



Agenda

Central Committee Meeting #8 – Monday, 20th March 2023

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 #7

4. Proposals

- 4.1. Umsu International Lanyard Proposal
- 4.2. Central Committee Bonding Dinner #2 Proposal

5. Reports

- 5.1. Heads of Clubs Semester 1 2023 Report
- 5.2. SummerFest UmsUi Welfare Brekkie/Umsu Intl. Promotion Report
- 5.3. Amazing Race 2023 Report
- 5.4. Food Adventure Report

6. Other Business

- 6.1. Working with HR Guide
- 6.2. Exco approved expenses
- 6.3. CME Resolution
- 6.4. UMSU International Elections
- 6.5. ISS Coming Up
- 6.6. Welfare Breakfast Issue with beggars

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #7 – Friday, 6th March 2023

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 – 33/36 Members

Late with Apologies

Officers: Felice ALEXANDRA (17:26)

Leaving Early with Apologies

Officers: Rio FIERIS (18:45), Tarish KADAM (19:10), Allan THOMAS (19:14)

Absent with Apologies

Officers: Phuong Anh (Alison) TRAN, Jodis Tjuntoro

Absent with No Apologies

Directors: Aryan GOSWAMI

Motion 1

Move that **Standing Orders** be adopted for **CCM #7** at **5:05 PM**

Mover : Stephanie Daniella HARTONO

Seconder : Xinyuan Wang (Cynthia)

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #7** be adopted at **5:06 PM**

Mover : Ella LEE

Seconder : Jeslyn TANDYAJAYA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

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

Mover : Richard HA

Seconder : Aurelia ISKANDAR

Motion Carried.

Motion 4

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

Mover : Richard HA

Seconder : Robertus INDRADJAJA

Motion Carried.

Motion 5

Move that the **International Student Survey Semester 1 2023 Proposal** be accepted.

Mover : Ying Yu (Danielle) CHEN

Seconder : Xinyuan Wang (Cynthia)

Motion Carried.

Motion 6

Move that the **UMSU International Buddy Up Proposal** be accepted.

Mover : Jeslyn TANDYAJAYA

Seconder : Christopher PRAWIRA

Motion Carried.

Motion 7

Move that the **Finance Workshop Proposal** be accepted.



Mover : Rio FIERIS
Secunder : A Sophia De Alwis

Motion Carried.

Motion 8

Move that the **ISA Recruitment March 2023 Intake Proposal** be accepted.

Mover : Thi Ngoc Trinh NGUYEN
Secunder : Lam Wun Tung (Cherry)

Motion Carried.

Motion 9

Move that **Standing Orders** be suspended at **5:36 PM**

Mover : Yee Hang Shea LAW
Secunder : Geraldly CHANDRADINATA

Motion Carried.

Motion 10

Move that **Standing Orders** be resumed at **5:41 PM**

Mover : Allan THOMAS
Secunder : Chien Chen (Amanda)

Motion Carried.

Motion 11

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

Mover : Khanh Chi LE
Secunder : Stephanie Daniella HARTONO

Motion Carried.

Motion 12

Move that the **Exam Pack Giveaway 2022 Report** be accepted.

Mover : Aurelia ISKANDAR
Secunder : Richard HA

Motion Carried.

Motion 13

Move that the **International Student Survey Report 2022** be accepted.

Mover : Tarish KADAM
Secunder : Ojas CHOPRA

Motion Carried

Motion 14

Move that the **SWOTSNACC Semester 2 2022 Final Report** be accepted.

Mover : Thi Ngoc Trinh NGUYEN

Secunder : Yu Man (Samson) CHEUNG

Motion Carried.

Motion 15

Move that the **Cultural Parade Report** be accepted.

Mover : Felice ALEXANDRA

Secunder : LUONG Hien Tam

Motion Carried.

Motion 16

Move that the **Diwali Lights & Chai Report** be accepted.

Mover : Rio FIERIS

Secunder : Ella LEE

Motion Carried.

Motion 17

Move that **Standing Orders** be suspended at **6:43 PM**

Mover : Tarish KADAM

Secunder : Allan THOMAS

Motion Carried.

Motion 18

Move that **Standing Orders** be resumed at **6:53 PM**

Mover : Pok Wing (Audrey) CHEUNG

Secunder : Jaqueline MARSHIELA

Motion Carried.

Motion 19

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

Mover : Man Yan Lau (Jess)

Secunder : Gerald CHANDRADINATA

Motion Carried.

Motion 20

Move that the **ISA Appreciation Night and Winning House Dinner (February & March 2022) Report** be accepted.

Mover : Christopher PRAWIRA

Seconders : Chien Chen (Amanda)

Motion Carried.

Motion 21

Move that the **ISA Recruitment February Intake 2023 Report** be accepted.

Mover : Stephanie Danielle HARTONO

Seconders : Xin Yuan WANG (Cynthia)

Motion Carried.

Motion 22

Move that the **Co-Options 2022 Report** be accepted.

Mover : Ella LEE

Seconders : Ying Yu CHEN (Danielle)

Motion Carried.

Motion 23

Move that the **Central Committee Bonding Camp 2022 Report** be accepted.

Mover : Robertus INDRADAJA

Seconders : Ojas CHOPRA

Motion Carried.

Motion 24

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

Mover : Michelle Avalo DJAP

Seconders : Felice ALEXANDRA

Motion Carried.

Motion 25

Move that the **New Umsu International Signature Motion** be accepted.

Mover : Christopher PRAWIRA

Seconders : A Sophia De Alwis (Sophia)

Motion Carried.

Motion 26

Move that the **Vote of No Confidence for Cultural and Social Director** be accepted.

Mover : Christopher PRAWIRA

Seconder : Yee Hang Shea LAW

Motion Carried.

4. Other matters

- 4.1. Resignation of Graduate Director
- 4.2. Change of Regulation for Election
- 4.3. Staffs Cards
- 4.4 Dietary Requirements for Bonding Dinner
- 4.5. Welfare Breakfast Briefing

Motion 27

Move that **Standing Orders** be suspended at **7:44 PM**

Mover : Thi Ngoc Trinh NGUYEN

Seconder : Robertus INDRADAJA

Motion Carried.

Motion 28

Move that **CCM #7** be adjourned at **7:45 PM**

Mover : Yhi Zhen LIM (Ethan)

Seconder : Chien Chen (Amanda)

Motion Carried.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International



UMSU International Lanyard Proposal

Central Committee Meeting #8 – Monday, 20th March 2023

1. Introduction

The Media and Marketing department (M&M) will be designing lanyards for the 2022-2023 USMU International Central Committee. Previously, we have passed a budget (see Central Committee Merch Proposal, Central Committee Meeting #6 – Monday, 17th October 2022) for lanyards but it is inadequate as units and prices have increased.

2. Objectives

This event aims to:

- Easily identify central committee members or possibly even ISA's during events and meetings
- Increase awareness of USMU International
- Foster a sense of unity and togetherness amongst USMU International members

3. Event Details

Date : March 2023 - May 2023

Coordinators : Christopher PRAWIRA

Budget : **\$2040.00**

4. Event Overview

M&M will take the design of the previous lanyards (ordered in January 2022 by CME), then put in the order through our approved supplier. Once the supplier receives the order and ships the merchandise, M&M will distribute it among the central committee members. The HR department can distribute it to our ISA's when necessary.

Lanyard design:



5. Event Timeline

Month	Activity	Descriptions	PIC
March	Design process and ordering	<ul style="list-style-type: none"> Communicate with Bluegum (supplier) about order – design & quantity included Receive and pay invoice (Treasurer) 	Jaqueline MARSHIELA, Christopher PRAWIRA
Late April/early May	Shipping and distribution of merchandise	<ul style="list-style-type: none"> Receive shipment Distribute to committee members! 	Christopher PRAWIRA

6. Budget

A total of **\$2040.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Lanyards	800	2.30	1840.00
Shipping and GST			200.00
TOTAL			2040.00

7. Conclusion

This concludes our proposal for the UMSU International Lanyard Proposal 2023. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Christopher PRAWIRA
Media and Marketing Department 2022/23
UMSU International



Central Committee Bonding Dinner #2 Proposal

Central Committee Meeting #8 – Monday 20th March 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. This is also where the Co-opted officers can get to know committee members from other departments if they have not worked or collaborated with them.

2. Objectives

This event aims to allow the Committee Members to bond and get to know about one another.

3. Event Details

- Date : Monday, 20th March 2023
- Venue : Surasang Melbourne 수라상 멜버른 (55-59 A'Beckett St, Melbourne VIC 3000)
- Number of Attendees : 24 (/35 Committee Member)
- Coordinators : Angeline Cassie GANILY
- Budget : \$850

4. Event Overview

We are planning to go to Surasang (Korean Royal Court Cuisine was the style of cookery within Korean cuisine traditionally consumed at the court of the Joseon Dynasty) which is a venue where the Committee Members can have dinner together while getting to know one another.

5. Event Timeline

Date	Activity	Additional Details
Pre-event Preparations		
6 March 2023	OBs Fill in Microsoft Forms	Participation, Dietary Requirements, Suggestion of Food
15 March 2022	Booking Venue	Go to the restaurant for booking and ask if there is a minimum surcharge.
15 March 2022	Confirmation for Menu	Menu is chosen prior to the event day to ensure that the flow of the event is on time.
Event Day		

20 March 2023 7pm-9:30pm	Bonding and Dinner	
Post Event		
CCM #9	Present Report in CCM	

6. Budget

A total of **\$850** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Surasang foods and drinks	24	30	720
Miscellaneous	130	-	130
TOTAL			850.00

7. Conclusion

This concludes the proposal for the Central Committee Bonding Dinner #2 Proposal. Please do not hesitate to contact the Secretary should you have any queries.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International



Night Market 2023 Proposal

Central Committee Meeting #8 – Monday 20th March 2023

1. Introduction

Night Market is an annual event hosted by UMSU International which brings all students together in one setting to enjoy different food, performance and activities of different cultures, and thereby celebrating university's multiculturalism as well as enhancing the sense of belonging in our community.

This year, with the theme of "Blast from the past", we want to bring back the vibrant but nostalgic atmosphere which everyone has once experienced growing up. We also plan to incorporate cultural elements of childhood into our Night Market this time in order to further embrace the diversity aspects of university life.

2. Objectives

This event aims to:

- To promote cross cultural awareness and the importance of multiculturalism in the University of Melbourne.
- To bridge cultural differences and encourage students of different cultures to interact with each other.
- 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 : Thursday, 20th April 2023 [5-10pm]

Venue : Concrete Lawn

Number of Attendees : 7000+

Coordinators : Trinh NGUYEN, Jessica LAU, Allan THOMAS, Aurelia ISKANDAR, Jodis TJUNTORO, Stephanie Daniella HARTONO, Tam LUONG

Budget : \$96,000

4. Event Overall Timeline

Week	Main Action Points
Week 1	<ul style="list-style-type: none">• Open Teamwork.• Induction meeting and Task Delegation to Launch

	<p>2023 Night Market.</p> <ul style="list-style-type: none"> ● Discussion on decorations and themes.
Week 2	<ul style="list-style-type: none"> ● Contact Stage Vendor (through meeting with AVM) ● Sponsors for Giveaways and Lucky Draws ● Recruitment of design ISA team for decoration and event theme
Week 3	<ul style="list-style-type: none"> ● Finalise design concept and acquisition methods from suppliers. ● Open application for performers and food stalls ● VIP arrangements such as list, invites and venue are finalised. ● Emcee applications open.
Week 4 (this week)	<ul style="list-style-type: none"> ● Submit proposal ● Hiring Fire Safety personnel and security services ● Performers list and their respective equipment/prop requirement finalised. ● Food Vendor selection and requirement list finalised. ● Food Vendor decoration plan finalised
Week 5	<ul style="list-style-type: none"> ● Meeting with the City Council. ● Hiring equipment (Walkie Talkies) ● Individual meetings with food vendors to finalise details and publicity. ● Finalise performers lineup and communicate final lineup with performers and AV Melb. ● Finalise payment of external performers. ● Publicity on Facebook and through flyers/posters on campus. ● Green room and parking booking for VIP guests.
Week 6	<ul style="list-style-type: none"> ● ISA and OB task allocation according to availability. ● Hiring equipments (Oil cans) ● Confirmation of VIP catering and ExCo attendance. ● Final arrangements with food vendors and release of vendor layout. ● Finalisation of Emcee script and costume. ● Plan opening ceremony logistics. ● VIP Booklet and name cards preparation. ● Finalise internal and external sourced decorations
Break	<ul style="list-style-type: none"> ● Statements of Trade submission. ● Testing of electrical equipment. ● Stock check of equipment required for safe food handling.

	<ul style="list-style-type: none"> ● Performer's Briefing ● Food vendor and performance publicity ● Info booth preparation. ● ISA and OB Night market induction and task sheet released. ● Event run sheet finalisation. ● Event survey creation. ● Reminder of event for VIPs
Week 7 (Thursday 20th April)	<ul style="list-style-type: none"> ● Final Emcee rehearsal. ● Decor set up. ● Coordinate arrivals of guests and green room ● Final Rehearsal ● Map Design Printing
Week 8	<ul style="list-style-type: none"> ● Final Food Vendor deposit return. ● Finalise internal performer payments

5. Event Components

5.1. Food

Coordinators: Jessica LAU, Allan THOMAS

Food Stalls

There will be a total of 12-15 food stalls operating throughout the event, all food stalls are located on Concrete Lawn. The food stalls consist mostly of student clubs and cultural clubs from the University, there are also few individuals and external cultural organizations. All food stall applications go through a vetting and selection process to select the most ideal clubs that can represent the theme of Night Market and provide a good mix of food and beverages for Night Market.

Competition

All participating food stalls are automatically considered in the Food Stall Competition. The stalls are judged on criterias including: quality and uniqueness of food, publicity effort, stall design, compliance to SFH standards and regulations. The judges will include the Food Coordinators and the OBs. The Competition aims to foster a culture of providing food and services at a high standard, resulting in better quality food stalls run at a higher standard and SFH compliance. The top 3 food stalls with the higher overall scores will receive a prize of \$100 after the event.

Food Stalls

The items that are required but not limited to on the day are:

1. 6 x 20L oil container for disposal of used oil
2. 6 funnels for pouring of oil into oil containers
3. Hairnets for all food handlers
4. Cooking gloves

5. Face masks
6. Aprons
7. Food thermometers for the Food coordinators
8. Alcohol swabs
9. Hand Sanitisers
10. Sanitiser Spray (Food Grade)
11. Disinfectants
12. Soap
13. Paper towels for hand-washing station and each food stall

Safe Food Handling Training

Food Coordinators

The Food Coordinators are going to undergo several SFH training including Food Handling (Level 1) and Food Safety Supervisor (Level 1 & 2). The helping OBs are going to undergo Food Handling (Level 1) Training. This training will be held on Saturday, 18th of March 2023.

Here is a list of committee members who will be participating in the training:

1. Trinh Nguyen (CnS)
2. Jessica Lau (CnS)
3. Allan Thomas (Graduate)
4. Ella Lee (HR)

City Council Meeting and Clubs Briefing

A meeting with the City Council of Melbourne was held for all the preliminary discussion about the Night Market, in order to get approval for the event itself.

After the Food Vendor selection process, prior to the date of the event, Clubs will be briefed individually together with the City Council to ensure that all food safety requirements are met.

AVMelbourne

After all the food vendors are selected, a test and tag session will be carried out a few days before the event to ensure that all equipment that stalls will use on the event day are functioning properly and are safe to use

5.2. Decoration

Coordinators: Aurelia ISKANDAR, Stephanie Daniella HARTONO

Decoration will follow the *Blast from the Past* theme and will mainly be centred around the entrance, stage, chill-out zone, and photobooth area. Coordinators will work with a team of 4 ISAs to brainstorm and create decorations for the Night Market. Weekly meetings with the ISAs will be scheduled and the team will get together to work on the decorations.

The main theme around decorations will take inspiration from old sci-fi movies to make it seem like guests are taking a time machine back to the past. There will be several photo spots around the area where participants can take photos with their friends; there will also be an external photobooth printing out photo strips that people can bring home. A wall where people can write what they're nostalgic about will be set up near the photobooth area. In the chill out zone, there will be games from our childhood that come from different cultures that people can try out.

UMSU's mascot, Glovey, will be scattered around the area to remind people that Night Market is an MSU event.

Art workshop sessions have been scheduled with Channon Goodwin (Arts Program Officer from George Patton Gallery) and Allen Laverty (Stage Carpenter/Mechanist from Union House Theater). These workshops will take place on Wednesdays at 11AM in the Arts Lab at the Arts and Culture building. The Arts Lab will be opened for the team to work on decorations any time they want.



NM entrance draft made by Michelle Kristie

5.3. Performance

Coordinators: Jodis TJUNTORO, Tam LUONG

5.3.1 Opening Ceremony

This section of the Night Market will include the emcee's opening up the night and introducing the event and further passing on the stage to the UMSU International President for this opening remarks. The official commencement will also include the VIP speeches and an official event open (could be ribbon cutting or confetti - TBD)

5.3.2 Emcees

3 Emcees will be chosen and applications for this position will be circulated on the 21st of March 2023 and will hold auditions for this in person on 27th and 28th of March so as to gauge the confidence, body language and fluency of the ISA who could potentially be an Emcee.

The Emcees will be in charge of smooth transitioning between performances and constantly reminding the audience of all the various activities going around the event. In addition, introducing the new performers to the audience and ensuring that the audience is as lively as possible.

Making sure the Emcees are not going around to explore the food stalls, eating and losing focus on something else during their time as it is hard to find them later because of the crowd. They can do this during the long performances such as 35 minutes or stage break of 15 minutes.

5.3.3 Internal Performers

A Performance application form for University clubs to apply to has been released wherein clubs can provide us with details such as their performance type, an audition tape and other information. Additionally such club outreach has also been performed as a way to let clubs know about this opportunity and encourage them to apply.

We will be choosing roughly 5-10 University Clubs to perform at the event with a performance of around 10-15 minutes long. The type of performances would range from musical to dances to any creative pieces that could be engaging to the audience and ties well with our theme.

Depending on their experience and quality, we will be providing compensation to all the performers, which will be discussed individually after the first selection process.

5.3.4 External Performers

Similar to what we conduct with our internal performances, we will be reaching out to external performers to gauge their interest in performing for our event. We will be discussing possible performances, length and cost for performances and its relation with our theme for the event and how we can utilize this performance to engage our audience.

5.3.5 AVMelbourne

After finalizing the list of internal and external performers, we will be working closely with AVMelbourne to discuss the band equipment requirements as well as constructing the best run sheet order to ensure that there are smooth transitions in between activities. We will discuss the flow of the event, how we want the music to be, who is going to set up and pack down the props, etc. Test and tag sessions will also be conducted to ensure that all the equipment are safe and functioning properly.

5.3.6 Event flow (expected timeline not the finalized one)

Start the event with a slower performance, preferably a singing performance. Towards the night, around 7.00pm onwards, we will allocate exciting performances to drive people to the stage after visiting food stalls and other areas. This ensures that we give everyone time to show up before our best performances happen. We also leave some break time for preparation, crowd dispersion and let the stage be quiet before continuing with the show.

Start	Finish	Activity	Location
4.00pm	4.30pm	Set Up	All Food Stalls, Stage and Venue
4.30pm	5.00pm	VIP Reception	Ante Room
5.00pm	5.20pm	Opening Ceremony	Concrete Lawn Stage
5.25pm	5.40pm	Singing performance (band) - something slow/reminiscing	Concrete Lawn Stage
6.00pm	6.30pm	External - Group Dance	Concrete Lawn Stage
6.35pm	7.55pm	External: Circus/magic show/juggler	Concrete Lawn Stage
7.00pm	7.10pm	Internal - Group Dance	Concrete Lawn Stage
7.15pm	7.25pm	Internal - Group Dance	Concrete Lawn Stage

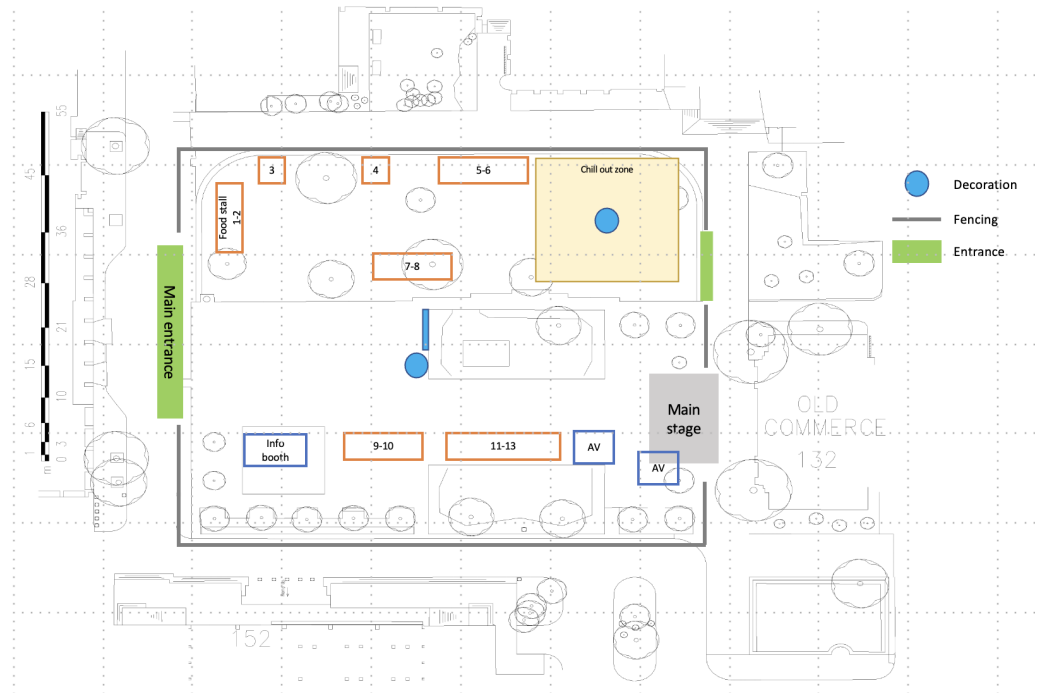
7.30pm	7.40pm	Internal - Group Dance	Concrete Lawn Stage
20 Minutes Stage Break			
8.00pm	8.15pm	Internal - Solo singing	Concrete Lawn Stage
8.20pm	8.35pm	Internal - Group Dance	Concrete Lawn Stage
8.40pm	9.00pm	External - Circus	Concrete Lawn Stage
9.05pm	9.25pm	External - Singing	Concrete Lawn Stage
9.30pm	9.40pm	Internal - Group Dance	Concrete Lawn Stage
9.45pm	10.00pm	Internal - Group Dance (this is the best performance which we save for the last)	Concrete Lawn Stage
10.00pm	10.05pm	Closing Ceremony	Concrete Lawn Stage

5.4. Layout and overall operations

Coordinators: Trinh NGUYEN, Aviya BAVATI

5.4.1 Concrete Lawn Layout Rev. 17 March

The layout above is a draft, last revised on 17th of March. It is not final and does not include equipment, and lighting yet. Many iterations and versions will be made accordingly as we gather more information. Entrance and Exit points are to be drafted, as well as a plan to manage the queue.



5.4.2. Health and Safety Protocols

Bookings will be made for Security, Fire Safety and Paramedics to ensure that all of them will be on standby on the event day to prevent or assist any unexpected emergencies.

8.3. Covid Marshalling Training

Training for Covid Marshalls will also be set up by the Students Programs Coordinator to ensure that our staff members are able to manage and implement Covid Safe Measures on the event day.

8.4. Stage Details

Stage will be set up by AVMelbourne from a vendor. The stage area features a solid deck, a roof canopy for weather protection, entry and exit stairs, real screens as well as an adjustable base to deal with sloping sites. A Public Address (PA) system will also be set up at the stage wings (2.4m x 1.2m).

A few options will be presented to the team with corresponding pricing, performance coordinators will evaluate options and inform everyone with their choice.

8.5. Operational Infrastructure Plan (AV Melbourne) Key Dates



Date	Main Action Points
Friday, 14th April	Delivery and Setup of marquees (and marquee lighting if the supplier does this)
Sunday, 16th April	Delivery and Setup of Power Infrastructure, Generator/s (for site and food stalls i.e. separate to stage generator) and grounds lighting
Tuesday, 18th April	after 6:00pm Delivery and setup of Stage and Cover + Stage/Production Generator (AVM will book and organise these)
Wednesday, 19th April	after 4:00pm Delivery and setup of PA System and Stage Lighting (AVM) after 6:00pm Delivery of Bain Maries, Heaters, etc.
Thursday, 20th April	Set by 4:00pm Delivery and setup of stallholders (food, etc.) and decor elements <u>EVENT 5:00 – 11:00pm</u> 11:00pm – 2:00am AVM Packdown and Remove PA System and Stage Lighting
Friday, 21st April	6.00-9:00am Stage and Cover packdown and removal. after 6:00pm Power Infrastructure and generator removal
Saturday, 22nd April	Marquees packdown and removal

5.5. Manpower

Coordinators: Ella LEE

The HR Team will be responsible for these tasks throughout the event:

- ISA Decoration, ISA photographer recruitment
- ISA and OB task sheet coordination and allocation
- Night Market Voucher distribution
- Food supervision (help out) on the NM day

5.6. Sponsorships

Coordinators: Jaqueline MARSHIELA, Richard HA

We plan to have food stalls from sponsors to give out free products to students. Then after the event, we will encourage people to write the feedback, incentivised with prizes from sponsors.

We will be working closely with the Sponsorship Team to obtain sponsors for our event, potentially in the form of prizes we can distribute to students and food stalls.

5.7. Publicity

Coordinators: Christopher PRAWIRA

5.7.1 Internal Publicity

Publicity material such as posters, flyers, logos, mascots and such are to be made by the UMSU Design Team. All design collaterals are estimated to be finalised and publicised through ISAs and social media by the end of Week 5.

A Facebook Event Page will also be created by then to ensure that we are able to create the hype and communicate any updates as we come closer to the event date itself.

The Media and Marketing Department will also assist in creating a weekly marketing plan to ensure that we are able to publicise the event to the best of our abilities.

5.7.2 External Publicity

The Students Programs Coordinator will be assisting us to publicise the event via Discover Unimelb and the Provost Email.

5.8. VIP reception

Coordinators: Sanskar AGARWAL, Trinh NGUYEN

VIP invitations are sent out by the end of week 3. The Reception venue shall be UMSU International Lounge (but is subject to change and TBC).

VIPs will gather at 4:15pm to mingle with the UMSU Intl Executive Committee and receive a booklet of the event. Catering of beverages and refreshments will be provided for VIPs

during reception. VIPs will head to the stage for the opening ceremony and opening performance. After the opening performance, VIPs are dismissed to explore around the event. A selected VIP will also be asked to make a speech on stage.

5.9. Documentation

A professional Videographer and Photographer will be hired to document the event and produce the post-event video. Timesheets will also be provided prior to the event to ensure that they will be aware of specific activities that need to be documented.

6. Budget

A total of **\$96,000** have been allocated for this event, with the breakdown as listed below:

6.1. Notes on Budget

UMSU International is a not-for-profit organisation, and is eligible to claim back the 10% GST. Therefore, the actual budget allocated (ie. \$37,575.00) is a number that excludes GST, meaning actual expenditure (incl. GST) is up to \$41,750.00

6.2. Budget Breakdown

Items	Proposed Budget (\$)
Decoration <ul style="list-style-type: none"> - Transportation - Handmade Items Materials 	\$3,500.00
Performance <ul style="list-style-type: none"> - Emcee props and costumes - Internal/Student performers - External performers - Refreshments for performances 	\$7,500.00
Food Stalls <ul style="list-style-type: none"> - Equipment (hygiene) - Food premises registration - Competition prizes - Chef hire 	\$12,700.00
Activities <ul style="list-style-type: none"> - Photo Booth - Raffle Prizes to encourage feedback (Sponsored) 	\$2,000.00
Equipment Hire <ul style="list-style-type: none"> - Marquees - Gas stoves 	\$15,000.00

<ul style="list-style-type: none"> - BBQ Pits - Etc. - Portable Kitchen 	
AV Melbourne Hire <ul style="list-style-type: none"> - Stage - PA/Sound system - Test and Tag - Labour Cost - Fx lighting (vs white lighting) 	\$35,000.00
Publicity <ul style="list-style-type: none"> - Printing - Facebook boost advertising 	\$700.00
Organisational Health & Safety <ul style="list-style-type: none"> - Security - Cleaning services - Fire Safety - Paramedic 	\$6,400.00
VIP Reception <ul style="list-style-type: none"> - Catering - Parking 	\$300.00
Others <ul style="list-style-type: none"> - Documentation (Videographer) - Props for Students - ISA appreciation 	\$4,000.00
Miscellaneous Budget	\$8,900.00
Total Amount (UMSU International) (excl. GST)	75,000.00
Total Amount (Grants)	21,000.00
Total Amount (Night Market 2022)	96,000.00

7. Conclusion

This concludes our proposal for the Night Market Proposal 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

**Cultural and Social Department & Graduate Director 2022/23
UMSU International**

Heads of Clubs 2023 Report

Central Committee Meeting #8 – Monday, 20th March 2023

1. Introduction

This report summarises the Heads of Clubs 2023, which occurred on the 15th of March, 2023. Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about Umsu International and what we can offer them.

2. Event Details

Date : Wednesday, 15th March 2023 [(Time - Melbourne time)]

Venue : Malaysian Theatre (B121)

Number of Attendees : 47

Coordinators : Richard HA
Alison TRAN
Cynthia WANG
Jaqueline MARSHIELA

Manpower : 4 Committee Members & 5 ISAs (including coordinators which consists of 3 Committee Members)

Budget : \$1720.00

3. Event Overview

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about Umsu International and what we can offer them.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
N/A	13th January, 2023	Present Proposal	- Present proposal during eCCM	Richard Ha Cynthia Wang
N/A	Throughout the week	Merchandise	- Jaqueline to coordinate the merchandise for this event with Media & Marketing department	Jaqueline Marshiela

			<ul style="list-style-type: none"> - Minimum order of pins is 250 from manufacturer. 	
N/A	Throughout the week	Prizes	<ul style="list-style-type: none"> - Contact Umsu Advertising Officer about prizes available to use during the event 	Richard
0-1	Throughout the week	Logistics	<ul style="list-style-type: none"> - Book venue (Yasuka Hiraoka Myer Room) - Order food from Vendors - Buy Drinks and Supplies - Ticketing link from CME Help Desk - Task sheet for ISAs 	Richard Ha Alison Tran
0-2	Throughout the week	Promotion	<ul style="list-style-type: none"> - Notify M&M about promotion at least 2 weeks prior to promotion period - Arrange social media promotion for the event via Umsu International socials - ISA Publicity Hours - Brief ISAs on event requirements 	Richard Ha Alison Tran
0-2	Throughout the week	Participants	<ul style="list-style-type: none"> - Write email drafts - Confirm prizes for participants with Umsu advertising officer - Gain contact info of participants - Invite participants - Confirm number of participants and dietary requirements 	Richard Ha Alison Tran Cynthia Wang
1-2	Throughout the week	Feedback Form	<ul style="list-style-type: none"> - Create feedback form to be used on the day post-event 	Richard Ha Cynthia Wang
1-3	Throughout the week	Department Slides	<ul style="list-style-type: none"> - Notify committee about slides - Finalise and compile slides 	Alison Tran Cynthia Wang
Event Day				
3	15th March, 2023	Heads of Clubs Event	(Written in event flow down below)	Richard Ha Alison Tran Cynthia Wang
Post Event				
5	N/A	Report	Writing and filling out the report	Richard Ha Cynthia Wang
6	N/A	Present Report	Present report in CCM	Richard Ha Cynthia Wang

Event Flow

Time	Activity	Details	PIC
4.30 PM	Event Preparation	<ul style="list-style-type: none"> - Chairs - Utensils and tables set up - Getting presentation ready - OBs arrive - ISAs help - Arrange food delivery 	Richard Ha Alison Tran Cynthia Wang
5.30 PM	Introduction	<ul style="list-style-type: none"> - Participants arrive - Introduction of event - Participants can take drinks - ISAs hand out appetisers and label main foods 	Richard Ha Alison Tran Cynthia Wang
5:30-5:50PM	Icebreaker activities	<ul style="list-style-type: none"> - PnS initiate activities with participants - Give prizes to winners 	Richard Ha Alison Tran Cynthia Wang
5.50-6:30PM	Presentations	<ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: Executive, E&W, C&S, M&C, HR P&S Grants - At the end of presentations, can make mini-trivia to give out rest of vouchers 	Richard Ha Alison Tran Cynthia Wang
6:30-7:15 PM	Networking and Eating	<ul style="list-style-type: none"> - ISAs and OBs will help to distributing food to participants and other OBs - OBs and participants network and interact 	Richard Ha Alison Tran Cynthia Wang
6:15 - 7.50PM	End of Event	<ul style="list-style-type: none"> - Thank participants for coming - Instruct ISAs to ask participants to fill out feedback form 	Richard Ha Alison Tran Cynthia Wang
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"> - ISAs and P&S department clean up once all 	Richard Ha Alison Tran

		participants leave	Cynthia Wang
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5. Reflections

Attendance

- There were 47 attendees, mostly those who have signed up with a few walk-ins. This turnout is extremely favourable, with the majority being cultural and social clubs.
- IMPORTANT: Next time, when emailing clubs about HOC, email them to their club emails, but also email their secretaries/vice presidents/presidents directly because this goes directly to their inbox and is more effective at garnering signups.
- Social Media promotion was effective in spreading word of mouth about the event to club executives' social circles.

Events

- OBs and ISAs planned event well, with no hiccups to be reported
- The catering (Moonfishh) was extremely well received, even though they were low variety and all dietary requirements were catered for.
- Coffee vouchers were well received and Kahoot was very fun, although there were more than a few mistakes in the question writing.
- The participants also said the slides were concise and informative, with each department's roles clearly distinguished, and were very interested in Night Market and Grants
- Name Tags were effective at facilitating conversation between clubs and between OBs and clubs
- A lot of instances of follow-ups were directly made about Night Market and grants during the networking and after the event
- Amount of food and drink was perfect for the event, very minimal food waste. Wagon cart utilised very well.

6. Suggestions

- In future, distribute feedback form QR code after the event outside next to the catering.
- Email club addresses and also the executive committee directly.
- Distribute coffee vouchers to all attendees next time, not just a few people.
- Keep doing macarons and sushi, people love them. Maybe provide more variety of soft drinks.
- The free version of Kahoot can only allow 20 players
- Moonfish did not provide individual condiments
- Always update HOC slides to introduce CURRENT Umsu International initiatives
- Try to be engaging during the presentation.

7. Budget

A total of \$1720 have been allocated for this event, and the total actual expenditure for this event is \$ with the breakdown as listed below:



Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Moonfishh Catering	5	100.00	500.00	701.00
Drinks	4	10.00/pack + leftovers from previous events	\$29.45	\$133.00
Utensils and Misc. Supplies		6.32/pack 1.67/marker	\$29.10	\$200
Macarons	4 + 4	18/24pcs 10/10pcs	\$114	\$101
Merchandise	250	2.64/Badge	\$660	\$660
TOTAL			1332.55	1720.00
Surplus/ Deficit				387.45

8. Conclusion

This concludes our report for the Heads of Clubs 2023. Please do not hesitate to contact the P&S Department should you have any queries.

Prepared by,

Richard Ha, Cynthia Wang, Alison Tran, Jaqueline Marshiela

Partnership & Sponsorship

Department 2022/23 UMSU International

Amazing Race 2023 Report

Central Committee Meeting #8 – Monday, 20th March 2023

1. Introduction

Amazing Race is a signature orientation event that we host in order to help students explore the city of Melbourne whilst playing fun games and winning various prizes. This occasion provides an opportunity for students to connect with others and help them start the University year off well!

2. Event Details

- Date : Saturday, 25th February 2023 (12PM - 4:30PM, Melbourne time)
- Venue : South Lawn, State Library, NGV, Queen Victoria Market and Carlton Gardens
- Number of Attendees : 65 signed up but only 33 showed up
- Coordinators : Tam LUONG & Jessica LAU
- Manpower : 3 OBs & 20 ISAs (including coordinators which consists of 2 OBs)
- Budget : \$612.83

3. Event Overview

It is a race for 6 teams visiting 4 landmarks in the city and completing challenges in each station with their teams. Travel buddies go with the teams and guide them through the events, also ensure their safety. On the other hand, station masters stay at each landmark (station) waiting for the teams to arrive and hosting the games. The first 3 teams come to the finish line with all the challenges completed, win the race and get prizes.

4. Event Timeline

Wk #	Date	Descriptions	PIC
Pre-event Preparations			
	January 9	Planning + submit proposal	Tam, Jess, Jodis
	January 23	Finalize on game activities	Tam, Jess
	January 25	Design station passes	Tam

Setting up and Communication				
0	January 16	Contact CME for setting up Teamwork	Tam	
	February 2	Work with M&M department & Teamwork for event's posts/poster	Jess	
	February 2	Contact CME Communication to set up the booking system	Tam	
	February 8	Work with HR for setting up the volunteer documents	Tam	
	February 8	Contact Roll'd for the invoice	Tam	
	February 10	Coordinate with M&M to post the event & registration link on social media	Jess	
	February 17	Prepare ISAs briefing booklet + slides	Tam, Jess	
	February 20	Send confirmation email	Tam	
	February 22	Event brief for OBs and ISAs game run through	Jess	
	February 23		Print and cut 40 riddles (10 for each station)	Tam
			Print out station passes x 10	Tam
			Purchase prizes and game logistics	Tam, Jess
			Prepare a digital feedback form, including the QR code for scanning	Jodis
		Create group chats for each station	Jess	
Event Day				
0	February 25	Everyone meet up for briefing and setting tables+food	Tam, Jess	
		Taking attendance	Tam, Jess	
Post Event				
0	February 25	Feedback survey	Tam, Jess	
	February 25	Sending ISA hours to HR	Tam	
	March 6	Sending receipts for reimbursement	Jess	
	March 6	Writing up the report	Tam, Jess	

Pre-event

- Communicate with CME to set up Teamwork



- Collaborate with M&M for promotion and HR for ISAs
- Work with Aviya for reserving tables and chairs
- Prepare games, buy game logistics, print out essentials (riddles, station passes) for the games
- Prepare prizes: Starbukcs cups, towel, stationary, candles, paper bags

Event Day

- At 11:30, OBs and ISAs meet at UMSUi Lounge for the final briefing, preparing games and prizes as well as setting up the tables
- At 11:45pm, set up catering
- At 12:00pm, participants start to arrive at South Lawn
- At 12:20pm - 12:50pm, participants eat food, socialize, do ice breaking and then heading off to their first stations

Event Flow

Time	Activity	Details	PIC
11:30 - 12:00pm	Gather Materials and Setting Up	ISAs and OBs gather at the lounge cutting printed items and preparing prizes as well as setting up tables and food at South Lawn Taking attendance of the ISAs	OBs, ISAs
12:00pm - 12:50pm	Participants Arrive	Taking attendance of the participants, grouping them into groups with the travel buddies as team leaders. Do ice breaking, socializing and having lunch.	Tam, Jess
1:00pm - 1:20pm	Clean up	The coordinators and 2 ISAs clean up the tables, chairs and bring them back to the lounge	OBs, ISAs
1:00pm - 3:30pm	Race begins	Teams receive their first riddle, start solving for their location and heading off to their station. Transition to different stations based on the riddles the station masters give them.	ISAs

3:30pm - 4:30pm	Prize distributions & socializing	<p>Teams started coming back to UMSUi Lounge.</p> <p>Distributing prizes to the winners</p> <p>Socializing, getting feedback on the event</p>	OBs, ISAs
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Post Event

- Feedback surveys were filled out by participants after they finished the game
- Reimbursement
- Send ISAs hours
- Write a report

5. Reflections

Pre Event

- CME took a very long time to respond to our queries since it was during Summerfest period
- Reopened registration because there were a few people signed up. After reopening and announcing the registration extension on social media, a majority registered
- Email confirmation asking the participants to confirm their attendance was not effective. Only a few responded.

Event Day

- Only half of the participants registered actually showed up on the event day
- Going around asking the participants name was time-consuming and ineffective
- It was chaotic and hard to manage people when more than 20 ISAs came to the UMSUi lounge
- Main transportation used to move around the stations was trams and unfortunately there was a protest or rally in the CBD which delay groups from transitioning
- A few ISAs took awhile to reply to our messages on group chat

Post Event

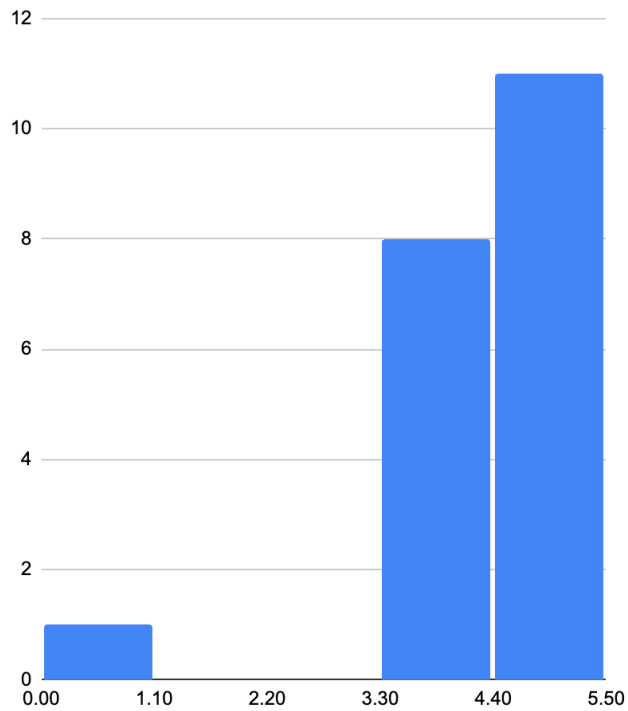
- Only ⅓ of the participants filled out the feedback survey

6. Feedback

Summarized feedback:

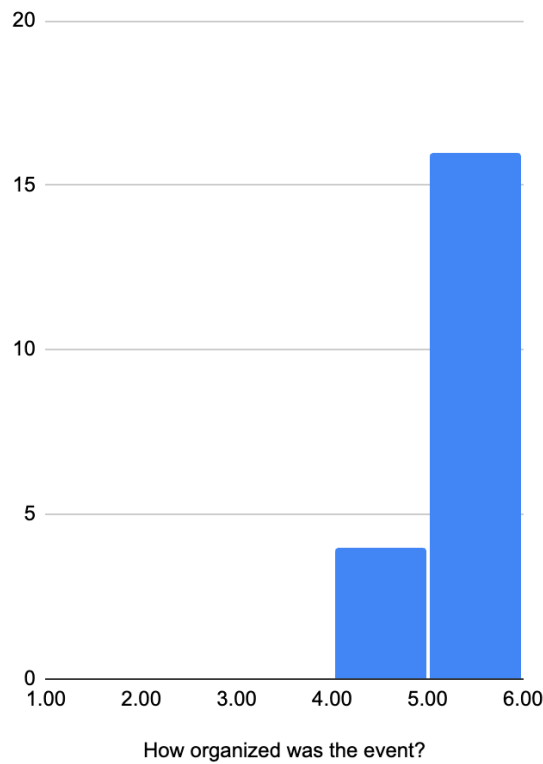
- High rating for overall event and event organization (4 to 5s)

On a scale from 1 to 5, how much would you rate this event?



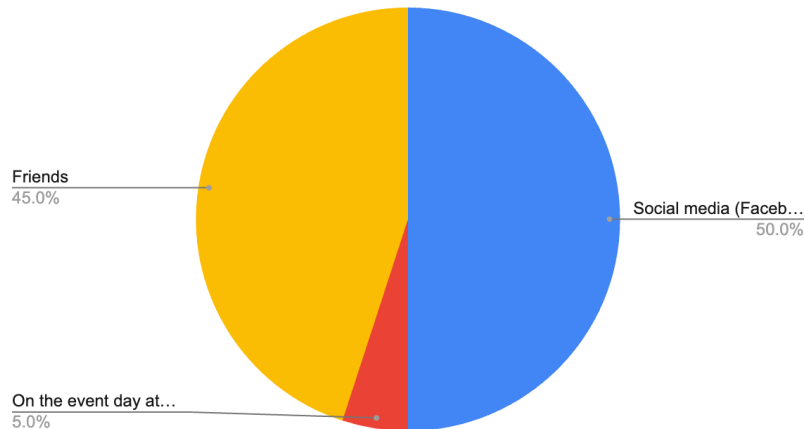
On a scale from 1 to 5, how much would you rate this event?

How organized was the event?



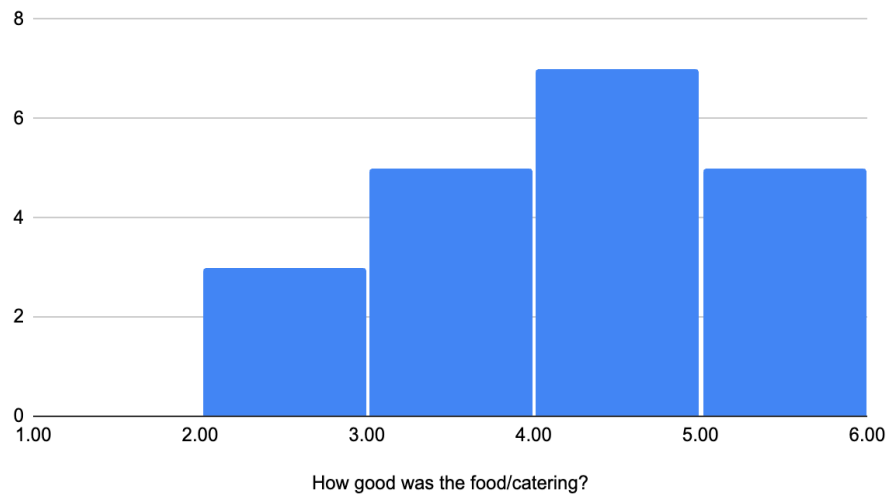
- A lot of people heard about this event from friends more than from social media- in the future, encourage people to sign up in teams or refer friends. Only had 1 walk-in since it was a Saturday, the campus was pretty empty

How did you hear about this event?



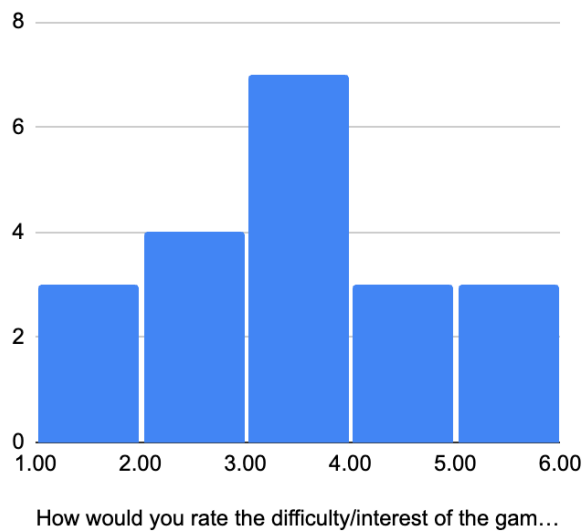
- Mixed reviews for catering, leaning towards positive feedback

How good was the food/catering?



- Mixed reviews on game difficulty/interest

Histogram of How would you rate the difficulty/interest of the games?



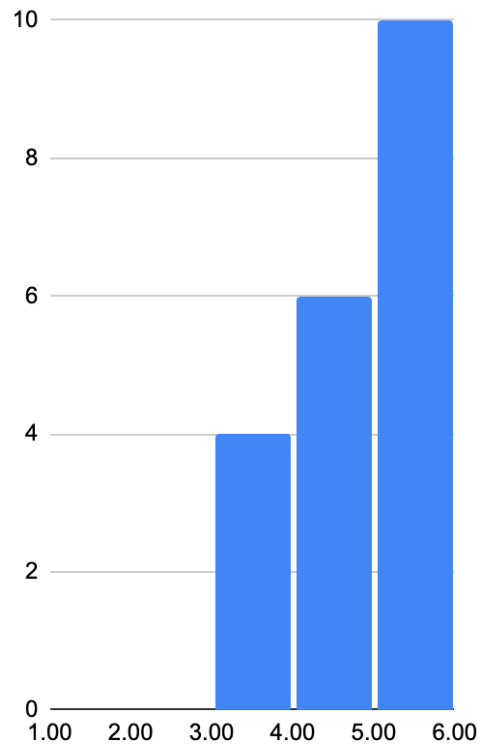
- Positive feedback for travel buddies & stationmasters

G
How were the travel buddies and station masters? Are they friendly, helpful, etc?
Good
kind and helpful
Very friendly
Super friendly!
friendly
Yes
Guide and station masters were extremely helpful and friendly. Shoutout to Christian
All of the above
Very helpful !
Yes
Friendly, helpful
Christians the best
very helpful and friendly!!
Friendly, easy going
YESS our travel buddy, Pufah was friendly and helpful
They were very kind and helpful and friendly
they are all cute and friendly, really nice to meet them!
Very friendly and helpful
They were really friendly and fun to hangout with
Yes super friendly and helpful

Positive feedback:

- Back to Back Drawing game was most people's favorite - consider this game for future events or similar games

how likely are you to join
our next amazing race



- Things to improve:

Are there anything we could improve on?
/
no more tik tok dancing please!! and maybe no trams allowed to promote more walking~
Nope
N/a
no
Equal routes
-
Nothing
Everything was amazing !!
Better routes
It's good
More games
-
.
everything goodd
An update on where each team is throughout the competition
All things are good 😊
Food
I would suggest to add a game like the one where we have headphones and we try to guess what the other person is doing. But other than that the game was really good!
Can't really think of something

- Make routes equal/better routes - some team had longer routes than others which made the game unfair. Routes could be more interesting with niche landmarks.
- More games in each station (especially since the event ended early), e.g. whisper challenge or games that are interactive and funny similar to back to back drawing
- Update on where each team is - could make the game feel more intense and competitive

7. Suggestions

a. ISAs and OBs

- Remind the volunteers to check the group chats regularly in case of any emergency
- Allocate the ISAs who signed up for logistics to come earlier than the station masters and travel buddies to prepare prizes, tables and catering
- Tell station masters and travel buddies to meet at the event location when it is close to the event time; to avoid crowding in the lounge
- Include the URL booking link when publicly promoting on the UMSUi Instagram story. Also ask ISAs to include the booking link when sharing the post as well.

b. Pre-event planning

- Don't wait until CME set up Teamwork or reply to our questions, just continue planning other things
- Leave the registration deadline until the event day because there were still people email asking if they can still come even though the booking has closed
- Print out the list of participants and designate a place so participants can come find us and sign off their name. This saves time and is more manageable
- Host the event on a day where there are lots of people on campus or simply choose where there are crowds to get more walk-in participants in case people who signed up don't show up
- Better advertising, ask UMSU to advertise for us on social media

c. Prizes

- To receive prizes, participants must show that they have successfully completed the feedback survey to their travel buddies.

d. Marketing

- Promote on UMSUi social media, if sign up not performing well, then ask UMSU Instagram to share the post on their social media
- Promote during the SummerFest or Winterfest by asking them to follow our social media and sign up to our events, then giving our freebies

8. Budget

A total of **\$700** have been allocated for this event, and the total actual expenditure for this event is **\$612.83** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Address Roll labels	1	\$21.28	\$21.28	\$20
Starbucks Prizes - Tumbler SS Green Siren Fliplid x6 - Waterbottle Melting Butter x3 - Tumbler pink glitter 16oz x1	10	\$39.95 x6 \$34.95 x3 \$44.95 x1	\$389.5	\$400



Kmart - Wooden spoons	3	\$1.5	\$4.50	\$5
Kmart - paper gift bags	3	\$10	\$30.00	\$30
Roll'd - Delivery - Box #4	1	\$25 \$115	\$140	\$200
Woolies-Snacks - Oreo Mini mixed multipack - Mars Bar funsize sharepack - Smiths Snack Mix Box 20pk	1 1 1	\$5 \$2.50 \$8.90	\$16.40	\$25
Officeworks - game logistics - Scissors x4 - Colored markers x1	4 1	\$1.98 \$3.23	\$11.15	\$20
TOTAL			\$612.83	\$700
Surplus/ Deficit				\$87.17

9. Conclusion

This concludes our report for the Amazing Race 2023. Thank you to all the OBs and ISAs who volunteered to ensure things run smoothly. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Tam LUONG & Jessica LAU
Cultural & Social Department 2022/23
UMSU International



SummerFest UMSUi Welfare Brekkie/UMSU Intl. Promotion Report

Central Committee Meeting #8 – Monday, 20th March 2023

1. Introduction

The UMSUi Welfare Department will be introducing a new ongoing event that aims to improve food security for students at Unimelb. UMSUi Welfare Brekkie will be held throughout Semesters 1 and 2 in 2023. To amplify the exposure of the weekly Welfare Brekkie and UMSU International within the international students' community, a promotional event will be held at Summerfest across all three event days where UMSUi Welfare Brekkie and UMSU International will be heavily promoted.

2. Event Details

Date	: 20th-22nd February 2023 (BREAKFAST PROMOTION); 22nd-24th February 2023 (SUMMERFEST PROMOTION)
Time	: 10:00 am - 11:30 am; 12:00 pm -3:30 pm
Venue	: Monash Road (UMSUi Booth)
Units of Bread	: 476 (1st day), 244 (2nd day), 232 (3rd day)
Coordinators	: Shea LAW, Elsa DAI, Ojas CHOPRA, Danielle CHEN
Manpower	: 3 Committee Members (including at least 1 coordinator) & 8 ISAs per day
Budget	: \$10,000

3. Event Overview

This was a 5-day event, run during SummerFest, with around 1000 participants coming to our booth. For the first 3 days, we gave out easy, pre-made/packaged food and brochures to promote our upcoming Welfare Brekkie initiative and other events throughout the semester. The last three days involved running the SummerFest Promotion booth, giving out other freebies and promoting UMSU International and our events.

4. Event Timeline (Breakfast)

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				



N/A	Dec 5th	Meeting	Discuss vision for events, liaise with UMSU Welfare, allocate tasks	Shea Law
N/A	Jan 15th	Contact vendors	Contact different vendors to organize breakfast options and negotiate prices	Danielle Chen
N/A	Feb 1st	Finalize vendors for Summerfest Promotion	Contact vendors to organize snack/small drinks for Summerfest Promotion	Elsa Dai
N/A	Feb 7th	Request ISAs	Contact HR for ISAs (for both Summerfest and ongoing semester breakfasts)	Elsa Dai
N/A	Feb 15th	Finalize vendors	Finalize list of vendors and dates they will be supplying us on	Danielle Chen
N/A	Feb 19th	ISA Briefing (Summerfest)	Briefing for ISAs helping out at Summerfest	Shea Law, Danielle Chen
N/A	Feb 21st-24th	Summerfest promotion	Promotion of UMSUi Welfare Brekkie at Summerfest	Shea Law
Event Day				
0	Feb 20th-22nd	Pick up Breakfast	Receive meal from vendors and set up to be ready to be given out	Shea Law, Danielle Chen, Ojas Chopra
		Set up at location	Set up tables and chairs, serving dishes, cutlery etc.	
		Give out the meal	Serve breakfast meal	
Post Event				
		Clean up	Clean up tables, serving dishes, general area where event has taken place	
		Record ISA hours	Record hours for ISAs	

5. Event Timeline (Promotion)

Event Day				
0	Feb 22nd-24th	Set up at location	Set up tables and chairs, serving dishes, cutlery etc.	Shea Law
		Prepare Freebies	Pack freebies packs	
		Give out the	Give our freebies and promote UMSUi	

		freebies and promotion		
Post Event				
		Clean up	Clean up tables, general area where event has taken place	
		Record ISA hours	Record hours for ISAs	

6. Reflection

Attendance

- The exact number of attendees was not recorded as there was no registration and no post-event survey was conducted, as we had limited manpower to operate the event. However, we did ask every attendee to follow us on social media or sign up for the newsletter by providing a QR code, so we have a record of all the scanned times of the QR codes, which was 1229 times.

Feedback

- Many people followed us on social media, which increased our exposure.
- The location of the promotion was very visible and nice, but there were issues with the infrastructure.
- The planned road extension did not come. For the 2nd and 3rd day, a wooden platform was built, but it was not useful - it was not flat, which caused the tables to be placed at an angle, potentially risking food falling off.
- The pedestrian pathway was too narrow, so when we did promotion on the pathway, we created a blockage there. We were warned on the first day that our booth might be shut down if we continued to block the pathway.
- Originally, Monash Road was planned to have a road extension so no cars could drive past the tent, but nothing was installed. This could've caused food contamination, but luckily there was a backdrop to separate us from the road, and also the food was packaged in boxes and bags.
- There was a miscommunication about the storage of food between us and CME (JJ), it took a day to liaise with different stakeholders and solve the issue.
- As the vendor did not have a delivery service provided, OBs were required to transport all the bread by 13Cabs (ethically registered). However, it was hard to order 13Cabs, it took a bit of effort to find 13Cabs, or we ended up having to take Uber at times (not ethically registered)

Suggestion

- Keep inviting people to follow us on social media before giving out freebies and any services.
- If the same location is provided for other events in the future, please make sure the infrastructure is fully set up before the event date.
- Make sure there is a reasonable distance between the booth and the pedestrian pathway and promotion can only be done under the marquee, with **NO BLOCKAGE** of road.
- If you need access to the UMSU storeroom, make sure you let CME and Info Desk know, grab, sign in and return the keys at the Info Desk during office hours, and you are able to access Art and Cultural (even after hours)
- Do make reservations for 13Cabs, better make an order at the time, if you really can't find a 13Cabs then take Uber.

7. Budget

A total of **\$10,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Total Cost (AUD)
Muffins (Green Refectory)	180	744.00
Donuts (Krispy Kreme)	72	128.05
Bread (Breadtop)	700	2124.00
13Cabs	3	62.99
Uber	2	49.33
Decoration (BigW)	3	47.75
Lollies (SummerFest Promotion)	1	34.65
TOTAL		3190.77
Allocated		\$10,000.00
Surplus/ Deficit		6809.23

8. Conclusion

This concludes our report for the SummerFest UMSUi Welfare Brekkie Promotion 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Shea LAW
Education and Welfare Vice President 2022/23
UMSU International

Food Adventure Report

Central Committee Meeting #8 – Monday 20th March 2023

1. Introduction

This report summarises the Food Adventure 2022, which covers the period of 2nd March, 2023.

Food Adventure is an opportunity for students to explore the food culture in Melbourne, while at the same time allowing them to socialise and make new friends. Students will go to different restaurants with diverse cuisines to experience Melbourne's wide range of food.

2. Event Details

Date	: Thursday, 2 nd March 2023 [(10am to 4pm - Melbourne time)]
Venue	: Walking tour with 3 routes (South Melbourne, South Yarra, and North Melbourne/CBD)
Number of Attendees	: 150
Coordinators	: Aurelia ISKANDAR, Stephanie Daniella HARTONO
Manpower	: 10 Committee Members & 20 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$3213.22

3. Event Overview

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne Market, CBD or South Yarra.

Final list of restaurants:

South Melbourne	North Melbourne/CBD	South Yarra (Vegan)
Dessertopia	Hello Sam	Lukumades
Hunky Dory Fish & Chips	KungFu Burger	Pho Victoria
Pondok Nasi Bakar	SpudBar	Pondok Rempah
Huy's Kitchen	A25 Pizzeria	Claypot Barbarossa

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	9/1/2023	Initial planning + proposal	Planning details and writing up the proposals	Aurelia & Stephanie
0	19/1/2023	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Aurelia & Stephanie
0	20/1/2023	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Aurelia & Stephanie
0	28/1/2023	Pre-order menu	Selecting a menu ahead of time	Aurelia & Stephanie
0	5/2/2023	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Aurelia & Stephanie
0	10/2/2023	Coordinate with M&M for design	Coordinating the design of the posts/poster	Aurelia
0	10/2/2023	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Aurelia
0	23/2/2023	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Aurelia
0	24/2/2023	Create travel booklets + briefing documents	Writing up travel booklets for the participants and preparing the documents for the briefing	Stephanie
0	25/2/2023	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Aurelia & Stephanie
0	26/2/2023	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Stephanie
1	27/2/2023	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Stephanie
1	28/2/2023	Allocate participants into	Allocating the final list of participants into groups	Aurelia & Stephanie

		groups		
1	28/2/2023	Brief OBs and ISAs	Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles.	Aurelia & Stephanie
1	28/2/2023	Buying items for event	Buying coloured wristbands/stickers from OfficeWorks	Aurelia & Stephanie
Event Day				
1	2/3/2023	Set up check in table	Setting up at South Lawn	Aurelia & Stephanie
1	2/3/2023	Briefing	Final brief for OBs and ISAs	Aurelia & Stephanie
1	2/3/2023	Event	The event will take place from 10:00 AM - 3:30 PM	Coordinators, OBs, ISAs
Post Event				
	3/3/2023	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
	5/3/2023	Process reimbursements	Sending receipts for reimbursement	Stephanie
	5/3/2023	Report	Writing up the report	Aurelia & Stephanie

Pre-event

- Research and select 4 restaurants per route (South Melbourne Market, South Yarra, CBD).
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
- Coordinate the design of marketing material with Umsu Design Department and ticketing system with C&E.
- The ticketing system will have a deposit system (\$5 deposit) that will be refunded to the participants that show up.
- Work with the HR department to get 20 ISAs to help guide the groups.
- Prior to the day of the event, event coordinators will brief the OBs and ISAs about their duties.

Event Day

- OBs and ISAs are to meet at the meeting point by 10 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 10:20 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.



- By 11 AM, all groups should be on their way to their respective restaurants assigned.

Event Flow

Time	Activity	Details	PIC
10:00 am - 10:10 am	Setting up check in table	Event coordinators will set up the check in table at South Lawn	Aurelia, Stephanie
10:10 am - 10:20 am	Briefing OBs and ISAs	Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete.	Aurelia, Stephanie
10:20 am - 11:00 am	Taking attendance	Taking attendance of all the participants and allocating them into their groups.	Aurelia, Stephanie
11:00 am - 11:40 am	Head to Routes	In groups of 10, participants are to separate and head into their own routes. Each coordinator and 1 OB will head to their allocated route to supervise.	Aurelia, Stephanie, ISAs and OBs
11:45 am - 12:30 pm	First Restaurant	Group should arrive by 11:45 at their designated first restaurant. Time keeper must remind all participants 5 minutes before they have to head out to the second restaurant.	Aurelia, Stephanie, ISAs and OBs
12:45 pm - 1:30 pm	Second Restaurant	Group should arrive by 12:45 to the second restaurant.	Aurelia, Stephanie, ISAs and OBs
1:45 pm - 2:30 pm	Third Restaurant	Group should arrive by 1:45 to the third restaurant.	Aurelia, Stephanie, ISAs and OBs
2:45 pm - 3:30 pm	Fourth Restaurant	Groups should arrive by 2:45 to the fourth restaurant.	Aurelia, Stephanie, ISAs and OBs

Post Event



- After 3:30 PM, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Students then can be on their way back.

5. Reflections

Pre-Event

- Many restaurants did not send the invoices by the deadline we informed them leading to some problems with payment
- The payment process wasn't really smooth; a lot of the restaurants did not get the payment on the day of the event so the coordinators had to pay for some of the restaurants and then get it reimbursed
-

Attendance

- We planned for 150 people to showed up to the event, a total of 112 people showed up (76 sign-ups, 36 walk-ins)

Event Day

- The event went much smoother than the last Food Adventure; we were able to get everyone to the first restaurant somewhat on time and the participants did not have to wait too long in the meeting place.
- There was some confusion on where South Court was; people thought the meeting point was South Lawn.
- We also took attendance really effectively and was able to process everyone really fast
- Once all the groups went out to the restaurants, everything went really well and there wasn't any issues

6. Feedback

Overall, the feedback was really positive. Many people enjoyed the event and would come back to join again.

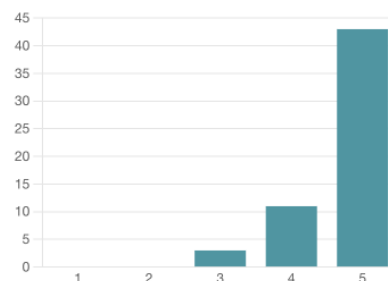
We broke down the feedback into several categories below:

1. Did you enjoy the event?

[More Details](#)

4.70

Average Rating



9. Would you join a similar event in the future?

[More Details](#)

- Yes 55
- No 2



6.1 Food Options

- More variety in restaurants: 2 main restaurants, dessert and then fruit/drink place
- Try to get more iconic restaurants

6.2 Activities

- More activities to break the ice - some groups were a bit awkward with each other

6.3 Others

- Have the tour span different days rather than one entire day
- One route per day - spanning a couple weeks
- Attach a map in the email to send to the participants the day before the event

7. Suggestions

Attendance

- Less people showed up to the event because we held it on a weekday (Thursday), maybe consider moving it to Friday (it may be harder to get good restaurants though).

Food Options

- Try to have more variation with restaurants in each route → try to aim for 2 main meals, dessert and drinks/snacks

8. Budget

A total of \$6450 have been allocated for this event, and the total actual expenditure for this event is \$3213.22 with the breakdown as listed below:

Items	Quantity	Total Actual Cost (AUD)	Allocated Budget (AUD)
South Melbourne Market Expenditure	4	1641.27	2150.00
South Yarra Expenditure	4	1521.55	2150.00
CBD Expenditure	4	1215.00	2150.00

Logistics • Wristbands (pack of 10)	9	50.40	00.00
TOTAL		3213.22	6450.00
Surplus/ Deficit			3236.78

9. Conclusion

This concludes our report for the Food Adventure Proposal 2023. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

Prepared by,

Aurelia ISKANDAR & Stephanie Daniella HARTONO
Cultural & Social Department 2021/22
UMSU International



6. Other Business

- 6.1. Working with HR Guide
- 6.2. Exco approved expenses
- 6.3. CME Resolution
- 6.4. UMSU International Elections
- 6.5. ISS Coming Up
- 6.6. Welfare Breakfast Issue with beggers

7. Next Meeting

CCM #9

Date : 3rd April 2023

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