



## **Agenda**

### **Central Committee Meeting #5 – Monday, 3<sup>rd</sup> October 2022**

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Time : 17:00 PM

Venue : PAR-Old Geology-B25 (Theatre 2) & Zoom

#### **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 #4

#### **4. Proposals**

- 4.1. Diwali Lights and Chai Proposal
- 4.2. Amendments to UMSUi Infringement Policy

#### **5. Reports**

- 5.1. Union Mart Report
- 5.2. Meet and Greet Carnival Report

#### **6. Other Business**

- 6.1. Official Reprimand for Ojas CHOPRA
- 6.2. Official Reprimand for Ayush Kumar YATI
- 6.3. Update from President

#### **7. Next Meeting**



**Unconfirmed Minutes**  
**Central Committee Meeting #4 – Monday, 12<sup>th</sup> September 2022**

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Time : 17:00 PM

Venue : PAR-Old Geology-B25 (Theatre 2) & Zoom

**1. Procedural Matters**

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance

- Attendance – 26 / 27 Members

1.4. Apologies

Late with Apologies

EXCO:

Directors:

Officers: Ojas CHOPRA

Absent without Apologies

EXCO:

Directors:

Officers: Ayush Kumar YATI

Motion 1

Move that **Standing Orders** be adopted for **CCM #4** at **5:10 PM**

Mover : Christopher PRAWIRA

Secunder : Tarish KADAM

CARRIED without contention.

## 1.5. Adoption of Agenda

### Motion 2

Move that the **Agenda for CCM #4** be adopted at **5:11PM**

Mover : Ella LEE

Secunder : Audrey CHEUNG

CARRIED without contention.

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

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

### Motion 3

Move that the **minutes of eCCM #1** be accepted and confirmed as a true and accurate record.

Mover : Yee Hang Shea LAW

Secunder : Chiawei (Andy) YU

Motion Carried.

### Motion 4

Move that the **SWOTSNACC 2022 Proposal** be accepted.

Mover : Gerald CHANDRADINA

Secunder : Stephanie Daniella HARTONO

Motion Carried.

### Motion 5

Move that the **International Hangout Proposal** be accepted.

Mover : Alison TRAN

Secunder : Jodis TJUNTORO

Motion Carried.

### Motion 6

Move that the **International Queer Film Night Proposal** be accepted.

Mover : Angeline Cassie GANILY

Secunder : Audrey CHEUNG

Motion Carried.



Motion 7

Move that the **Exam Pack Giveaway Proposal** be accepted.

Mover : Tarish KADAM

Secunder : Samson CHEUNG

Motion Carried.

Motion 8

Move that the **Food Adventure Report** be accepted.

Mover : Felice ALEXANDRA

Secunder : Robertus INDRADJAJA

Motion Carried.

**4. Other matters**

Motion 9

Move that **Standing Orders** be suspended at **5:56PM**

Mover : Aurelia ISKANDAR

Secunder : Audrey CHEUNG

Motion Carried.

Motion 10

Move that **CCM #4** be adjourned at **5:55PM**

Mover : Christopher PRAWIRA

Secunder : Khan Chi LEE

Motion Carried.

**Prepared by,**

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



## Diwali Lights and Chai Proposal

Central Committee Meeting #5 – Monday, 3rd October 2022

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### 1. Introduction

Diwali is a celebration of lights that represents the triumph of good over evil, light over darkness, and knowledge over ignorance. It is one of the most widely observed festivals on the planet. Onshore students have been away from home for two consecutive years and might be going through conflicted emotions.

*Quoted from their proposal*

To promote inclusivity and establish the importance of community building, C&S department proposes UMSUi participating in Diwali Festival with a range of fun activities and Diwali-related giveaways.

### 2. Objectives

This event aims to:

- To support International students during the Diwali Festival and provide them with a community to rely on
- To help international students make friends and develop bonds through interactive trivias
- To showcase UMSU International as a Community of friendly and supportive OBs and ISAs

### 3. Event Details

Date	: Monday, 24 <sup>th</sup> October 2022 [4-7pm]
Venue	: In person, Concrete Lawn
Number of Attendees	: 300-500
Coordinators	: Trinh NGUYEN, Aryan GOSWAMI
Manpower	: 4 OBs & 11 ISAs (including coordinators which consists of 2 OBs)
Budget	: \$[3000]

### 4. Event Overview

Diwali Lights and Chai is an event with a chill out area, where we have some light display. There, we host some Diwali games/trivia sessions and giveaways to offer students some fun and highlight Indian Culture in their festival of lights.

### 5. Event Timeline

Wk	Date	Activity	Descriptions	PIC
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#				
<b>Pre-event Preparations</b>				
	30th September	Initial Planning	Planning + submit proposal	
			Create Basecamp Job	
	7th October	Communication and setup	Finalise vendors with JJ and Shari (light blocks and beanbags)	
			Communicate with M&M for support on Basecamp design	
			Communicate with HR for help-out ISAs (3 decor/setting up + 4 main session + 1 photo + 3 packdown)	
	20th October	Event lead-up	Prepare trivia questions	
			Prepare other games (carnival/diwali related) logistics	
			Prepare decorations + chill out zone logistics	
			Buy prizes (candles + order chai) + prepare merch if needed	
			Book marquees (if needed)	
	21st October		Event briefing for volunteers	
<b>Event Day</b>				
	24th October		Taking attendance	
			Set up marquees & decoration & the umsui flags)	
<b>Post Event</b>				
	25th October		Send ISAs hours	
			Send photos to M&M	
			Reimbursement	
			Report	

### Pre-event

- Registrations, Promotions to be made and collaborated.
- Communicate with the University and Basecamp for relevant support.
- Prepare games and giveaways items: Chai and Candles

### Event Day

- We will begin setting up the space at 1pm.
- Event time will be 4-7pm.

### Event Flow

Time	Activity	Details	PIC
1-4pm	Setting up	Decor and set up the chill out zone	Coordinators
4-5:30pm	Shift 1	Hosting games/interacting with students	Coordinators + volunteers
5:30-7pm	Shift 2	Handling out giveaways	Coordinators + volunteers

### Post Event

- Taking attendees feedback
- Reimbursement

## 6. Budget

A total of **[\$3000]** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Bean bags	10	30	300.00
Cushion	20	5	100.00
Decoration (e.g. light blocks)			500.00
Game logistics			100.00
Chai tea	200		1000.00
Fragrant candles	300	1.5	450.00

Miscellaneous			550
<b>TOTAL</b>			<b>3000.00</b>

**7. Conclusion**

This concludes our proposal for the Diwali Lights and Chai Proposal 2022. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**

**Trinh NGUYEN, Aryan GOSWAMI**  
**Cultural and Social Department 2022/23**  
**UMSU International**



## Amendments to UMSUi Infringement Policy

### Central Committee Meeting #5 – Monday, 3rd October 2022

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#### 1. Introduction

The Infringement Policy of UMSUi aims to provide transparency and consistency to UMSU International's disciplinary process as there are circumstances where disciplinary action needs to be taken against members within the UMSU International Central Committee. Such circumstances may arise where a Committee Member fails to perform their duties adequately, in accordance with the expectations of their role.

Amendments to the UMSUi Infringement policy aims to compliment the current Central Committee and enhance the policy by giving more specificity for the sake of precision and clarity.

#### 2. Amendments

Amendments of the Infringement Policy of UMSUi is shown below with **red** text colour.

### 2. PENALTIES

2.1 Penalties will subsequently be applied if the infringing party's new strike total reaches or exceeds a specific threshold.

2.2 The list of infringement as corresponding strikes is as follows:

#### 2.2.1 Central Committee Meeting Strike System

##### (a) Attendance

Absent from Central Committee Meeting with apology	2
Absent from Central Committee Meeting without apology	4
Late to Central Committee Meeting with apology	1
Late to Central Committee Meeting without apology ( <b>time when standing orders be adopted to 20 minutes after</b> )	2
Late to Central Committee Meeting without apology (4:50 - 15 minutes before the meeting adjourned)	3

Leave Central Committee Meeting before end with apology	1
Leave Central Committee Meeting before end without apology	2

(b) Proposal and Report

Failure to prepare an Event Proposal before the event is held	5
Failure to <b>present</b> a Final report <b>before the next 2 Central Committee Meeting</b>	5

### 2.2.2 Sub-Committee Strike System

(a) Attendance

Details	Apology not Valid	Without Apology
Reported Absence from Executive Committee Meeting	2	4
Reported Absence from Directors' Meeting	2	4
Reported Absence from Departmental/ Project Committee Meeting	2	4
Reported Absence for a second time from Executive Committee Meeting (Twice in a row)	3	4
Reported Absence for a second time from Directors Meeting (Twice in a row)	3	5
Reported Absence for a second time from Departmental/ Project Committee Meeting (Twice in a row)	3	5
Reported Absence for more than twice in a row from Executive Committee Meeting	4	6

Reported Absence for more than twice in a row from Directors Meeting	4	6
Reported Absence for more than twice in a row from Departmental/ Project Committee Meeting	4	6
Late to an Executive Committee Meeting (10 minutes after the meeting commenced)	1	3
Late to a Director's Meeting (10 minutes after the meeting commenced)	1	3
Late to a Departmental/ Project Committee Meeting - including cross departmental, (10 minutes after the meeting commenced)	1	3

## (b) Communication &amp; Participation

Failure to responds to emails from other Committee Members or from Project Coordinator within 2 working days	2
Failure to respond to any other form of communications (e.g. SMS, texts, Whatsapp messages, Facebook Messenger messages) from other Committee Members or from Project Coordinator within 2 working days	2
<b>Inform in failing</b> to attend event <b>last minute</b> after sign-up without finding a replacement (OBs are also required to debrief their replacement)	3
<b>Failure to attend event without informing after sign-up and without finding a replacement (OBs are also required to debrief their replacement)</b>	5
<b>Late for more than 10 minutes to the event they sign-up</b>	2
Not fulfilling duties as an Event/ Activity/ Program/	3

Campaign Coordinator/ <b>Person in charged</b>	
Failure to volunteer to be an Event/ Activity/ Program/ Campaign Coordinator at least twice per semester	<b>3</b>

2.3 The list of penalty thresholds and corresponding penalties are as follows

<b>First Warning Email from the Secretary</b>	<b>6</b>
<b>Official Reprimand in a Central Committee Meeting</b>	<b>10</b>
Second Warning Email from the Secretary or First Vote of No Confidence	<b>14</b>
Second Vote of No Confidence	<b>18</b>
Unconditional Termination of Office Bearer Position	<b>36</b>

### 3. Conclusion

This concludes the proposal for the Amendments to UMSUi Infringement Policy. Please do not hesitate to contact the Secretary should you have any queries.

**Prepared by,**

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

## Union Mart Report

Central Committee Meeting #5 – Monday, 3rd October, 2022

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### 4. Introduction

This report summarises the Union Mart 2022, which covers the period from week 3-6 every tuesdays and wednesdays. This event is held by UMSU Welfare and UMSU International provided support with our office bearers and ISA volunteer program. The main purpose of this event is to provide food relief to University students by giving out food, and daily necessities.

### 5. Event Details

Date : Tuesday, Wednesday [Week 3-Week 6]

Venue : In-Person, Old Zamborro

Number of Attendees : ~150 every day

Coordinators : Ojas CHOPRA, Audrey CHEUNG, Shea LAW

Manpower : 1 OBs and 3 ISAs each day

Budget : \$0

### 6. Event Overview

The Union Mart is structured as a free to pick up grocery and personal items shop. Students with booked tickets can come in within their 30mins time slot between 11am to 2pm and choose items that they need while keeping it all under the individual item limit. The items given away range from pasta, noodles, crackers, fresh produce to toothbrush and shampoos. The ISAs and OBs help by making a record for all the items that are taken by students, manage queues and ask attendees to fill in feedback forms. Further, we check their student IDs and write down their names as well to make sure everyone gets fair access to the items.

### 7. Event Timeline

UMSU International is not in charge of pre-event preparation or post-event de-briefing. ISAs and OBs were only helped out during the event days.

#### Event Day

- Event Flow is the same for all event dates.

Time	Activity	Details	PIC
11:00 - 11:15 am	Setup	Pull up the shutters and set up advertisement board and clothing rack	Shea LAW, and OB assigned for the day



		outside the entrance, and position the queue posts in front of the counter.	
11:15 am - 2:00 pm	Uni Mart	Helping check out, checking the registration of the attendees, restocking the products and make sure students come between their assigned time-slots.	Shea LAW, and OB/ISA assigned for the day
2:00 - 2:15pm	Packup	Restock and move items and racks into original positions	Shea LAW, and OB/ISA assigned for the day

**8. Reflections**

**Attendance**

- Approximately 150 attendees each day. Once registrations were opened for students, the attendance has increased to around 200 attendees.

**Feedback**

- Time was changed from 12:30 - 3:30pm to 11:00am - 2pm on the spot without communicating with us UMSUi Welfare beforehand and we have to do sudden time change for ISAs. Some ISAs couldn't make it to the new time, and the HR department had to find ISA replacements. With the new time, some ISA had to come late because of class time. This might have created a bad impression of UMSUi for ISAs since communication was not done well.
- No permanent registration system- free entry from the first week was changed to ticket bookings without any prior notice, which causing confusion for both UMSUi and the attendees.
- Irregular stock of food items throughout the weeks.
- No communication was made with students about the next availability of slots, (As promised by UMSU Welfare, they would post Instagram stories whenever the next slots were available but it never happened and eventually many students showed up without the tickets.)
- When UMSU Welfare officer was away for a whole week or for an hour or so, Shea needed be in charge of the whole event, since there was no person in charge on the event day. As we are not the official organiser of the event, Shea had to communicate remotely or in person with OB in charge.
- Poor queue management (queue was very long once after they decided to open registrations)

- Food got stolen because the union mart room shutter was opened by staff from the food relief program happening next to Union Mart. As a result, the Union Mart in Week 5 was cancelled. One of the ISA arrived on week 5 Tuesday, however, the coordinator on the day was late and had not spotted the issue yet. The ISA was still given the ISA event hours as she stayed there for awhile.
- UMSUi was not advertised enough at the union mart, even after being the one providing manpower every week. All banners inside the mart were of UMSU Welfare. UMSUi only had one banner outside the venue, also the decoration was all about UMSU welfare.
- Paper bags ran out so OB in charged needed to take UMSUi tote bags from our office for replacement.
- Casual staff who came to replace the UMSU welfare officer did not perform their duty properly, they require 2 breaks and each is 30 mins during a 3 hours shift.

### **Suggestions**

- Ensure everything is managed and organised before considering to partner with another department at UMSU.
- Might require more manpower during the event
- CME needs to provide a better registration system to avoid any confusion between students
- Maintain a regular check on the food item stock.
- Have a better check out and student ID verifying system, since a lot of things needed to be handwritten and was taking up manpower and time.
- In the future, if we would like to conduct any events with CME like union mart, we recommend to be independence away from other department. To prevent, miscommunication or relevant issues, like this time there were loads of miscommunication and lacks of management issues.
- Moreover, we prefer using our ISA for our own event only/ program only in our own events.
- We suggest to not partner with UMSU Welfare if there isn't a long consideration and communication, as we had a bad experience in this event.

### **Budget**

As the Union Mart was just a helpout to get volunteers to the UMSU Welfare department, there was no budget allocated by UMSUi for this event.

### **Conclusion**

This concludes our report for the Union Mart Proposal 2022. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Audrey CHEUNG, Ojas CHOPRA, Shea LAW**  
**Welfare Department 2022/23**  
**UMSU International**

## **Meat and Greet Carnival Report**

Central Committee Meeting #5– Monday, 3rd October 2022

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### **1. Introduction**

This report summarises the Meat and Greet Carnival 2022, which covers the period of 21st September 2022. During this event, HR, P&S and C&S worked alongside to bring the Meat and Greet Carnival to life. This event gave students the chance to socialise and make new connections, providing a safe, engaging platform for students to enjoy fun games, food release stress. The event consisted of the Meat and Greet and Mini Carnival games, providing a range of different activities for students to engage in.

### **2. Event Details**

Date	: Wednesday, 21st September, 2022 [(9:30am - 3pm - Melbourne time)]
Venue	: North Court
Number of Attendees	: 482 attendees (232 walk-ins and 250 registered)
Coordinators	: Thi Ngoc Trinh NGUYEN, Jacqueline MARSHIELA, Ella LEE, Richard HA, Stephanie Daniella HARTONO, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
Manpower	: 10 Committee Members & 43 ISAs (including coordinators which consists of 7 Committee Members)
Budget	: \$3400 (\$1700 from HR; \$1700 from Cultural and Social)

### **3. Event Overview**

#### **3.1 Meet and Greet**

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 barbeques and drinks.

#### **3.2 Mini Carnival**

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the Cultural and Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.



## 4. Event Timeline

### 4.1 Meat and Greet

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
1	29th July 2022	Venue Booking	Book North Court	Ella LEE
4	29th August 2022	Proposal	Creating Proposal and Presenting in CCM	Ella LEE, Richard HA
5-6	23rd August - 30th August 2022	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Jeslyn TANDYAJAYA
1-9	29th July - 20th September 2022	Contacting Food Suppliers	Contact Meat Suppliers and Ida Bar, Order from Woolies	Ella LEE, Richard HA, Jeslyn TANDYAJAYA
<b>Event Day</b>				
9	21st September 2022	Pick up	Pick up Halal Meat	Richard HA, Phuong Anh (Alison) TRAN
9	21st September 2022	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Jacqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
<b>Post Event</b>				
9-10	22nd - 29th September 2022	Report	Writing the Report	

### 4.2 Mini Carnival

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
	29th August 2022	Proposal	Creating Proposal and Presenting in CCM	Ella LEE, CnS

6	1st September 2022	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Trinh, Stephanie
7	5th September 2022	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes	Trinh, Stephanie
8	11th September 2022	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Trinh, Stephanie
8	11th September 2022	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Trinh, Stephanie
8	13th September 2022	Briefing	Briefing all ISAs and OBs about the event rundown and what their roles are	Trinh, Stephanie
8	14th September 2022	Trial Run	A short run through of the event to test all planned games	Trinh, Stephanie
<b>Event Day</b>				
	September 20	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Trinh, Stephanie
	September 21	Taking attendance of game masters	Taking attendance of ISAs and OBs	Trinh, Stephanie
<b>Post Event</b>				
	September 22	Send ISA hours to HR	Record and report ISAs hours	Trinh, Stephanie
	September 22	Reimbursement	Reimburse the money to buy prizes, game logistics	Trinh, Stephanie
		Report		Trinh, Stephanie

### **Event Day**

North Court was booked for this event, the Mini Carnival is held in the middle of North Court under the big marquee. The Meet & Greet is located at the left side of the venue.

### **Event Flow**

<b>Time</b>	<b>Activity/ Details</b>	<b>PIC</b>
9:30 am - 11 am	Set up/ Collecting Order	Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN

11 am - 12:30 pm	Session 1 games, Cooking/ Distributing free foods & drinks	Jacqueline MARSHIELA, Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
12:30 pm - 2:00 pm	Session 2 games, Cooking/ Distributing free foods & drinks	Jacqueline MARSHIELA, Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
2 pm - 3 pm	Clean up	Jacqueline MARSHIELA, Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN

## 5. Reflections

### Meat & Greet

- The woolworths delivery is no longer available. Hence, the team managed to get it delivered near university and UBER it to the UMSU International Lounge instead.
- Because Meat and Greet was moved to North Court, less preparation is needed. Although due to unforeseen circumstances, such as dysfunctioning lift, the setup was generally smooth.
- Meat and Greet Carnival turn-up was in expectation, which is around around 500 people including registered participants.

### Mini Carnival

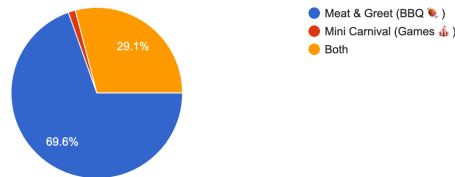
- Games turn out to be harder to score than in the trial run as distance is larger on the event day: very few get to 8 (large prize) in the pong game.
- As we were unaware, we did all the purchasing and shipping ourselves (manually); which from next time, we can call UBER.
- Games become more popular after lunchtime (around 12-2pm), as ISAs and OBs invite their friends/people from the BBQ to join.

## 6. Feedback

Among 482 participants, 148 filled in the feedback form:

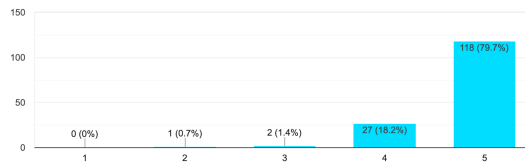
- Event Participation
  - Around 70% participants participated in Meat & Greet and 30% joined both mini carnival games and barbecue events.

Which event did you participate?  
148 responses



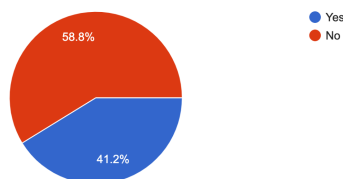
- Event Satisfaction
  - 147 out of 148 students would like to join similar activities in the future, with the average event rating of 4.8.

Did you enjoy the event?  
148 responses



- Food Options
  - Around 60% of the attendees still prefer to have meat options in the event rather than having plant-based (vegan) options only.

UMSU International is currently serving both meat and sustainable plant-based options such as Meat & Greet. Would you prefer if USMU International...cus on plant-based options at our future events?  
148 responses



- Many participants stated although they are vegan/vegetarian, they still respect people who choose to eat meat. Moreover, many others stated they love the variety of food, especially the halal meat options.
- Plant-based Chicken Satay was popular in our event, and received a lot of positive feedback.

- Other Feedback and Suggestions from Participants

#### **Positive feedback**

- Many appreciated our politeness and welcoming attitude in the event
- The food was tasty and catered to different preferences.
- Generally, most participants enjoyed the event

#### **Improvements**

- Wish to have some music in the event
- Simplifying walk-in registration and feedback process
- Less QR Code
- More awareness needed (e.g., email)

## **7. Suggestions**

### **General Suggestions**

- We noticed most participants arrived at around 12:00 - 12:30. Hence, moving the event time to 12:00 will be more ideal and will have more time to do set ups.
- UMSU rejected our request to put the event in the eNews because our tickets were all booked out before the event. Therefore, a lot of walk-in participants did not aware of the event. Hence, we recommend to insist on rolling out our event in the eNews even though the tickets were all sold out.
- Since 3 QR codes (Walk-in Registration, Feedback Form and ISS) were presented, participants were confused. Therefore, we recommended that if many forms are required, the event coordinators could reach out to the Media and Marketing Department to create a Linktree and combine all the links together.
- Some participants were not able to access the form because they used personal email rather than student email. Therefore, it will be helpful in the future if the event coordinators can print “please use student email to access” under the QR code.

## 7.1 Meat and Greet

### Vegan Food Provider

- During ordering food from Give a Fork, the charity constantly expressed their concerns that we still provide meat options and strongly urged us to offer 100% vegan (sustainable plant-based) food in this event. However, considering we need to respect students' preferences and opinions based on our previous Meat & Greet survey, we still wished to provide halal meat options, which thus, led to some issues in the communication process. Therefore, we will suggest in future events, that if the team would like to continue providing meat options, seeking other vegan food suppliers will be ideal.
- Since plant-based satay was more popular, and vegan schnitzels were less preferred, it is recommended to order satays only in the future event.

### Grilling Food

- It is recommended in future barbecue events to take out and grill small amounts of food first, and keep the remaining ones in the fridge for backups. So that it will have better hygiene practices and reduce food safety concerns.

### Woolworths Order

- More drinks and bread should be ordered next time as we ended up running out of those goods at the end of the event.

## 7.2 Mini Carnival

- More squishmallows/everyone wants it
- We should've set rules beforehand for how many times someone can attempt a game
- For the Cup Pong game, we could've set up barriers to prevent the ping pong balls from going everywhere.

## 8. Budget

A total of **\$3400.00** have been allocated for this event, and the total actual expenditure for this event is **\$2107.54** with the breakdown as listed below:

Event	Allocated Budget (AUD)	Total Actual Cost (AUD)
Meat & Greet	\$1,700.00	\$1172.66
Mini Carnival	\$1,700.00	\$934.88
<b>Total</b>	<b>\$3,400.00</b>	<b>\$2107.54</b>
<b>Surplus / Deficit</b>		<b>\$1292.46</b>

### 8.1 Meat and Greet

A total of **\$1700** have been allocated for this event, and the total actual expenditure is **\$1172.66** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
UMSU BBQ Hire and Trestle Table	221.00	150.00
Woolworths Delivery	500.00	375.55
Food Product (Halal Meat & Vegan Options)	600.00	583.14 (344.40 - vegan, 238.74 - Halal meat)
Poster for Meat & Greet Carnival	40	40.0
Miscellaneous	339.00	23.97 (Uber)
<b>TOTAL</b>	<b>1700.00</b>	<b>1172.66</b>
<b>Surplus / Deficit</b>		<b>527.34</b>

### 8.2 Mini Carnival

A total of **\$1,700** have been allocated for this event, and the total actual expenditure is **\$934.88** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
Carnival Prizes (Merchs, giftcard x \$20, big prizes (others) x \$15)	800	759.88 (104 - Plushies, 450 - Gift Cards, 205.88 - Typo)
Game Logistics	400	175.00
Miscellaneous	500	0.00
<b>TOTAL</b>	<b>1700.00</b>	<b>934.88</b>
<b>Surplus / Deficit</b>		<b>775.12</b>

## 9. Conclusion

We would like to thank all the committee members who helped out in the event. Meat & Greet Carnival was successful and the collaboration between HR, P&S and C&S departments was smooth and delightful.

This concludes our report for the Meat and Greet Carnival Report 2022. Please do not hesitate to contact the HR, P&S and C&S Departments should you have any queries.

**Prepared by,**

**Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO, Ella LEE & Richard HA**  
**Cultural and Social VP and Officer 2022/23,**  
**Human Resources Director 2022/23,**  
**Partnership and Sponsorship Director 2022/23**  
**UMSU International**





## **6. Other Business**

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- 6.1. Official Reprimand for Ojas CHOPRA
- 6.2. Official Reprimand for Ayush Kumar YATI
- 6.3. Gift Cards
- 6.4. Excel list of clubs provided to PnS
- 6.5. Update from President
- 6.6. Marquees Training

## **7. Next Meeting**

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CCM #6

Date : Monday, 17<sup>th</sup> October 2022 (17:00)

Venue : PAR-Old Geology-B25 (Theatre 2)