

Agenda

Central Committee Meeting #9 – Monday, 8th April 2023

Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

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 #8

4. Proposals

- 4.1. Mental Health Week Proposal
- 4.2. ISA-OB Bonding 2024 Proposal

5. Reports

- 5.1. Heads of Clubs 2024 Report
- 5.2. ISA Recruitment March Intake 2024 Report
- 5.3. Personal Finance Workshop Report
- 5.4. Just Dance 2024 Report

6. Other Business

- 6.1. Official Reprimand for Hiranmayi Ramesh
- 6.2. UMSUi Awards/Confidential Unspoken

6.3. Night Market Availability

6.4. Returning Officer – Patrick Clearwater (pclearwater@abovequota.com.au)

6.5. Election Nominations

6.6. ISA Event Feedback Updates

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #7 – Monday, 18th March 2023

Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 38/39 members

Leaving Early with Apologies

Officers: Asawari Sahebrao SIRSAT

Absent with Apologies

Directors: Hiranmayi RAMESH

Motion 1

Move that Standing Orders be adopted for CCM #8 at 5:40PM.

Mover : Christie DEANDRIA

Seconder : Asawari Sahebrao SIRSAT

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #8 be adopted.

Mover : Yuxuan LIU (Linda)

Seconder : Robertus Jonathan INDRADAJA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #7 be accepted and confirmed as a true and accurate record.

Mover : Soudaphone SITTHIXAY (Planet)

Secunder : Seoyoun KIM (Youn)

Motion Carried.

Motion 4

Move that the **Meat and Greet Proposal 2024** be accepted.

Mover : Ying Yu CHEN (Danielle)

Secunder : Angelina PENG

Budget Line : 3840 – Events

Motion carried.

Motion 5

Move that the **Website Hosting License Proposal** be accepted.

Mover : Ella LIANG

Secunder : Rachel ZHOU

Budget Line : 3231 – Website

Motion carried.

Motion 6

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

Mover : Gurshan Singh NANDA

Secunder : Aksh BATRA

Budget Line : 3840 – Activity Weeks

Motion carried.

Motion 7

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

Mover : Jeslyn TANDYAJAYA

Secunder : Andrea MAKATITA

Budget Line : 3840 – General

Motion carried.

Motion 8

Move that the **UMSU International x UMIS Ramadan Iftaar Contribution Proposal** be accepted.

Mover : Qi Evelyn WANG (Evelyn)

Secunder : Madeline SUTANTO

Budget Line : 3840 – General

Motion carried.

Motion 9

Move that the **Accommodation Workshop Semester 2 2023 Report** be accepted.

Mover : Yuen Jie NG (Jason)

Secunder : Christian VALERIAN

Motion Carried.

Motion 10

Move that the **Amazing Race 2024 Report** be accepted.

Mover : Tiffany Au YEUNG

Seconded : Zijia ZHOU (Gia)

Motion Carried.

4. Other matters

4.1 Motion to appoint Stephen Luntz of Above Quota Elections as the Returning Officer for the 2024 UMSU International Annual General Election

4.2 CME Updates

4.3 Resignation of Welfare Officer

4.4 HR Updates

4.5 Working with M&M

4.6 New Delivery Procedure

4.7 NM Reminder

Motion 11

Move that the **Motion to appoint Stephen Luntz of Above Quota Elections as the Returning Officer for the 2024 UMSU International Annual General Election** be accepted.

Mover : Robertus Jonathan INDRADJAJA

Seconded : Luong Hien TAM (Tam)

Motion Carried.

Motion 12

Move that Standing Orders for CCM #8 be suspended at 6:26PM.

Mover : Robertus Jonathan INDRADJAJA

Seconded : Christian VALERIAN

Motion carried.

Motion 13

Move that CCM #8 be adjourned at 6:27PM.



Mover : Wun Tung LUM (Cherry)

Seconder : Ying Yu CHEN (Danielle)

Motion carried.

Prepared by,

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

Mental Health Week Proposal

Central Committee Meeting #9 – 8th April 2024

1. Introduction

The UMSUi Welfare Department will be holding a Mental Health Week as part of our aim to improve mental health for international students at UniMelb. Mental Health Week will be held in Week 9 of Semester 1. We will be reaching out to stakeholders across the University, such as the Health Promotions Program (HPP), Counselling and Psychological Services (CAPs) and Student Information, to potentially collaborate in delivering wellbeing events and bringing attention to mental health services for students across the University. Currently, our events include wellness dogs, (possible) mental health workshops, friendship bracelet making, and paint & sip session. This event will also run in conjunction with our Welfare Brekkie (Mon, Wed, Fri) and Meat & Greet, held by the HR department. We believe this event will better help improve the mental health of students, especially during the stressful time leading up to examinations.

2. Objectives

This event aims to:

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

3. Event Details

Date	: Week 9
Venue	: Various (TBD)
Number of Attendees	: Depends on the event; roughly 30-50 for friendship bracelets + paint & sip, 80-120 for wellness dogs
Coordinators	: Danielle CHEN, Seoyoun KIM, Ella LIANG
Manpower	: All the coordinators + 8 ISAs (spread across the days)
Budget	: \$3500.00

4. Event Overview

Mental health week will be a week-long initiative with both engaging and educational events running throughout the week. Events will include craft activities, wellness dogs, and guest speakers/workshops.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
MIDSEM		Planning and creating proposal	- Writing proposal	Danielle CHEN
6		Wellness dogs planning	- Contacting potential external therapy dog organisations - Book venue for event	Danielle CHEN, Youn KIM
6		Guest speakers/ wellbeing workshops planning	- Contacting potential organisations for guest speakers - Book venue	Danielle CHEN
6		Planning for craft workshops	- Finalising craft workshops events - Booking venues for events - Purchase supplies for events	Danielle CHEN, Ella LIANG
6		Request ISAs	- Request ISAs for each event	Danielle CHEN, Youn KIM, Ella LIANG
8		Open ticketing	- Open registrations for events	Danielle CHEN, Youn KIM, Ella LIANG
8		Feedback forms	- Create feedback forms for the different events throughout the week	Danielle CHEN, Youn KIM, Ella LIANG
Event Day				
9		Run events	- Run craft workshops - Monitor running of wellness dogs event - Meet up with guest speakers and monitor workshops - Run International Brekkies	Danielle CHEN, Youn KIM, Ella LIANG



Post Event				
9		Feedback	- Collect feedback from participants after each event	Danielle CHEN, Youn KIM, Ella LIANG

Event Outline

- Mental Health Week will run across the entire week with the current proposed events:
 - Mon ⇒ International Brekkie
 - Tues ⇒ Friendship bracelet making + wellness dogs
 - Wed ⇒ Guest speaker/workshop, International Brekkie
 - Thurs ⇒ Paint and sip night
 - Fri ⇒ International Brekkie

6. Budget

A total of **\$3500.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Mental Health Dogs	2	\$1087	\$2174
Guest speaker/workshop	1	\$100	\$100
Snacks/beverages	1	\$250	\$250
Craft workshop items	1	\$550	\$550
Miscellaneous	1	\$426	\$426
TOTAL			\$3500.00


7. Conclusion

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

This concludes our proposal for the Mental Health Week 2024. Please do not hesitate to contact the Welfare Department should you have any queries.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSUINTL** *Care for, Act for, Stand for International Students*

**Prepared by,
Danielle CHEN**

**Welfare Department 2023/24
UMSU International**



ISA-OB Bonding 2024 Proposal

Central Committee Meeting 9 – Monday 8th April 2024

1. Introduction

The ISA-OB Bonding event serves as an opportunity for International Student Ambassadors to foster friendship with the current Office Bearers. This event includes multiple minigames with points to collect that require coherent teamwork between ISAs and OBs. Afterwards, a leisure “picnic style” activity with food and drinks will be catered to conclude this event.

2. Objectives

This event aims to:

- To provide a safe and fun environment for the Committee Members and ISAs Sem 1, 2024 to socialize and bond deeper relationships.
- To shorten the gap between the Committee Members and ISAs, a great opportunity for OBs to represent UMSU International culture.

3. Event Details

Date	: Saturday, 13th April 2024 [actual event time: 11 am - 1:30 pm] [11am - 2:00 pm including set up and clean up]
Venue	: South lawn
Number of Attendees	: 70+
Coordinators	: Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Manpower	: 5 Committee Members
Budget	: \$1500

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
5	27th March 2024	Proposal	Creating Proposal and Presenting in CCM	Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
5	27th March 2024	Games Planning	Brainstorm interactive games and gather relevant materials	Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
5	5th April 2024	Finalising food vendors	Brainstorm various food vendors, look for picnic style food	Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

6	10th April 2024	Game Planning	Confirm attendees, allocate them into groups, and game related administration	Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Event Day				
6	13th April 2024	ISA/OB Bonding	Set up games, food station, lead the event, food handling and clean up	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Post Event				
9-10	1st - 6th May 2024	Report	Writing the Report	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
10	6th May 2024	Present Report in CCM	Presenting the Report	Cherry LAM

Event Flow

Time	Activity/ Details	PIC
11 am - 11:30 am	Set up at South Lawn	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
11:30 am - 12:30 pm	Play games	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
12:30 pm - 1:00 pm	Lunch and socialize	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
1:00 pm - 1:30 pm	Final game	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
1:30 - 2:00 pm	Clean up	Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

5. Budget

A total of **\$1,500** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
Kmart order	\$22.00
Food (Subway)	\$1,000.93
Miscellaneous	\$477.07
TOTAL	\$1,500.00



6. **Conclusion**

This concludes our proposal for the ISA/OB Bonding 2024. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Human Resources Department 2023/24,

UMSU International



Heads of Clubs 2024 Report

Central Committee Meeting #9 – Monday, 8th April 2024

1. Introduction

This report summarises the Heads of Clubs 2024, which occurred on the 7th of March, 2024. 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	: Thursday, 7 th March 2024, 5.30 - 8.00 PM
Venue	: Forum theatre
Number of Attendees	: 60 attendees (inc. 5 walk ins)/95 registered
Coordinators	: Cynthia Wang Angelina Peng Jeslyn Tandyajaya
Manpower	: 3 Committee Members & 3 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$1250.00

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	27 th January, 2024	Present Proposal	<ul style="list-style-type: none">Present proposal during ECCM	Cynthia Wang
N/A	Throughout the week	Prizes	<ul style="list-style-type: none">Contact UMSU Advertising Officer about prizes available to use during the event	Cynthia Wang
0-1	Throughout the week	Logistics	<ul style="list-style-type: none">Book venueOrder food from VendorsBuy Drinks and SuppliesTicketing link from CME Help DeskTask sheet for ISAs	Cynthia Wang Angelina Peng Jeslyn Tandyajaya

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 	Cynthia Wang Angelina Peng
0-1	Throughout the week	Department Slides	<ul style="list-style-type: none"> Notify committee about slides Finalise and compile slides 	Cynthia Wang Angelina Peng
0	Throughout the week	Participants	<ul style="list-style-type: none"> Write email drafts for clubs Invite participants Confirm number of participants and dietary requirements 	Cynthia Wang Angelina Peng
1-2	Throughout the week	Feedback Form	<ul style="list-style-type: none"> Create feedback form to be used on the day post-event 	Cynthia Wang Angelina Peng
Event Day				
3	7th March, 2024	Heads of Clubs Event	(Written in event flow down below)	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
Post Event				
5	N/A	Report	Writing and filling out the report	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
6	N/A	Present Report	Present report in CCM	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 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
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 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
5:30-5:50PM	Icebreaker activities	<ul style="list-style-type: none"> PnS initiate activities with participants Give prizes to winners 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
5.50-6:30PM	Presentations	<ul style="list-style-type: none"> Exco presentation 	Cynthia Wang

		<ul style="list-style-type: none"> • Department presentations • Order: <ul style="list-style-type: none"> ○ Executive, ○ E&W, ○ C&S, ○ M&M, ○ HR ○ P&S ○ Grants 	Angelina Peng Jeslyn Tandyajaya
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 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
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 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"> • ISAs and P&S department clean up once all participants leave 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya

5. Reflections

Attendance

- There were 95 registered attendees and 5 walk-ins. This supposed turnout is extremely favourable, higher than last semester's turnout (63) with the majority being cultural, commerce and social clubs. However, the actual number of attendees was only 60 on the day.
- 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
- ISAs need to be instructed on food safety as many did not know they have to tie their hair/wear gloves when handling food
- The catering (Soul Origin) was extremely well received, all dietary options were catered for, but there was quite a lot of food left over (two wrap boxes + salad box which were given to Welfare for International Breakfast)
- Macarons and assorted dessert platter were a popular choice for dessert
- Ferrero Rocher was well received and Blooket was quite interactive and engaging.
- The participants also said the slides were informative, with each department's roles clearly distinguished, and were very interested in Publicity, Night Market and Grants; however, some participants find them quite long
- 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

6. Suggestions

- In future, ask the ISA to ask attendees to fill out the feedback form after serving the food.
- Brief ISAs on food safety
- Less soft drinks, more sugar free drinks
- Always update HOC slides to introduce the current UMSU International initiatives
- Try to be engaging during the presentation, the presentation is a bit dry
- Slides to be shorter and more brief
- Event description to be clearer in the email invitation

7. Budget

A total of **\$1250** have been allocated for this event, and the total actual expenditure for this event is **\$1086.54** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Food Catering (Soul Origin)	1	\$786.83	\$786.83	\$750.00
Macaron	2	\$20.00	\$40.00	\$0
Soft Drinks and Water	6	\$9.5	\$101.5	\$60.00
Name Tag Pack	2	\$35.97	\$71.94	\$0.00
Napkins: 100 serviettes	3	\$0.95	\$2.85	\$2.85
Dinner Plates	2	\$3.15	\$6.3	\$6.30
Utensils	7	\$2.5 (spoon)/\$4.5 (fork)	\$21.50	\$21.50
Gloves	2	\$5.00	\$10.00	\$10.00
Waste Disposal Bags	1	\$3.80	\$3.80	\$5.50
Prizes	3	\$16.00	\$48.00	\$48.00
Table cover	3	\$4.40	\$13.20	\$13.20
Miscellaneous	-	\$1.50	\$1.50	\$97.00
Budget passed in exco meeting	-	-	-	\$250
GST (Coles)	-	-\$20.88	-\$20.88	-
TOTAL			\$1086.54	\$1250.00
Surplus/Deficit				\$163.46



8. Conclusion

This concludes our report for the Heads of Clubs 2024. Please do not hesitate to contact the P&S Department should you have any queries.

Prepared by,

**Cynthia Wang, Angelina Peng, Jeslyn Tandyajaya
Partnership & Sponsorship Department 2023/24
UMSU International**

ISA Recruitment March Intake 2024 Report

Central Committee Meeting #9 – Monday, 8th April 2024

1. Introduction

The International Student Ambassador (ISA) Application for Semester 1 2024 is divided into two intakes: one in February and one in March.

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

2. Objectives

- To continue the recruitment and selection of the new batch of International Student Ambassadors (ISAs) for Semester 1 2024.
- Recruit around 50 ISAs out of 203 applications for the March Intake.
- To gain manpower for events during Semester 1 2024 and Semester 2 2024.
- To allow multiple opportunities for students at the University of Melbourne to be more involved in the university community and activities.

3. Event Timeline

Date	Activity	Descriptions	PIC
Pre-event Preparations			
12/02/2024 - 02/03/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Event Day			
03/03/2024 - 10/03/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
03/03/2024 - 10/03/2024	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

15/03/2023 - 17/03/2023	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, ExcOs & Directors
Post Event			
18/03/2024	Send Emails	Send out acceptance and rejection emails for candidates	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
21/03/2024	Big Day Out	A welcoming and induction event for ISAs	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

4. Application Results and Statistics (March 2024 Intake)

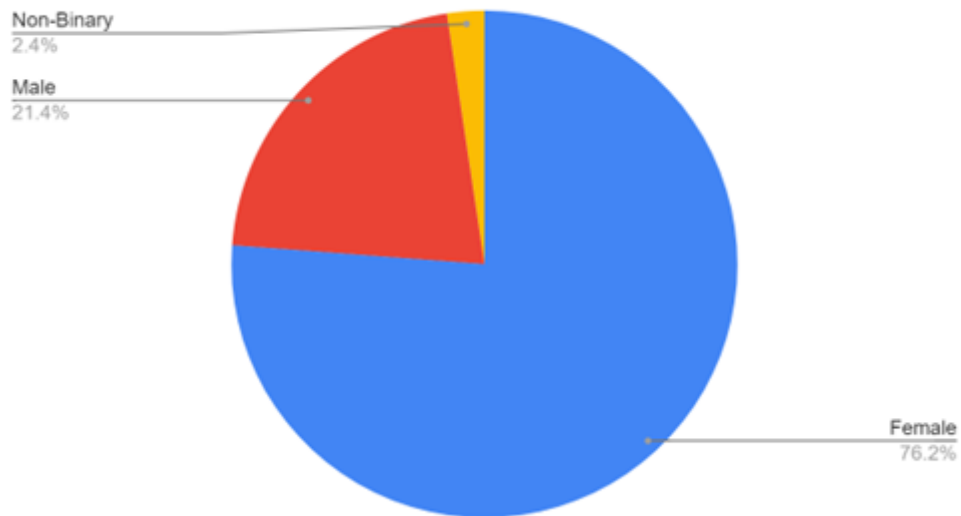
From 111 interview candidates, the HR department has selected 51 ISAs for the March term. Here are the statistics of the ISAs:

a. Gender

Count of Gender in ISA Program (March 2024 Intake)

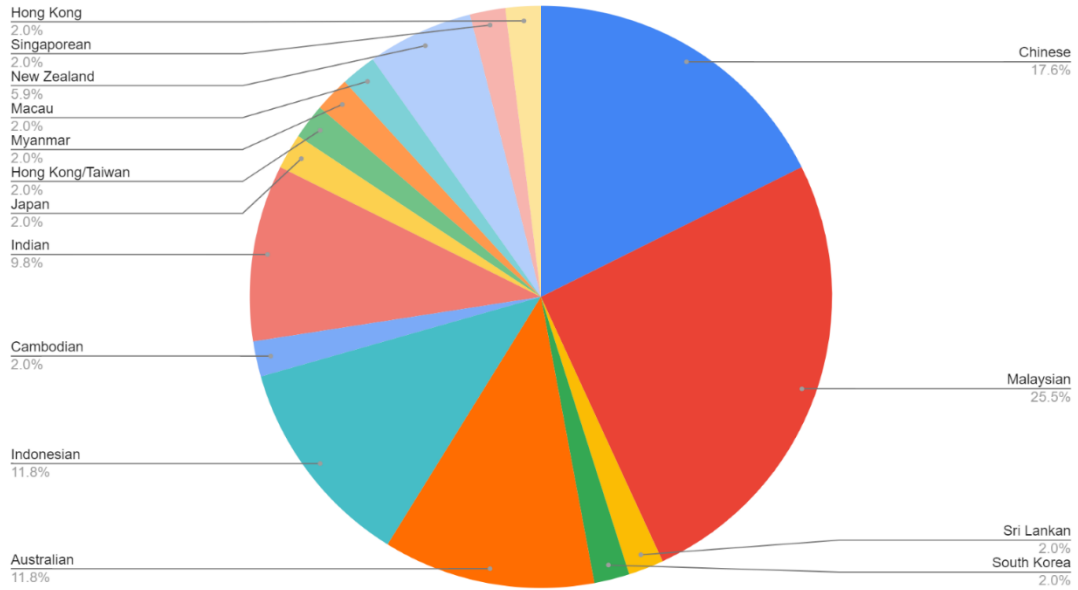


Count of Gender in ISA Program (Semester 1, 2024 Intake)

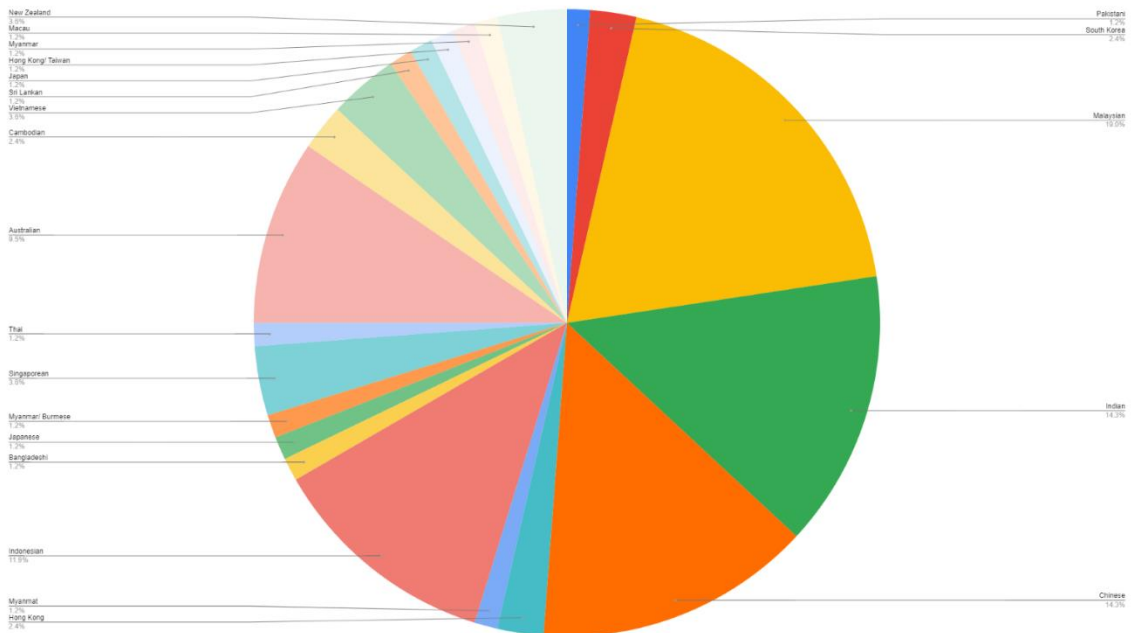


b. Nationality

Count of Nationality in ISA Program (March 2024 Intake)

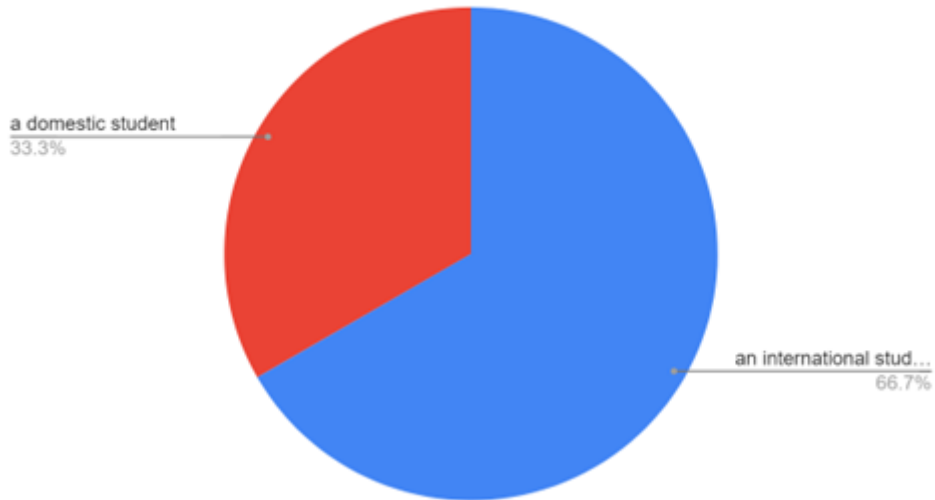


Count of Nationality in ISA Program (Sem 1, 2024 Intake)

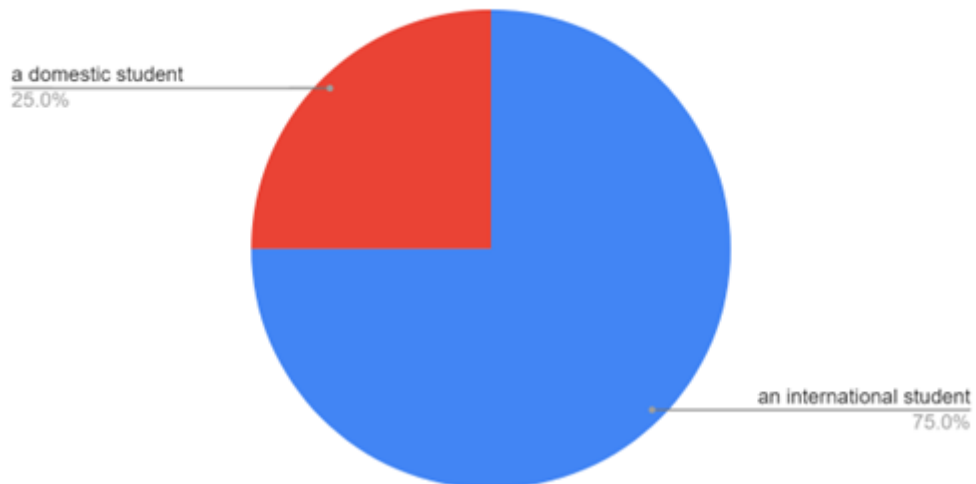


c. *Student Status (Domestic/International Student)*

Count of Student Status in ISA Program (March 2024 Intake)



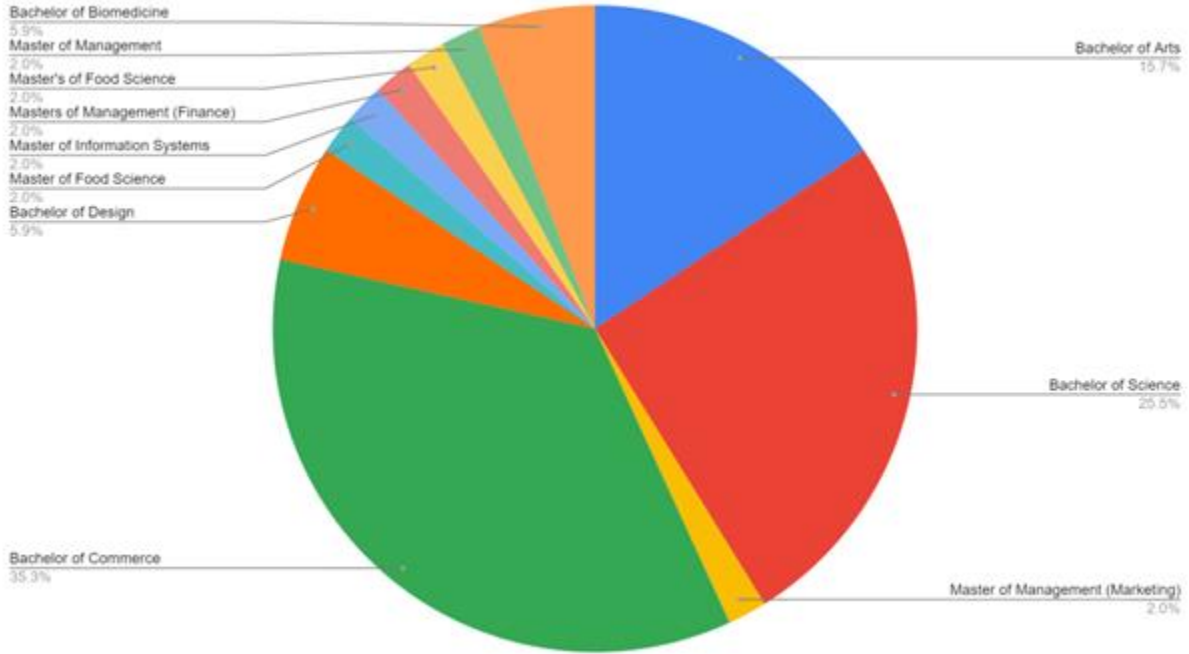
Count of Student Status in ISA Program (Semester 1 2024 Intake)



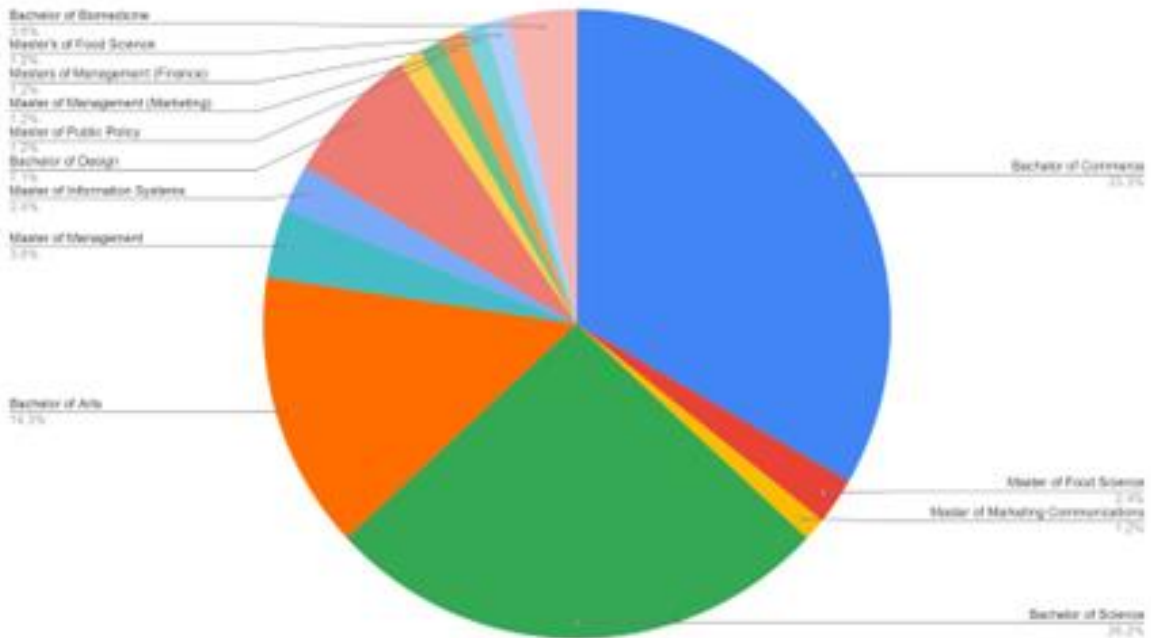
d. *Onshore/Offshore*: All 51 ISAs from this March intake and 84 ISAs in total for Semester 1 2024 Intake are onshore.

e. Course Titles

Count of Course Title in ISA Program (March 2024 Intake)



Count of Course Title in ISA Program (Semester 1 2024 Intake)



5. Expenditure

A total of **\$240** have been allocated for this event, and the total actual expenditure for this event is **\$240**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)
Social Media Advertisement	1	240.00	\$240.00
TOTAL			240.00
Surplus / Deficit			\$0.00

6. Conclusion

This concludes our report for the ISA Recruitment March 2024 Intake. The HR Department would like to thank all of the Committee Members that have contributed towards this recruitment. Please do not hesitate to approach us if you have any questions or suggestions.

Prepared by,

**Human Resources Department 2023/2024
UMSU International**

Personal Finance Workshop Report

Central Committee Meeting #9 – Monday, 8th April 2024

1. Introduction

This report summarizes Personal Finance Workshop 2024 that was held on Thursday, 14th March 2024. For most international students, living independently in a foreign country may be difficult. Due to their lack of exposure to financial knowledge, this can result in inefficient management of money, resulting in financial difficulties. Hence, this finance workshop aims to improve financial literacy amongst international students by focusing on personal finance and investment and introducing them to the work rights of international students.

2. Event Details

Date	: Thursday, 14 th March 2024 [4:30pm - 5.30pm]
Venue	: Alan Gilbert G18
Number of Attendees	: 31
Coordinators	: Natasya Jestine WIRAATMAJA, Rachel ZHOU
Manpower	: 2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$200

3. Event Overview

This workshop is open to all students who wish to improve their financial literacy. The workshop focused on the following topics: TFN, investing, banking and superannuation, as well as working rights of international students.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	29 th February 2024	Contacting Speaker	Contact finance lecturer from the university to be our speaker	Rachel
0	19 th February 2024	Finalizing Event Workflow	Communication with speakers	All
1	26 th February 2024	Request ISAs	-	Natasya
1	26 th February 2024	Finalize Promo Designs	Get updates from M&M	Rachel
2	7 th March 2024	Ticketing	Publish ticketing with the help of CME	Natasya
Event Day				
3	14 th March 2024	Finance Workshop	-	All

Event Flow

Time	Activity	Details	PIC
3:30pm - 4:00pm	Set up	Mic, Audio, Screen, Connection, Lights	Natasya/ Rachel
4:00pm - 4:05pm	Introduction		Natasya/ Rachel
4:05pm - 4:30pm	Session 1	Banking and Superannuation	Speaker
4:30pm - 4:40pm	Q&A		Speaker
4:40pm - 5:05pm	Session 2	Working rights of international students	Speaker
5:05pm - 5:20pm	Q&A		Speaker
5:20pm - 5:30pm	Closing		Natasya/ Rachel

Post Event

- At the completion of the event, participants were asked to fill out the feedback form.

5. Expenditures

A total of **\$200** have been allocated for this event, and the total actual expenditure for this event is \$300 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Expenditure (AUD)
Speaker Fess	1	100	100	300
Miscellaneous	1	100	100	0
TOTAL			200	300
Surplus/ Deficit				100

6. Feedback and suggestions

Attendance

- A total of 31 students attended the workshop, of which 24 are registered and 7 are walk-ins. A reminder email was sent out the day before the event.
- We had close to 70 signups through TryBooking, but actual attendance is significantly lower which could be due to the venue being not quite well-known, despite us posting the way-finding video leading up to the event.

Venue

- Alan Gilbert was one of the few available options at the time of the booking, due to the workshop taking place at class times, we were originally hoping for a lecture theatre.
- A lecture theatre could have been a better choice for future workshops.

Registration

- The event registration opened on March 4th, 2023. 70 individuals registered for the workshop, reaching the maximum number of available tickets. This figure corresponds with the venue's capacity. Given that this limit was reached prior to the registration deadline, we opted to add an additional 7 people to a waiting list for those who reached out through the TryBooking contact person. To account for the possibility that not all registered attendees would show up, we also allowed for walk-in registrations on the day of the event. 6 people took advantage of this option. To accommodate a potentially larger audience, it is advisable to seek out a venue with a greater capacity.

Participation

- During the event, several participants enthusiastically engaged in answering questions posed by the speaker, leading to a lively discussion. However, to further enhance engagement, it is recommended that the speaker utilize a microphone and interact more directly with the audience, as some attendees were preoccupied with their phones or left the session midway.

Speaker

- The speaker we invited was a commerce tutor at the University, Christian Bien. The slides that he prepared were thorough and quite comprehensive.
- The same speaker could be invited for a future workshop, just need to be mindful and remind him to make the workshop more interactive.

Feedback

- A feedback form was posted in the form of a QR code at the end of the workshop, where 13 out of the 31 attendees filled out.

Responses

Event satisfaction:

The majority of the attendees were satisfied with the overall contents of the event, with an average rating of 4.62 out of 5.

Speaker Quality:

Regarding the speaker, attendees were satisfied with the overall rating of 4.69.

Out of the 4 responses for the speaker's feedback, attendees would like to see more specific finance management methods covered through more interactive ideas.

Event Usefulness:

All attendees found the event was useful as the materials and contents provided information that they needed.

Workshop Content Quality:

Out of the 5 topics covered, personal budgeting was deemed the most beneficial by the attendees. Similarly, in terms of the responses to the event content and materials' usefulness, all the responses were positive. This suggests a strong correlation between the quality of the content prepared by the speaker and the perceived usefulness of the event by attendees.

Event recommendation:

The majority of the attendees would recommend this event to their friends or colleagues, with an average rating of 4.38 out of 5.

Future topic suggestions:

The majority of attendees said no to future topic suggestions, but some of them would like to see more events related to investment, the stock market, rentals, and financial hacks in the future.

Additional suggestions

- For future events, we should aim to secure a venue that can accommodate a larger capacity, such as a lecture theatre or discussion forum, instead of holding it in a tutorial room.
- Regarding topic suggestions, investment remains a popular choice to cover. Therefore, for the next iteration of this event, it would be beneficial to request the speaker to delve deeper into this subject.
- To avoid any miscommunication, it is recommended to double-check the event title with CME. Instead of "Finance Workshop," consider using "Personal Finance Workshop." This adjustment will prevent ambiguity and make the event more appealing to students.



7. Conclusion

This concludes our report for the Personal Finance Workshop 2024. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Natasya Jestine WIRAATMAJA & Rachel ZHOU
Education Department 2023/24
UMSU International

Just Dance 2024 Report

Central Committee Meeting #9 – Monday, 8th April 2024

1. Introduction

This report summarises Just Dance 2024, which covers the period of 5-26th March 2024. Just Dance is a vibrant and inclusive weekly dance workshop that unites university students through the language of dance. With a diverse range of dance styles, attendees will learn to foster respect, tolerance, and appreciation for each style, promoting not only physical wellness but also nurturing of deep connections and social bonds.

2. Event Details

Date	: Tuesday, 5-26 th March 2024 5:30-7:30 PM
Venue	: Market Hall
Number of Attendees	: 45-50
Coordinators	: Shifa NATHANI, Yashvi NARULA, Rebecca CHRISTOPHER
Manpower	: 8 ISAs + 3 Coordinators
Budget	: \$1056.90

3. Event Overview

- Event was held every Tuesday of March at Market Hall where we collaborated with Flare Dance Ensemble, UKC (Unimelb Kpop Club), Bollywood Club, and an external salsa company (The Salsa Foundation) to come in and host a dance workshop teaching specific dance styles to around 30 participants.
- Had 4 different registration links for the 4 workshops accommodating the different interests. Will be opening registration for 40 people + walk-ins on first come first serve depending on the space available on the day.
- 5th – UKC | 12th – BOLLYWOOD CLUB | 19th – SALSA | 26th – FLARE

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	12/12/23	Brainstorming and Drafting proposal	Meeting up with team to decide what dance clubs to contact and how to go forward with the event and draft proposal to present in eCCM	Shifa, Yashvi, Rebecca
	5/1/24	Official email communication	Ask PnS to officially communicate with the clubs to confirm their availability and attendance to host the workshop	PnS
	19/1/24	Set up teamwork and contact MnM	Set up teamwork with Hollie	Shifa
	22/1/24	Contact MnM	Message MnM with all the marketing requests and timeline for the event	Shifa, Yashvi, Rebecca
	24/1/24	ISA signups	Fill in ISA request forms and send it to HR	Shifa, Yashvi, Rebecca

	7/2/24	Contact AVM + CME	Contact AVM for sound system and speaker renting and rent out Market Hall	Shifa, Yashvi, Rebecca
	16/2/24	Task sheet goes live	HR publishes task sheet for ISA signups	HR
	18/2/24	Go live with event + post on socials	Ask MnM to post event on UMSUi socials + registration link to sign up	Shifa, Yashvi, Rebecca
	26/2/24	ISA Briefing	Briefing meeting with ISAs on their task and role at the event	Shifa, Yashvi, Rebecca
	27/2/24	Feedback form	Make feedback form and print out QR codes for participants to fill out	Shifa, Yashvi, Rebecca
Event Day				
	5, 12, 19, 26/3/24	Dance workshops	Workshop will run for 45 mins to an hour with a little buffer time at the beginning and at the end for socialising	ISAs + OBs
Post Event				
	5, 12, 19, 26/3/24	Feedback surveys	ISAs to ask participants to fill in feedback forms after each workshop	ISAs in charge
	25/3/24	ISA hours + report	Send ISA hours to HR and start drafting the report	Shifa, Yashvi, Rebecca

Event Flow

Time	Activity	Details	PIC
5:00 - 5:30	ISAs + OBs meet to set up market hall	Brief ISAs and set up market hall with the sound system and UMSUi signage	Shifa, Yashvi, Rebecca
5:30 - 6:00	Participants come in	Hosts and participants come in for the workshop	Shifa, Yashvi, Rebecca
6:00 - 6:45/7:00	Dance workshop	Participants engage in the dance workshop	Shifa, Yashvi, Rebecca
7:00 - 7:30	Closing + feedback form	Socialising + feedback forms	Shifa, Yashvi, Rebecca

5. Reflections **Attendance**

- We anticipated around 30 participants to show up for the workshop but only around 10-15 ended up showing up after walk-ins as well.
- This could be because of the lack of publicity for the event, events happening on Tuesday's usually have a lower attendance as compared to other days, people might have signed up and forgotten.
- Reminder emails were only sent for the last 3 workshops and despite that – the attendance was low.

6. Feedback

Out of the 15 responses collected, 13 responded YES to having enjoyed attending this event. Similarly, 13 responded to YES to attending this event or similar events again in the future. Future suggestions include: More publicity for the event, include food, pick a more air-conditioned space, keep it at an earlier time, more dance events.

7. Suggestions

- More publicity for the event on UMSUi socials including flyers and posters in person.
- 2 ISAs are not required to be present for the whole time – they only help with registration.
- Include food + drinks for more participation.
- Like food adventure, ask for a reservation fee to ensure registered people show up (\$5)
- Ask clubs to post on their social media as well if collaborating.
- Do it on a Thursday or Friday at an earlier time.
- Send out reminders by email the day before or create some sort of system to confirm their presence.
- Collaborate with clubs.

8. Budget

A total of **\$2700** have been allocated for this event, and the total actual expenditure for this event is **\$1056.90** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Salsa Hire (The Salsa Foundation)	1	1	\$306.90	500.00
Club Hire (Internal)	3	250.00	750.00	750.00
AVM Speaker Rent	0	0	0.00	800.00
Advertising/Miscellaneous	0	0	0.00	650.00
TOTAL			1056.90	2700.00
Surplus/ Deficit				1643.10

9. Conclusion

This concludes our report for Just Dance 2024. Please do not hesitate to contact the Culture and Social Department should you have any queries.

Prepared by,

Shifa NATHANI
Culture & Social Department 2023/24
UMSU International



6. Other Business

- 6.1 Official Reprimand for Hiranmayi Ramesh
- 6.2 UMSUi Awards/Confidential Unspoken
- 6.3 Night Market Availability
- 6.4 Returning Officer – Patrick Clearwater (pclearwater@abovequota.com.au)
- 6.5 Election Nominations
- 6.6 ISA Event Feedback Updates

7. Next Meeting

CCM #10

Date : Monday, 22nd April 2024 (17:00)

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre