	<ul style="list-style-type: none"> - Finalising course providers and booking courses based on targets 	Nikita GOYAL, Gia ZHOU
6-7		Order food & drink for event	<ul style="list-style-type: none"> - Reach out to vendor to provide pizza for event days - Reach out to CME to order soft drinks for event days 	Nikita GOYAL
7		Proposal	<ul style="list-style-type: none"> - Writing proposal 	Nikita GOYAL, Danielle CHEN, Robertus INDRADAJA
8	15/9 - 22/9	Open registrations	<ul style="list-style-type: none"> - Release Trybooking links for students to book courses 	Nikita GOYAL, Danielle CHEN, Robertus INDRADAJA, Gia ZHOU
8		Publicity	<ul style="list-style-type: none"> - Advertise event on socials 	Nikita GOYAL, Danielle CHEN, Robertus INDRADAJA, Gia ZHOU
9		Event Coordination with Provider	<ul style="list-style-type: none"> - Collecting participant details and sending them to providers 	Nikita GOYAL, Gia ZHOU
Event Day				
Mid-sem Break	27/09	Responsible Service of Alcohol (RSA) Trainings	<ul style="list-style-type: none"> - Participants undergo RSA training at Complete Hospitality Training 	Nikita GOYAL, Gia ZHOU, Robertus INDRADAJA
Mid-sem Break	28/09	First Aid Training	<ul style="list-style-type: none"> - Participants undergo First Aid training at CBD College 	Nikita GOYAL, Gia ZHOU, Robertus INDRADAJA
Mid-sem Break	30/09	Accredited Barista Training	<ul style="list-style-type: none"> - Participants undergo Barista training at CBD College 	Gia ZHOU, Robertus INDRADAJA
Post-event				
10		Certificates	Making sure the participants have received their course certificates.	Nikita GOYAL, Gia ZHOU

10		Feedback	- Collect feedback from participants	Nikita GOYAL, Gia ZHOU
10		Payments	- Acquiring invoices and making sure they are paid	Nikita GOYAL, Gia ZHOU

Pre-event

- Book providers
- Place pizza order for event day catering
- Place soft drink order for event day catering
- Open registrations
- Send participant info to providers for first aid & barista training as they require registrants to do a pre-course online assessment

Event Day(s)

- Supervise running of courses
- Set up & hand out food & drink

Event Flow

27TH SEPTEMBER - RSA

Time	Activity	Details	PIC
9am - 1pm	Session 1	First RSA session will run from 9am - 1pm	Robertus INDRADJAJA, Nikita GOYAL, Gia ZHOU
	Session 1 break	Serve food & drink in break	Robertus INDRADJAJA, Nikita GOYAL, Gia ZHOU
1 - 2pm	Break between sessions		
2 - 6pm	Session 2	Second RSA session will run from 2pm - 6pm	Robertus INDRADJAJA, Nikita GOYAL, Gia ZHOU
	Session 2 break	Serve food & drink in break	Robertus INDRADJAJA, Nikita GOYAL, Gia ZHOU

28TH SEPTEMBER - FIRST AID

Time	Activity	Details	PIC
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9am - 3:30pm	Session runs	First aid session will be run by providers	Robertus INDRADJAJA, Nikita GOYAL, Gia ZHOU
	Break	Serve food & drink in break	Robertus INDRADJAJA, Nikita GOYAL, Gia ZHOU

30TH SEPTEMBER - BARISTA

Time	Activity	Details	PIC
9am - 3:30pm	Session runs	Barista session will be run by providers	Robertus INDRADJAJA, Gia ZHOU
	Break	Serve food & drink in break	Robertus INDRADJAJA, Gia ZHOU

Post-event

- Collect feedback
- Process payments

6. Budget

A total of **\$8,446** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
RSA Course	50	\$40	\$2,000
Barista Course	24	\$99	\$2,376
First Aid Course	30	\$79	\$2,370
Snacks and Beverages	1	\$1,000	\$1,000
Miscellaneous	1	\$700	\$700
TOTAL			\$8,446

7. Conclusion

The Welfare department understands that international students face many hurdles and difficulties in obtaining employment in Melbourne. We hope that by running this event, students are able to gain necessary qualifications that will hopefully alleviate the challenge of finding jobs. Furthermore, we hope that these courses will give international students the skills and confidence to get involved with more events in university that may require such certifications. Students can also discover other courses that are available to them through these providers. We hope that Get Certified will benefit the international student body by allowing them to gain hard, applicable skills and make it easier for them to thrive here.



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

Prepared by,

**Danielle Chen
Nikita Goyal
Welfare Department 2023/24
UMSU International**



Central Committee Bonding Dinner #2 Proposal

Central Committee Meeting #4 – Monday 11th September 2023

1. Introduction

The Central Committee Bonding Dinner is set as a bonding event for all Committee Members to meet and get to know about one another after the addition of Co-Opts into the committee.

2. Objectives

This event aims to allow the Committee Members and newly joined Co-Opts to bond and get to know about one another.

3. Event Details

Date : Monday, 2nd October 2023

Venue : TBC

Number of Attendees : TBC

Coordinators : Yhi Zhen LIM (Ethan)

Budget : \$1,000

4. Event Overview

This will be the first CCM where Co-Opts will join us, so we are planning to have a bonding dinner that night to welcome everyone and allow co-opts to get to know the rest of the Committee Members.

5. Event Timeline

Date	Activity	Additional Details
Pre-event Preparations		
TBC	Confirmation from OBs	Confirming how many OBs + Co-Opts will be going
TBC	Booking Venue	Calling the restaurant for booking and asking for a minimum surcharge.
TBC	Confirmation for Menu	Menu is chosen prior to the event day to ensure that the flow of the event is on time.
Event Day		
2 October 2023 7pm-9:30pm	Bonding and Dinner	
Post Event		
CCM #6	Present Report in CCM	

6. Budget

A total of **\$1,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Foods and Drinks	TBC	TBC	1,000
TOTAL			1,000.00

7. Conclusion

This concludes the proposal for the Central Committee Bonding Dinner Proposal 2023. Please do not hesitate to contact the Secretary should you have any queries.

Prepared by,

Yhi Zhen LIM (Ethan)
General Secretary 2023/24
UMSU International



International Student Career Networking Report

Central Committee Meeting #4 – Monday, 11th September 2023

1. Introduction

This report summarizes the International Student Career Networking 2023, which covers the period of 22nd August 2023. This event had the following objectives:

- To connect the University of Melbourne's international student community with UniMelb alumni across a range of industries - giving students the opportunity to network, and gain valuable tips, insights and advice for building a career in Australia.
- Highlight the value of international students to the wider public - establishing the University and Stint as leaders in the international student sector through their comprehensive support for international students.
- Improve the job-searching experience (and ultimately, employment outcomes) of the University of Melbourne's international student graduates.

2. Event Details

Date	: Tuesday, 22 nd August 2023 (5.15pm-7.30pm - Melbourne time)
Venue	: Harold White Theatre (Level 1, Building 199) and Multipurpose rooms 1, 2 and 3 (adjacent to Harold White Theatre, Building 199)
Number of Attendees	: 98
Coordinators	: Andrea MAKATITA, Natasya WIRAATMAJA, Rachel ZHOU
Manpower	: 3 Committee Members & 6 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$800.75

3. Event Overview

This is an event dedicated to enhancing the job-searching journey of international students. We collaborated with STINT, an international student group focused on employment outcomes of international students, and the Careers & Employability team at the university. The event consisted of an Alumni panel discussion led by a STINT representative, followed by informal networking in adjoining rooms. During the networking, students would be asked questions and learnt from the experiences of our alumni.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	24 th July	Determine Budget	Determining budget to send to C&E for catering	Andrea, Natasya, Rachel
2	2 nd August	Promotional Designs	Contact & coordinate with M&M	Andrea
3	7 th August	Contact HR for ISAs	ISAs will help with wayfinding, food distribution, and possibly MCing	Rachel
4	14 th August	Finalize Catering	Choose catering company as well as number of portions	Andrea, Natasya, Rachel
4	14 th August	Ticketing Opens	Latest date ticketing should open, most likely will be earlier as C&E events open bookings early	Natasya
4	18 th August	Briefing	Event briefing with ISAs	Andrea, Natasya, Rachel
Event Day				
5	22 nd August	International Students Career Networking		Andrea, Natasya, Rachel

Event Day

- UMSU International's representative during the panel discussion was changed from Andrea to Robertus.

Event Flow

Time	Activity	Details	PIC
4.30pm-5.00pm	Setup	Setup room, test AV	All coordinators and ISAs
5.15pm	Panel (alumni) arrives	Introductions, name tags, briefing	C&E
5.30pm-5.55pm	Panel discussion	Introduction and conclusion by UMSU International, information session by C&E	Robertus, C&E, STINT
6.00pm-7.30pm	Networking	Informal networking between international students and alumni, food and non-alcoholic drinks provided	

Post Event

- Participants were asked to fill in a feedback form.

5. Reflections

Publicity and Registration

- Publicity and registration from our end was a bit messy as our promotions came late compared to STINT and the university's. Due to this, most of the attendees signed up by looking at C&E and STINT's promotional materials and people who viewed our post had to attend as a walk-in.
- A lot of students did register as promotional material was posted by more than one party and was done days in advance.

Attendance

- About 200 plus 34 students on the waitlist registered through the booking link prior to the event.
- 98 students were in attendance on the day. 62 came from the formal list of registrations, 30 walk-ins and 6 were possible not students.
- From the 16 alumni that were supposed to attend the networking, only 9 alumni attended.

Panel Discussion

- Engagement wasn't at its maximum. Maybe it's because the attendees knew that they could easily ask questions to the alumni more personally during the networking segment.

Networking

- Networking was very good. A lot of the attendees were approaching alumni and asking questions.

6. Feedback

16 survey responses were received. From the responses given, below are the feedback we received:

- NPS rating for overall experience was 37.5, alumni panel was 50, networking was 25 and the event in general was 25.
- The event felt more like a Q&A event. Many attendees expected to meet other people who are also looking for jobs, as they probably misinterpreted the event's name.
- Career advice given was generally good. Event was also professionally organized and relevant to issues faced by many students.

7. Suggestions

Below are the suggestions that future teams could take when planning a similar event:

- Order more food on the day (small snacks that can easily be served) because sometimes we receive more walk-ins than expected.
- Could possibly be made into a larger scale event.
- Next time get a larger venue. Harold White Theatre is pretty small, so most walk-ins and late comers had to stand against the wall.
- Promote events generally on the same day with other parties.



- Future collaborative events with STINT. They are interested in working together again.
- Create a more appropriate name, one that does not create any confusion when attendees first read the event name.

8. Budget

A total of **\$1050** have been allocated for this event, and the total actual expenditure for this event is **\$800.75** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Food (expenditure shared with university)	1	800.75	800.75
TOTAL			800.75
SURPLUS			249.25

9. Conclusion

This concludes our report for the International Student Career Networking Report 2023. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

**Andrea MAKATITA
Education Department 2023/24
UMSU International**



6. Other Business

- 6.1. Vote of Confidence for President
- 6.2. Marquees
- 6.3. Co-Options
- 6.4. Bonding Camp

7. Next Meeting

CCM #5

Date : Monday, 2nd October 2023 (17:30)

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)