



Agenda

Emergency Central Committee Meeting #4 – Saturday, 15th July 2023

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. eCCM #3

4. Proposals

- 4.1. WinterFest Giveaway Proposal
- 4.2. Roller Disco Night Proposal
- 4.3. ISA T-shirt Proposal

5. Other Business

- 5.1. Appreciation Event Forms

6. Next Meeting



Unconfirmed Minutes

Emergency Central Committee Meeting #3 – Monday, 26th June 2023

Time : 5:00 PM

Venue : Zoom

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
 - Attendance – 19 / 35 Members
- 1.4. Apologies

Motion 1

Move that **Standing Orders** be adopted for **eCCM #3** at **5:08 PM**

Mover : Aurelia ISKANDAR

Secunder : Christopher PRAWIRA

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for eCCM #3** be adopted at **5:09 PM**

Mover : Stephanie Daniella HARTONO

Secunder : Ella LEE

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the **minutes of CCM #12 be accepted and confirmed as a true and accurate record.**

Mover : Yee Hang Shea LAW

Secunder : Yhi Zhen LIM

Motion Carried.

Motion 4

Move that the **ISA Appreciation Dinner and Winning House Dinner Proposal** be accepted.

Mover : Jaqueline MARSHIELA

Secunder : Alison TRAN

Motion Carried.

4. Other matters

4.1. Appreciation Cruise Availability

Motion 11

Move that **Standing Orders** be suspended at **5:19 PM**

Mover : Richard HA

Secunder : Robertus INDRADJAJA

Motion Carried.

Motion 12

Move that **eCCM #3** be adjourned at **5.21 PM**

Mover : Noa LEE

Secunder : Samson CHEUNG

Motion Carried.

Prepared by,

Angeline Cassie GANILY

Secretary 2022/23

UMSU International



Merry Giveaway Proposal

Emergency Central Committee Meeting – Saturday, 15th July 2023

1. Introduction

The Cultural and Social department will be handing out snacks inside the bags designed by the Media and Marketing department. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

2. Objectives

This event aims to:

- Ensure that students want to participate in the giveaway
- Ensure excitement and participation from international students

3. Event Details

Date	: 19th - 21st July 2023
Venue	: Winter wonderland, Ground floor building 168
Number of Attendees	: 1000
Coordinators	: Christian VALERIAN
Manpower	: 4 OBs & 18 ISAs (including coordinators which consists of 1 OBs)
Budget	: \$3500

4. Event Overview

This event will consist of Packing and Distribution

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	19th-20th July	Packing	This stage will consists of ISAs and OBs who will pack the giveaway bags	Christian VALERIAN
Event Day				
0	21st July	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Christian VALERIAN
0	21st July	Distribution	For each shift the team consists of 1 OBs and	Christian



			3 ISAs who will distribute the goodie bags and engage with new students	VALERIAN
--	--	--	---	----------

Pre-event

- ISAs and OBs will gather at a predetermined location to pack the Giveaway bags

Event Flow

Time	Activity	Details	PIC
02:30PM-02:45PM	Briefing	Ensure all ISAs and OBs remember to only give goodie bags after confirming students have followed UMSUi social media page + take attendance	Christian VALERIAN
02:45PM-03:00PM	Set up	Setting up banner and tables	Christian VALERIAN
03:00PM-05:00PM	Distribution	Giving goodie bags and engage with students	Christian VALERIAN
05:00PM-05:15PM	Pack down	Clean and pack down the area	Christian VALERIAN

6. Budget

A total of **\$5000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Snacks	1000	3.5	3500.00
TOTAL			3500.00

7. Conclusion

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

Prepared by,

Christian VALERIAN
Cultural and Social Department 2022/23
UMSU International



Roller Disco Night Proposal

Emergency Central Committee Meeting – Saturday, 15th July 2023

1. Introduction

Roller disco night is an event that allow the students to skate while listening to international disco music. It is one of the highlight of Winterfest where students will socialize and have fun with their friends.

2. Objectives

This event aims to:

- Allow students to experience a fun night and get to socialize with other students
- Expose the students to international songs

3. Event Details

Date : Wednesday, 19th July 2023

Venue : Market Hall

Number of Attendees : 200

Coordinators : Christian Valerian

Manpower : 6 OBs & 15 ISAs per shift (including coordinators which consists of 1 OBs)

Budget : \$3770

4. Event Overview

Roller skating event that will run for 4 hours with each session running for 30 minutes.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	17th July	Briefing	Briefing and run through of the schedule with ISAs and OBs	Christian VALERIAN
Event Day				
0	19th July	Event day	Each shift will have 3 ISAs and 1 OBs to manage queue, distribute popcorn and soft drinks.	Christian VALERIAN



Post Event				
0	19th July	Pack down	Done by the professionals and staff	Christian VALERIAN

Event Flow

Time	Activity	Details	PIC
04:00PM-05:00PM	Set up	Briefing with ISAs and set up tables for Popcorn and soft drink distribution	Christian VALERIAN
05:00PM-09:00PM	Event time	The students will roller skate accompanied with international songs while ISAs and OBs manage the queue and distribute food and drinks.	Christian VALERIAN
09:00PM-10:00PM	Pack Down	Done by the professional and UMSU staff, ISAs will have to pack down UMSUi tables and banners	Christian VALERIAN

6. Budget

A total of **\$3770** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Contract	4 hours	3600	3600.00
Soft drinks	10 pack (24 cans each)	17	170.00
TOTAL			3770.00

7. Conclusion

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

Prepared by,

Christian Valerian
Cultural and social Department 2023/24
UMSU International

ISA T-shirt Proposal

Emergency Central Committee Meeting #4 – Saturday 15th July 2023

1. Introduction

This proposal is for the International Student Ambassador (ISA) Shirts which will be worn by ISAs in in-person events.

2. Design

The M&M team has designed the shirt with the following design:



3. Expenses

We plan to purchase 300 shirts with the following quantities for the sizes. The sizes were estimated based on popularity of previous year's ISA shirt sizes with S and M being the most popular sizes.

Items	Quantity	Price per unit (\$)	Price (\$)
ISA Tshirt size XS	40	13.5	540
ISA Tshirt size S	110	13.5	1485
ISA Tshirt size M	80	13.5	1080
ISA Tshirt size L	50	13.5	675

ISA Tshirt size XL	20	13.5	270
Set up cost	-	-	400
Total	300	-	4450
Total + GST 10%	-	-	4895
Miscellaneous	-	105	5000

**prices were obtained from bluegum's quote last year

4. Timeline

Timeline	Task	Status	Person in Charge
10th-15th July 2023	Design Approval from HR	completed	
15th-31st July July 2023	Submission of Teamwork form & communication with Teamwork	ongoing	
15th-31st July 2023	Design Approval from Comms	Not yet completed	
1st -31st August 2023	Production time (after design & sign off)	Not yet completed	
1st-31st August 2023	Shirts to be shipped to the lounge	Not yet completed	

Prepared By,

Cherry Lam

Human Resources Officer 2022/2023

UMSU International



6. Other Business

6.1. Appreciation Cruise Forms

7. Next Meeting

CCM #1

Date : TBA - Semester 2 2023

Venue : TBA - Parkville Campus

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International