



## **Agenda**

Emergency Central Committee Meeting #3 – Monday, 26<sup>th</sup> June 2023

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Time : 5:00 PM

Venue : Zoom

### **1. Procedural Matters**

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

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

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

- 3.1. CCM #12

### **4. Proposals**

- 4.1. ISA Appreciation Night and Winning House Dinner  
(July & August 2022 Intake) Proposal

### **5. Other Business**

- 5.1. Appreciation Dinner Availability

### **6. Next Meeting**



## Unconfirmed Minutes

Central Committee Meeting #12 – Monday, 22nd May 2023

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Time : 17:00 PM

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

### 1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance

- Attendance – 33 / 35 Members

1.4. Apologies

#### Absent with Apologies

Officers: Man Yan LAU (Jess)

#### Absent without Apologies

Officers: Allan THOMAS

Move that the **minutes of CCM #11 be accepted and confirmed as a true and accurate record.**

Mover : Christopher PRAWIRA

Seconded : Robertus INDRADJAJA

**Motion Carried.**

#### Motion 1

Move that **Standing Orders** be adopted for **CCM #12** at **5:05 PM**

Mover : Alison TRAN

Seconded : Yee Hang Shea LAW

CARRIED without contention.



## 1.5. Adoption of Agenda

### Motion 2

Move that the **Agenda for CCM #6** be adopted at 5:11PM

Mover : Tarish KADAM

Secunder : Audrey CHEUNG

CARRIED without contention.

## 2. Matters Arising from Previous Minutes

### 3. Confirmation of Previous Minutes

### Motion 3

Move that the **minutes of CCM #11** be accepted and confirmed as a true and accurate record.

Mover : Christopher PRAWIRA

Secunder : Robertus INDRADAJA

**Motion Carried.**

### Motion 4

Move that the **Exam Pack Giveaway 2023 Proposal** be accepted.

Mover : Stephanie Daniella HARTONO

Secunder : Audrey CHEUNG

**Motion Carried.**

### Motion 5

Move that the **Academic Skills Workshop Proposal** be accepted.

Mover : Michelle Avalo DJAP

Secunder : Christopher PRAWIRA

**Motion Carried.**

### Motion 6

Move that the **UMSU International WinterFest Merchandise Proposal** be accepted.

Mover : Jodis TJUNTORO

Secunder : Michelle Avalo DJAP

**Motion Carried.**



Motion 7

Move that the **Central Committee Bonding Dinner #3 Proposal** be accepted.

Mover : Richard HA

Secunder : Ojas CHOPRA

**Motion Carried.**

Motion 8

Move that the **Meat and Greet x Mental Health Week Report** be accepted.

Mover : Gerald CHANDRADINATA

Secunder : Aurelia ISKANDAR

**Motion Carried.**

Motion 9

Move that the **Night Market 2023 Report** be accepted.

Mover : Jaqueline MARSHIELA

Secunder : Alison TRAN

**Motion Carried.**

Motion 10

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

Mover : Aurelia ISKANDAR

Secunder : Trinh NGUYEN

**Motion Carried.**

Motion 11

Move that **Standing Orders** be suspended at **6:29 PM**

Mover : Yee Hang Shea LAW

Secunder : Thi Ngoc Trinh NGUYEN

**Motion Carried.**

Motion 12

Move that **Standing Orders** be resumed at **6:34 PM**

Mover : Noa LEE

Secunder : A Sophia De Alwis (Sophia)

**Motion Carried.**

Motion 13

Move that the **Mental Health Week Report** be accepted.

Mover : Xinyuan WANG (Cynthia)

Secunder : Chien CHEN (Amanda)

**Motion Carried.**

Motion 14

Move that the **PR/Visa Workshop Semester 1 2023 Report** be accepted.

Mover : Ella LEE

Secunder : Felice ALEXANDRA

**Motion Carried.**

Motion 15

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

Mover : Yu Man (Samson) CHEUNG

Secunder : Lam Wun Tung (Cherry)

**Motion Carried.**

Motion 16

Move that the **Central Committee Merchandise Report** be accepted.

Mover : Jeslyn TANDYAJAYA

Secunder : Jaqueline MARSHIELA

**Motion Carried.**

Motion 17

Move that the **UMSU International Lanyard Report** be accepted.

Mover : Ojas CHOPRA

Secunder : Ella LEE

**Motion Carried.**

**4. Other matters**

4.1. Staff Account Expiration Email

4.2. Short Form Content

4.3. Uber



Motion 10

Move that **Standing Orders** be suspended at **7:09 PM**

Mover : Richard HA

Seconded : Aurelia ISKANDAR

Motion Carried.

Motion 11

Move that **CCM #12** be adjourned at **7:09 PM**

Mover : Yee Hang Shea LAW

Seconded : Yhi Zhen LIM (Ethan)

Motion Carried.



## ISA Appreciation Night and Winning House Dinner (July & August 2022 Intake) Proposal

Emergency Central Committee Meeting #3 – Monday, 26<sup>th</sup> June 2023

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### 1. Introduction

The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it opens a space for more meaningful interactions between ISAs and the committee members, which they may not have been able to do in the past.

The ISA Program has introduced the house point system to motivate them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

### 2. Objectives

This event aims to:

- Celebrate with the graduating ISAs upon the end of their terms
- Reward the graduating ISAs as an expression of our gratitude
- Create an environment where different ISAs can interact with one another and with the committee members easily.

### 3. Event Details

Coordinators : Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) Lam, Tam Luong

Manpower : 5 Committee Members & 3 onshore ISAs

### 4. Budget Breakdown

Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Appreciation Night	August 1st 2023	\$5500.00
ISA Winning House Dinner	August 3rd 2023	\$850.00
<b>Total</b>		<b>\$6,350.00</b>

## 5. Events

### 5.1. Appreciation Night

- Date & Time : 18:00-20:30, August 1st 2023
- Venue : In person - to be decided (we are searching for venues that have been approved by UMSU and have enough space for our participants)
- Number of Attendees : 30 ISAs (excluding committee members but including 3 ISAs helping the event) & 36 2022/23 Committee Members (expected for the venue celebration)

#### 5.1.1. Event Overview

This is a celebratory event for all ISAs in the February and March 2022 Intake who are graduated, while providing an environment for them to interact with others and all the committee members.

#### 5.1.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
<b>Pre-event Preparations</b>			
25/5-31/7	Event Preparation	Come up with venue suggestions, themes, confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong
	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies and ordering merch.	
	Microsoft form application for ISAs	Create Microsoft form for ISAs to apply for planning team	
	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request for attendance and deposit assistance	
10/7-17/7	Confirm Attendance	Send out the attendance form to confirm the number of participants	
<b>Event Day</b>			
17:00-17:30,	Conduct ISA	Coordinators and the ISA Planning Team go to	Ella LEE



1st August 2023	Appreciation Night in person	the venue and prepare the event.	Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong, ISAs
17:30-18:00, 1st August 2023	Event Commence	Graduating ISAs meet up at the venue and commence with introduction.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong, ISAs
18:00-18:30, 1st August 2023	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
18:30-19:30, 1st August 2023	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong, ISAs
19:30-20:00 1st August 2023	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong, ISAs
20:00-20:30 1st August 2023	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong ISAs

Post Event			
2nd August 2023	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong

### 5.1.3. Budget

A total of **\$5500** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)	32	27	810.00
Games Preparation	-	-	100.00
Dinner	66	65	4,420.00
Miscellaneous	-	-	170.00
<b>TOTAL</b>			<b>5500.00</b>

## 5.2. Winning House Dinner

Date & Time : 18:00-20:00, 3rd August, 2023

Venue : In person - to be decided (we are searching for venues that have enough space for our participants)

Number of Attendees : 12 ISAs & 5 HR Members (expected)

### 5.2.1. Event Overview

This is a dinner for the winning house of the ISA February and March 2022 Intake to celebrate their achievement and interact with house members in person.

### 5.2.2 Event Timeline

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
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<b>Pre-event Preparations</b>			
25/5-2/8	Event Preparation	Come up with venue suggestions and confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong
From 25/5	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong
<b>Event Day</b>			
17:30-18:00 3rd August, 2023	Meet up	Coordinators go to the venue and check if there is any potential issue.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong
18:00-18:30 3rd August, 2023	Commence and Mini Game Session (optional)	Participants will play some mini games to break the ice while waiting for the food.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong
18:30-20:00 3rd August, 2023	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong
20:00 3rd August, 2023	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam Luong

### 5.2.3. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Dinner	17	50	850.00
Miscellaneous	-	-	
<b>TOTAL</b>			<b>850.00</b>

## 6. Conclusion

This concludes our proposal for the ISA Appreciation Night and Winning House Dinner (July & August Intake) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

**Prepared by,**

**Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) Lam, Tam Luong**  
**Human Resources Department**  
**UMSU International 2022/23 & 2023/24**



## 6. Other Business

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6.1. Appreciation Cruise Availability

6.2. Meeting with Sally

## 7. Next Meeting

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CCM #1

Date : TBA - Semester 2 2023

Venue : TBA - Parkville Campus

**Prepared by,**

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