

Agenda

Central Committee Meeting #1 – 9th August 2019 (Friday)

Time : 16 30

Venue : PAR-Union House-230 (Private Dining Room)

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. Confirmation of Previous Minutes

3. Matters Arising from Previous Minutes

4. Proposal
 - 4.1. PR/Visa Workshop Semester 2 2019 Proposal
 - 4.2. ISA Big Day Out + Induction Semester 2 2019
5. Reports
 - 5.1. Mid-Year Orientation Winterfest 2019 Final Report
 - 5.2. Fresher's Launchpad Semester 2 2019 Final Report
 - 5.3. Central Australia Trip 2019 Final Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #12 – Friday 25th May 2019

Date : 31st May 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

1. Procedural Matters

1. Acknowledgement of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

Absent with Apologies

Exco : -

Directors : -

Officers : - Xiaohan (Daisy) Wu

Late with Apologies

Exco : -

Directors : - Sher Lynn LIM

Officers : - Hwei Shin (Cynthia) LEOW

Late without Apologies

Exco : -

Directors : -

Officers : - Harikrishnan KOLAMVEETTIL

Motion 1

Move that Standing Orders be adopted for CCM #12 at **16 44**.

Mover : Li Shern (Gladys) LEE

Seconder : Hana AGUSTINE

CARRIED without contention.

2. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #12 be adopted.

Mover : Desmond Wen Zhen CHEW

Seconder : Ajinkya DHAMALE

CARRIED without contention.

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes

Motion 3

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

Mover : James Bima NOTOWIDJOJO

Seconder : Xinling LU

CARRIED without contention.

Motion 4

Move that Chan Jie HO, Phong Noon NAN, Claryss KUAN, Jia Min (Charmaine) TEOH, Rebecca Ka Mun LEE & Zill-E RAHIM be granted speaking rights.

Mover : Siobhan LIM

Seconder : Pik Yu (Phoebe) TEH

CARRIED without contention.

Motion 5

Move that the representatives from Tea Appreciation Society be granted observer status & speaking rights.

Mover : Wei Jen (Dylan) LAU

Secunder : You Qi (Yuki) NG

CARRIED without contention.

Motion 6

Move that the Standing Orders be suspended to discuss the Grant Application at **16 47**.

Mover : Michael William GUMARDI

Secunder : Natassia Thanh MINHTRI

CARRIED without contention.

Motion 7

Move that Tea Appreciation Society be awarded a grant of \$149.20.

Mover : Kar Mem (Krystal) NGOOI

Secunder : Yunan LIN

Motion CARRIED with 4 abstentions.

Motion 8

Move that the Standing Orders be resumed at **17 12**.

Mover : Yaan Kit NG

Secunder : Kevin KALIP

CARRIED without contention.

Motion 9

Move that the Customized Goods Semester 2 2019 Proposal be accepted.

Mover : Archit AGRAWAL

Seconded : Pik Yu (Phoebe) TEH

CARRIED without contention.

Motion 10

Move that the Central Australia Trip 2019 Proposal be accepted.

Mover : Po-Han (Terry) KUNG

Seconded : Bellivia MILLENIA

CARRIED without contention.

Motion 11

Move that the Office Bearer 2018/2019 House Prize 2019 Proposal be accepted.

Mover : Sherlyne Jennifer SANTOSA

Seconded : Li Shern (Gladys) LEE

CARRIED without contention.

Motion 12

Move that the Freshers Launchpad Semester 2 2019 Proposal be accepted.

Mover : Olivia IRISH

Secunder : Harikrishnan KOLAMVEETTIL

CARRIED without contention.

Motion 13

Move that the Head of Clubs Meeting Semester 2 2019 Proposal be accepted.

Mover : Sher Lynn LIM

Secunder : Irene Yun Xin LEE

CARRIED without contention.

Motion 14

Move that the Winterfest Events 2019 Proposal be accepted.

Mover : Hwei Shin (Cynthia) LEOW

Secunder : You Qi (Yuki) NG

CARRIED without contention.

Motion 15

Move that the Annual General Election 2019 Final Report be accepted.

Mover : Michael William GUMARDI

Secunder : James Bima NOTOWIDJOJO

CARRIED without contention.

Motion 16

Move that the Goal Setting Workshop 2019 Final Report be accepted.

Mover : Weiryng TAN

Seconder : Yaan Kit NG

CARRIED without contention.

Motion 17

Move that the Exam Pack Giveaway Semester 1 2019 Final Report be accepted.

Mover : Ren Jie (Jack) PHANG

Seconder : Jenn Lin Tay

CARRIED without contention.

Motion 18

Move that the ISA Appreciation Night Semester 1 2019 Final Report be accepted.

Mover : Hwei Shin (Cynthia) LEOW

Seconder : Pik Yu (Phoebe) TEH

CARRIED without contention.

Motion 19

Move that the Night Market After Party 2019 Final Report be accepted.

Mover : Natassia Thanh MINHTRI

Seconder : Ajinkya DHAMALE

CARRIED without contention.

8. Other matters

Motion 20

Move that CCM #12 be adjourned at **19 11**.

Mover : Jonas LARSEN

Secunder : Kar Mem (Krystal) NGOOI

Motion CARRIED.

Prepared by,

**Kar Mem (Krystal) NGOOI
Secretary 2018/2019
UMSU International**

PR/Visa Workshop Semester 2 2019 Proposal Central Committee Meeting #1 – Friday 9th August 2019

1. Introduction

The following are the details for the workshop:

Date: Thursday, 22nd August 2019

Venue: Lowe Theatre, Redmond Barry Building

Time: 12:00 pm - 2:00 pm

Target Participants: 150

1. Objectives

- To provide international students with insight into the process and pathways of obtaining a Permanent Resident visa.
- To familiarise students with any newly implemented migration policies.
- To address queries that final year/graduating students may have on visa options and/or migration.

1. Overview

The workshop will consist of two sessions. First is the PR/Visa information session in which the speaker will talk about the Australian migration policy and any recent changes that have been made in the past year. In the second part of the workshop, the speaker will take questions from students.

The workshop particularly aims to help third-year or graduating students.

The targeted number of participants is 150. Interested students will be expected to sign up through a Google Form before coming to the workshop. The students who sign up will be contacted to confirm their attendance via email.

Food and drinks will be provided after the workshop.

1. Logistics

Time	Activity
11:45 am - 12:00 pm	Set-up
12:00 pm - 12:15 pm	Registration
12:15 pm - 1:30 pm	Information session (including Q&A)
1:30 pm - 2:00 pm	Refreshments
2:00 pm - 2:30 pm	Pack-up

1. Delegation of Task

Office Bearer(s)	Task
Albert HALIM Megan PAT	<ul style="list-style-type: none"> • Coordinators
Albert HALIM Megan PAT	<ul style="list-style-type: none"> • Design the registration form • Sending the acceptance, rejection, waitlist, and reminder emails • Monitor the number of responses
Claudia HUANG	<ul style="list-style-type: none"> • HR liaison and ISA task allocation on the event day
Jun Cheng WOO (Jayden)	<ul style="list-style-type: none"> • Order and collect food on the event day • Buying the appreciation gift for the speaker

1. Timeline

Week	Task
1 & 2	<ul style="list-style-type: none"> • Confirm the venue and the speaker for that event. • Liaise with the Media and Communication department in finalising the publicity material
3	<ul style="list-style-type: none"> • Beginning of publicity and online registration
4	<ul style="list-style-type: none"> • Event day (22nd August 2019)

1. Budget

The budget for this event will be **AUD\$600**. The following is the breakdown of the budget:

Items	Price
Food and drinks	\$330
Appreciation gift for the speaker	\$70
Paid Speaker	\$200

The addition of \$200 for a paid speaker is a contingency in the event that the speaker sourced requires payment.

1. Conclusion

This concludes the proposal for PR/Visa Workshop, Semester 2 2019. Please feel free to approach the Education and Welfare team should you have any queries or concerns. Thank you.

**Prepared by,
Albert HALIM & Megan PAT
Education and Welfare Officer 2019/2020
UMSU International**

ISA Big Day Out + Induction Semester 2 2019 Proposal

Central Committee Meeting #1 – Friday 9th August 2019

1. Introduction

This event serves as an initial meeting between new International Student Ambassadors and Office Bearers who would be working together for the next year. Big Day Out serves as a bonding opportunity for Office Bearers and the new batch of ISAs with the induction serving as a platform for introductions to the roles and responsibilities the volunteers should look forward to in their upcoming term. The Induction also allows each department to explain the new batch of ISAs their roles in the committee. The team in charge of organising this event will consist of current ISAs and members of the HR department.

Coordinators: Christabella Alicia Mahendra, Marissa Symone Tan

Date: Saturday 17th August 2019

Time: 10:00am - 3:30pm

Venue: Old Arts Theatre A, North Court, Members Lounge

Number of Attendees: 60 new ISAs, 35 Office Bearers, 10 current ISAs

2. Aim

- An initial meeting between new, old ISAs and OBs.
- An opportunity to socialise between officers and volunteers.
- Explain the roles and responsibilities expected of ISAs over the coming year.

3. Event Flow

TIME	ACTIVITY
09:30	Set up, preparation
10:00	Registration
10:30	Ice-breaking games + taking photos
11:30	Induction
12:30	Lunch
13:30	Games

15:30	Wrap up Hand out ISA shirts Handing out photos Handing out prizes
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4. Budget

This event was allocated a budget of \$1350.

Expenses	
Item	Amount (\$)
Food and drinks	\$500
Game Items	\$100
Table and venue bookings	\$100
Prizes	\$300
Total Expenses	\$1000

5. Conclusion

This concludes our proposal. Please feel free to approach us if you have suggestions or questions.

Prepared by,

Christabella Alicia Mahendra
Human Resource Director 2019/2020
UMSU International

WinterFest 2019 Final ReportCentral Committee Meeting #1 – Friday 9th August 2019

1. Introduction

This report summarises Winterfest 2019, which covers the period of 24th July 2019, Wednesday, to 28th July 2019, Sunday. Activities include Goodie bag packing, Carnival Day, Food Adventure, Amazing Melbourne, and Snow Adventure.

1. Activities and Events

This section details the activities and events held during the relevant period.

1. Winterfest Publicity

Facebook event pages were put up 3 weeks before the events. (Food Adventure: 534 responses, Amazing Melbourne: 276 responses, Snow Adventure: 251 responses)

Goodie bags were given out during Carnival Day to attract students, in exchange for the goodie bags, students have to either like and follow UMSU Intl Facebook page or Instagram Account.

Flyers were also added into the Goodie Bag to promote UMSU International.

Social Media

- Facebook Likes: 9663 (367 new page likes in between 21 July – 27 July)
- Facebook Followers: 10107 (390 increase in followers between 21 July – 27 July)
- Instagram Followers: 2135 (148 increase in followers between 15 July – 21 July)

1. Goodie bag packing

Coordinator: Chan Jie HO, Xiao Jing ONG & Rebecca Ka Mun LEE

Date: Tuesday, 23rd July 2019

Time: 10am – 5pm

Venue: Lounge

Manpower: 8 OBs & 5 ISAs

Budget: Not proposed

i. We packed 500 goodie bags, consisting of:

- UMSU Intl customised tote bag

- Thermos
- Beanie
- Clear pencil case
- Folder
- UP&GO
- Uncle Toby's muesli bars
- Nescafe Coffee sachet
- Carman's porridge sachet
- Wonderbao voucher
- Wonderbowl voucher
- Umsu Intl information pamphlet
- ISA program flyer
- DAISO hand warmer.

The reason we did not have a proposed budget was because the goodie bags were only supposed to consist of merchandise that came out from the Media & Communications department's budget and also sponsors.

The bags were supposed to only consist of:

- Umsu Intl customised drawstring bag
- Thermos
- Beanie
- Socks
- Notebook
- Wristband
- Folder
- Umsu Intl event calendar
- Umsu Intl information pamphlet
- ISA program flyer
- Vouchers from sponsors

However, due to a very late approval, sponsors could not be contacted until 2 weeks before, which is not enough time for sponsors to agree and deliver their sponsored goods to us, and due to a strike, the merchandise could not be delivered in time. The exact date and time that the merchandise would arrive could not be given and, therefore, UP&GO, Carman's porridge sachet, coffee sachet, and Uncle Toby's muesli bars had to be bought as a substitute. These were bought using the budget set aside for Exam Pack Giveaway.

The UP&GO and Carman's porridge sachets were bought the night before in QV and were transported to the union house using Uber. The DAISO hand warmers, coffee sachets, and Uncle Toby's muesli bars were bought the morning of the goodie bag packing and Didi was called to transport the goods to the union house.

Only the thermos, beanie, and Wonderbao vouchers were reserved for OBs and ISAs who helped out during the goodie bag packing and other O-week events.

ii. **Expenditure**

Expenditure	Amount
Nescafe Coffee - 10 pack x 50	\$157.50
Uncle Toby's – 6 pack x 9	\$18
Uncle Toby's – 15 pack x 30	\$180
Carman's Porridge – 8 Sachet x 63	\$189
UP&GO – 6 pack x 84	\$378
DAISO hand warmers – 8 pack	\$176.40
Total	\$1098.90

iii. **Suggestions for next year**

- The current Cultural and Social, Media and Communications, and Partnership and Sponsorship teams should get the discussion for Winterfest 2020 started before or as soon as the next committee is elected to allow for more time for the merchandise to be made, and for sponsors to be approved and contacted. This is also to allow for the next committee to better settle into and learn about their new roles as well as to account for the exams that is scheduled not too long after the elections.
- The Uber/Didi drivers were unhappy with the amount of time it took to load the car with the items we bought. A Go Get or any other car rental service should be rented to allow for all the goods bought to be transported in one go.

1. **Carnival Day**

Coordinator: Chan Jie HO, Zill-E RAHIM
 Date: Wednesday, 24th July 2019
 Time: 10am – 3pm (including set-up and cleanup)
 Venue: North Court & West End
 Manpower: 8 OBs & 5 ISAs
 Budget: \$250

i. Table arrangement

Location was at the South West corner of North Court with 4 truss tables and East side of West End with 2 truss tables for the hot chocolate.

With the 4 tables in North Court, one was for goodie bag giveaway, and three tables for event sign-up.

On the other hand, the 2 tables in West End was used for passing out hot chocolate to students, an activity supervised by some Education & Welfare OBs while they also publicised their events and what their department does.

ii. Event sign-up

Only cash was accepted for sign-ups for all events. Tables were not assigned to a specific event, i.e. students can sign up for any event at any table but they could only sign up for one event and would have to line up again to sign up for another event. This is due to the lack of space in North Court to accommodate having 3 lines for event sign up as we had to share the space with the line for the goodie bag giveaway, the crowd watching the performances, and other sponsors.

1 OB was in charge for money handling and another OB in charge of checking google form submission and issue of receipt. An ExCo member was behind the tables to supervise the money handling.

Due to a lack of manpower, only 3 ISAs were assigned to crowd control. Questions asked by the participants relating to the events or our organisation were answered by these ISAs and OBs walking around. Due to lack of ISAs signing up for Carnival Day slots, there were no ISAs helping out with publicity.

\$5 was charged as a deposit for Food Adventure and Amazing Melbourne, while \$40 was charged for Snow Adventure, with us charging an additional \$25 if the participants chose to go for the skiing package. Receipts were written and given after all payments. The deposits for Food Adventure and Amazing Melbourne were returned on the day of the events.

Snow Adventure was fully signed up within the first hour, while Food Adventure was fully signed up within the next hour. Amazing Melbourne was not fully signed up but due to some OBs pulling out from being travel buddies, we reduced the number of participants we could sign up to the number of people who had already signed up. We opened up the waiting list online at around 3:30pm.

iii. Goodie bags

Participants needed to like our UMSU Intl Facebook page and follow us on Instagram Throughout the event, we had at least 1 OB in charge of checking Facebook and Instagram.

The merchandise arrived at 11:15am. We gave out the thermos and beanies as part of the goodie bags and kept the other merchandise for Exam Pack Giveaway. One OB and one ISA helped out with packing the thermos and beanie

on the spot and then passed it out to the people who had already followed our social media accounts.

We cut the line at around 12:30pm, and all goodie bags were given out at around 12:45pm, and there was an excess of beanies and thermos on the table which were given out to people who were still in line.

iv. Hot chocolate

2 hot water urns were hired to boil the water for the hot chocolate. This was unnecessary as UMSU Events had provided us with 2 additional hot water urns.

Costs for the ingredients were split with UMSU People of Colour, where they were supposed to get milk and whipped cream, but they forgot to get the whipped cream.

We started passing out hot chocolate at West End at 12pm as there was an issue with the power in the first hour. This was done by an ISA and 3 Education & Welfare OBs as they wanted to promote their events and their department to the students at the same time.

There was only a small crowd surrounding the booth there, but this may be due to the fact that not many people frequent the area in general.

v. Deposit collection

\$915 was collected for the deposit for Food Adventure and Amazing Melbourne, while \$3310 was collected from both packages for Snow Adventure. Breakdown is as follows:

- Food Adventure: 125 x \$5 = \$625
- Amazing Melbourne: 58 x \$5 = \$290
- Snow Adventure: = \$3310

vi. Expenditure

Expenditure	Amount
Chocolate powder	\$89.60
Paper cups	\$36
Marshmallows	\$25
Receipt books	\$9.92
Hot water urn hire	\$66

Go Get	\$13
Total	\$239.52 as compared to \$78.54 from last year

vii. Improvements from last year

- The only payment method made available was cash. This helped maintain efficiency of sign ups.
- We had 4 tables available and could assign 3 tables for signups. The table for goodie bag giveaway was also opened for registration after the goodie bags were all given out. This helped us speed up the event sign up process.
- Made email addresses included in google form as a requirement, which helped when it came to contacting participants. However it was still difficult to get into contact with participants as travel buddies had to use different methods – Facebook, email, and direct messaging – to contact different people, and even then, some people did not reply.
- We managed to get the whole north court, alongside the performances and some sponsors along the opposite sides, and therefore had a lot more space for our lines. The extra space also allowed us to use barricades to help with maintaining order within the lines.

viii. Suggestions for next year

- No one signed up for publicity and only a few for crowd control, even after we had privately messaged ISAs, so we had to combine crowd control and publicity. We then had to open the slots to OBs as well, some of whom had to be assigned to help out with registration as we needed at least 1 OB in charge of money handling per table and one Director/ExCo, aside from the coordinators who were very busy answering questions and moving around, be in charge of overseeing the registration.
- Giving out hot chocolate in West End was not very effective as not many people venture through that area and it was hard for coordinators to oversee the hot chocolate area due to the amount of attention needed in north court. It would be wise to have it all in one area.
- Hiring the hot water urns were deemed unnecessary as UMSU Events provided us with two hot water urns, although they had informed us that they could not deliver hot water urns in the initial meetings held with

them and therefore, it should be said in writing that we are to get the hot water urns ourselves or if UMSU can provide them.

- The water for the hot chocolate took an extremely long time to boil and only one power socket was working, so there was always a long wait in between batches as we could only use one urn out of the 4 that we had at the spot. Also, due to the kitchen being decommissioned, access to clean water to boil was difficult and getting ahold of UMSU Events team to get the water was just as difficult as they were very busy. It would be a good idea to wait until the kitchen is set up again before giving out hot chocolate again, and it would also be a good idea to discuss the logistics with the UMSU Events team more.
- Rules regarding the fact that participants cannot get a goodie bag after signing up no matter how long they had lined up for, and vice versa, was not emphasised strongly enough. Coordinators should be stricter when it comes to these rules. A barricade should be put between the two sections to help emphasise this rule.
- We should not be giving out any extra things left on the table after the goodie bags are finished to those still waiting in line, no matter how long they had been waiting, as this is unfair to those we cut out from the line and it also complicates the task of keeping count of how many are left/reserved.
- Making the students line up again if they wanted to sign up for another event made a lot of people complain. However, this method allowed us to give a chance to more people to sign up for at least one event as students are not allowed to sign up for all 3 at the same time. It would be a good idea to continue using this method.
- The crowd for the performances were right next to the lines for the goodie bag giveaway, and this made it very difficult to move through. More discussion about this should be made with UMSU events regarding the amount of space being used for performances .
- The waiting list was not made separate to the registration form used during the event sign up and this made counting how many participants signed up very difficult. Therefore, the waiting list form should be separate from the form used for event sign up during the day.

- OBs registering students for events should be properly briefed with max capacity of participants for each event and be wary though the whole sign up process of when to stop registering students for events
- It would be a good idea to have a feedback form for Carnival Day as well.

1. Food Adventure

Coordinator: Caityin Tania DEAN, Claryss KUAN

Date: Friday, 26th July 2019

Time: 10am – 3:30pm

Venue: Fitzroy & Brunswick

Manpower: 17 OBs & 10 ISAs

Budget: \$3800

Target: 120 participants (60 for Brunswick, 60 for Fitzroy)

Actual: 52 participants (Fitzroy) & 57 (Brunswick) = 109 participants in total

i.Flow of event

Activities	Details
Briefing	<ul style="list-style-type: none"> • At 9:30 -10 am, short briefing for station masters and travel buddies was held. Some participants from Brunswick came early (miscommunication of timing) • Briefing folders were handed out to station masters and travel buddies during this time as well.
Registration	<ul style="list-style-type: none"> • Registration started at 10 am • Registration for Fitzroy started at 10am while registration for Brunswick started at 10:30am , with registration for Brunswick being carried out downstairs outside Old Arts Theatre C, and registration for Fitzroy being carried out upstairs outside North Theatre.

	<ul style="list-style-type: none"> • Some participants arrived early and came and sat in North Theatre while waiting for the participant briefing to begin. • There was some confusion regarding where to go for registration for the two different routes initially, but this was soon sorted out and Brunswick participants were guided downstairs to Old Arts Theatre C, and Fitzroy participants registered outside North Theatre on the first floor. • At 10:30 am, stationmasters left for their respective restaurants for the Fitzroy route. At 11:15 am, stationmasters left for their respective restaurants for the Brunswick route. 	
Introduction - presentation slide about UMSU INTL and Food Adventure	<ul style="list-style-type: none"> • ISA introductory slides presented to the participants taking part in the Fitzroy route in North Theatre at about 10:40 am. She presented for around ten minutes. Caityin then briefed the participants on the restaurants they would be going to, how the group system would work, the general flow of the event and general guidelines on behaviour/what to do in case of emergencies. • Brunswick coordinator started presentation on Brunswick's route at 10:45am, summarized the route, the restaurants they'd be heading to, some important things & contact details. ISA introductory slides presented at around 11am. 	
The Adventure	<p>Brunswick</p> <ul style="list-style-type: none"> • Groups 1, 2, 3 & 4 left at 11:20am, as they needed a bit of extra time to get to their restaurant. Groups 5, 6, 7 & 8 left at 11:30am. • All groups reached roughly on time. 	<p>Fitzroy</p> <ul style="list-style-type: none"> • All groups had left for their respective restaurants by 11:25 (the aim was to have left by 11:30). There was some confusion with the travel buddies regarding the plan of several groups leaving for their restaurants together, with some of the travel buddies leaving separately but ending up at their planned restaurant. However, this was resolved quickly and travel buddies and their groups went on their routes in rotation as planned.

	<ul style="list-style-type: none"> • The quality and portion of food served at both restaurants were good & served on time. • The participants enjoyed the games played during the meals. • The I-Spy Photo Competition was enjoyed - groups found the listed items quicker than anticipated • All participants enjoyed dessert & were allowed to leave whenever they wanted 	<ul style="list-style-type: none"> • Travel buddies were advised to play games if the occasion arose (i.e extra time), but this did not turn out to be necessary.
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ii. Additional Notes

Games for Prizes (Brunswick):

- 10 small bottles (prizes for I-Spy Competition)
- 9 chocolate koala snacks (prizes for Social Bingo)

iii. Budget Breakdown

Brunswick – inclusive of lunch for station masters/travel buddies

Expenditure		Amount
Beatbox Kitchen	30 x Fried Chicken Sandwiches 30 x Cheeseburgers 60 x Fries	\$600.00
Tom Phat	Cassava Crackers Viet Springrolls Burmese Beef Relish Northern Thai Chicken Curry Steamed Rice	\$692.50
All Day Donuts	60 x Donuts (\$5 each)	\$300
Total incl. GST		\$1592.50

Fitzroy – inclusive of lunch for volunteers

Expenditure		Amount
Trippy Taco	16 x Vegan Large Nachos 13 x Large Trippy Fries 1 x Bean and Cheese Burritto 1 x Kombucha 2 x Bowls of Corn Chips	\$429.50
Vegie Bar Girls & Boys	Ice cream cones Pizza Sam Choy Bao Spring Rolls 1x Rice Balls (\$8) 1x Gluten Free Pizza (\$24)	\$982
Radhey Chai Bar	Rice + Curry + Pappadum and Mango Lassi for \$7.90 per plate	\$469.60
Total incl. GST		\$1881.10

Final budget breakdown

Expenditure		Amount
Brunswick		\$1592.50

Fitzroy		\$1881.10
Game items and prizes (Brunswick)	<ul style="list-style-type: none"> • 10 small bottles • 9 chocolate koala treats 	\$55.25
Total incl. GST		\$3528.85

iv. Problems and Suggestions

Brunswick:

- For registration, a mistake on the vp and director's part was to oversee the fact that two venues was booked instead of one. Thankfully Aviya informed us that he booked two venues for the event. This caused a lot of confusion, even amongst the travel buddies for both routes, and caused participants from different routes to be sent to the wrong place. There was also a mix up in the time to arrive to register & for briefing - which meant some participants came an hour early & had nothing to do.
- OBs were requested to send their participants a message about the change in schedule but some OBs did not send the message causing some of them coming too early for registration.
- As the OBs in charge of deposit/registration wasn't on time (due to registration at Fitzroy being first), the travel buddies sorted themselves into groups & took the names of their group members to pass to the OBs in charge of registration.
- For deposit collection, an OB (along with an ISA/another OB) was in charge. Getting the participants to have their student ID/valid ID out ensured their identity & everything ran smoothly.
- Timing for briefing & registration was okay, around 30 mins each. Make sure there's time to breathe (as registration/briefing will never be on time).
- For Tom Phat - there was a beef dish & a group (Group 1 - Archit) consisted mostly of non-beef eaters, took a bit of persuading for the restaurant to change dishes for them & provide only curry instead. Also struggled in the beginning with more than expected people arriving, extra dishes had to be ordered.
- Travel Buddies/Station Masters ate with their groups instead of separate lunches.

- Coordinators should run a test-run of the route a day prior to the Food Adventure & sample some food - this gives an overall sense of travel times & location. Would highly recommend this (you get to talk face-to-face to the managers & chefs and sort things out in person).
- Make sure the locations of the stops are as close as possible/same street/accessible via tram - two of my restaurants were on the same street (6 tram stops away) - which made it really convenient for the groups to travel.
- One restaurant dropped out - the Brunswick route ended up having 2 restaurants & 1 dessert shop. This made the budget for each restaurant larger & allowed for more food & more money to spare. This also allowed participants to chill at each restaurant instead of rushing around; it gave them more time to talk, play games & enjoy the food. Would recommend 3 stops next time.
- Make sure everyone attends the separate briefing for Travel Buddies/Station Masters - it's important & those who attended benefited more as they had a better grasp of the route
- A Whatsapp Group with Travel Buddies and Station Masters made it easier to contact each other during the event itself - check for updates every 30 mins.
- Also, recommended to sort out payment details with the restaurants beforehand.
- For food that is handed out to participants individually, it is advisable to have the assigned stationmaster tally the exact number of individual pieces/scoops given to ensure that there is no overcharging.

Fitzroy:

- During carnival day, there was a lack of coordination between those in charge of signups for Food Adventure resulting in a large excess of participants registering for this event. Maximum capacity was 60, but on the day 5 extra participants showed up, and we had to take them on due to them having been allowed to pay the 5 dollar deposit despite being told they were on the waiting list. In general, there was a lot of confusion regarding registration and deposit. In the future, it is advisable to be stricter with participant capacity and have better coordination between the different registration booths so that there are fewer complications regarding capacity.
- Regarding deposits, the conditions of deposit return should be made clear to participants upon registration, and these conditions should be consistent

amongst all OBs in charge of registration for events on carnival day. On the day of Food Adventure itself there was confusion with some participants regarding when and under what circumstances deposits would be returned.

- There were certain 'unwritten rules' in place that the current committee was not aware of prior to the actual commencement of Food Adventure. This included the preference for printed briefing sheets/folders and the need for money handling to be done exclusively by members of the executive committee. Perhaps this should have been included in the final report. Future OBS in charge of Food Adventure, should they choose to run the event again, should make sure the subsequent committee is fully aware of this.
- A common occurrence throughout liaising with the various Fitzroy restaurants was the fact that the managers Caityn was communicating with regarding details of the day of Food Adventure were not actually present themselves, but rather had one of their employees supervise on the day. This did lead to some miscommunication, particularly concerning the number of participants that would be in the restaurants at once.
- It is advisable for travel buddies to be more assertive as some participants tended to be quite uncooperative. For example, quite a few participants wanted to walk about on their own, or just meet the group at the restaurant and make their own way there. Many participants lagged behind their groups. There was also an incident of one participant getting lost after wandering off on her own for about an hour, but this was resolved as she eventually rejoined her groups.
- Inspections of restaurants and a run through of restaurant routes are essential to this event, and should be relayed to the next OBS in charge of future food adventures. This helps to gauge restaurant capacity, efficiency of routes and sample the food. Visiting restaurants and contacting managers/supervisors face to face was much more productive than corresponding mostly over email/phone call as this was restricted both by business hours and untimely replies from restaurants.
- All agreements made with restaurants/vendors should be made in writing (request for it to be written down through email). This makes it easier should any problems with supervisors arise on the day.
- Restaurants contacted this year were generally quite uncooperative, taking a very long time to reply, and making last minute changes. It is advised to choose restaurants and have them booked way in advance of the event. Since planning for Winterfest generally takes place during the one month holiday, it is advisable

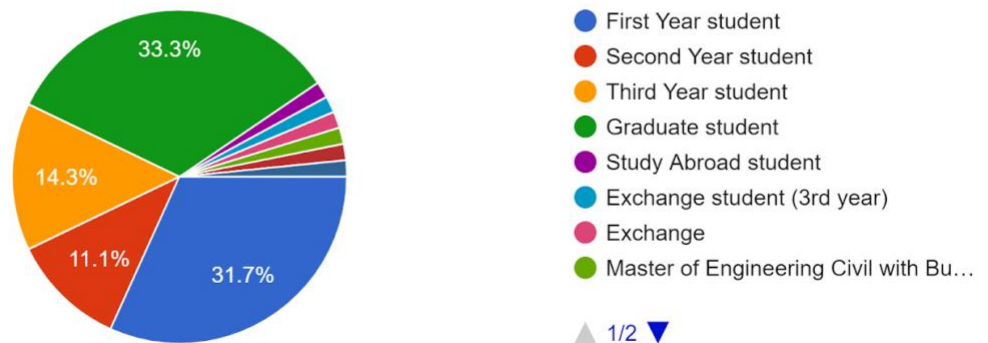
for more than one OB in charge of Food adventure to be in Melbourne at the time of planning.

- When negotiating with vendors regarding deals/discounts, it might be more useful to emphasise the advantages of working with UMSU Intl with regards to publicity and bringing traffic to their restaurants.
- One restaurant (Trippy Taco), sent an email a few days before the event saying that they could not fit more than a couple of people from Food Adventure in their restaurant at once as this would slow down business and crowd the restaurant. As we were informed so close to the event, we opted to have participants eat at a nearby park instead. However, it did rain for a period of time on the day, and the park was mostly under construction. Most participants were understanding and understood the difficulties of dealing with the last minute change, but a few participants did complain.
- The event ended up being slightly longer than it should have been, mostly due to the fact that the rotation schedule of restaurants was slowed down by Vegie Bar taking a long time to bring out food.

v. Feedback statistics

What type of student are you?

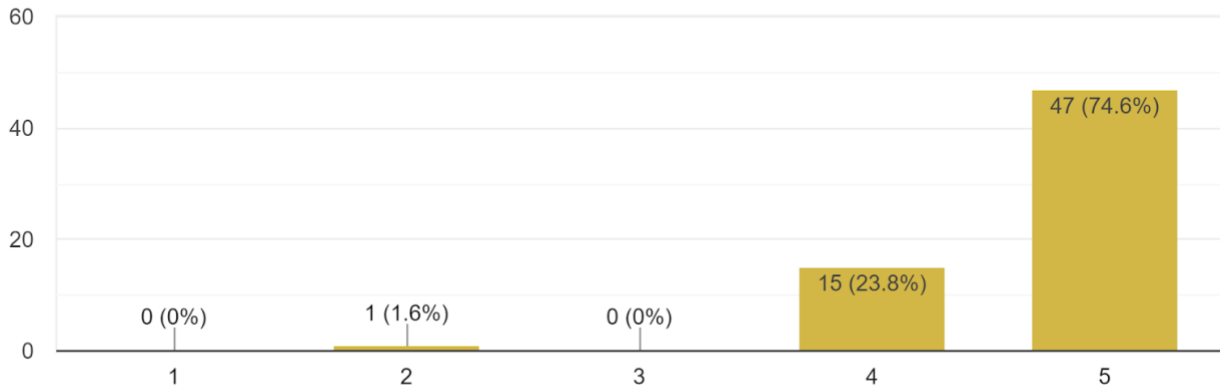
63 responses



- 33% of the participants were graduate students
- while 32% of the participants were first year students

How satisfied were you with the event?

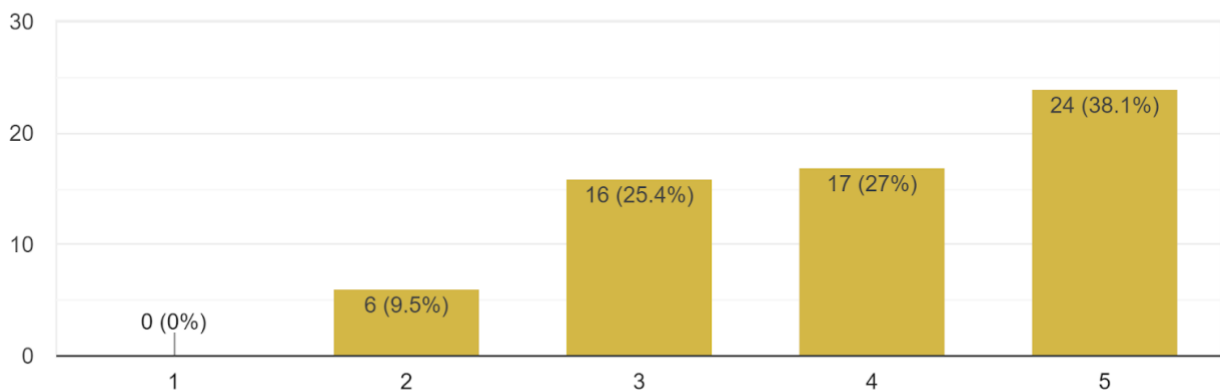
63 responses



- 74% of participants gave the event a 5/5 while other 24 % gave it a 4/5

Were the games enjoyable?

63 responses



- the games elicited a medium to high response

Some improvements from participants:

- Provide a map for the students so we can know which restaurants to go and how to go again the next time.
- better indian Food restaurant
- Perhaps some sort of a break in the middle
- We should have arrived at 11:30 and left at 12 there was too much waiting, also we should be able to sit in sheltered area at every restaurant not in a park getting rained on
- make sure places have seating arrangement

Some nice comments:

- Ice cream!
- Being able to enjoy great food with nice people
- nice selection of restaurants.. i thought its free food so ill eat anything, but turns out the meals are all very nice damn!! also thanks this was a very great experience and i met a lot of good friends here

1. **Amazing Melbourne**

Coordinator: Jia Min (Charmaine) TEOH, Thanh Mai PHAM

Date: Saturday, 27th July 2019

Time: 9:30am – 5pm

Venue: North Court, South Lawn, Hosier Lane, Federation Square,
Chinatown & Shrine of Remembrance

Manpower: 19 OBs/ISAs (6 travel buddies, 7 station masters, 4 for helping
with BBQ, and 2 photographers)

Budget: \$2250

Target: 80 participants

Actual: 54 participants

i.Flow of event

All participants gathered at Old Arts Theatre C at 9:30 a.m. Deposits were returned and a short introduction was presented alongside a presentation of ISA program to the participants. After the briefing, each group then headed to South Lawn with their travel buddies for the ice-breaking session. At 10.40am, one

coordinator and the ISAs and OBs in charge of BBQ headed to the North Court to start preparations while the other coordinator headed to the Subway to purchase lunch for the station masters. BBQ lunch was served on time from 12:00pm to 1pm. At 12.30pm, station masters headed to their respective stations.

After lunch, each group then headed to the tram stop to travel to their respective first stations around the city. A game was played at every station. The station games were Men on Board, Box of Balls, Synchronisation and Trivia.

The tour around the city ended at 4:30pm and each travel buddy brought their group members to the coffee shop nearby for coffee. Some groups were dismissed earlier and some groups were dismissed later as they finished the games later. We made sure everyone had coffee before they left. Some groups decided to stay at the café to spend time with their travel buddy and other group members. Coordinators then calculated and finalised the points of each team and headed to the coffee shop where the winning teams were at in order to present them the prizes.

ii. Station Games

1. Federation Square
2. Shrine of Remembrance
3. Chinatown
4. Hosier Lane

iii. Obstacles

- We planned to request for a collaboration with AFL for the ice-breaking games just as how it was done for the previous year. However, it took us more than a week to get approval from UMSU in order to reach AFL through our Partnership & Sponsorship department. Another reason a collaboration was not possible was that AFL was hoping for other offerings if they were to help us out, which was out of our expectation as they did it for free the last Melbourne Adventure. We tried bargaining in what little time we had between then and the event but we anticipated the worst where AFL was not be able to attend, and hence we came up with an immediate backup plan for the ice breaking session beforehand.
- Due to the lack of experience, we did not know that the spaces in University of Melbourne has to be booked sooner. In the end, we contacted Aviya to help us in booking the North Court and South Lawn about four days before the event day. Aviya too, helped us to contact the BBQ Hire as we only found out that the BBQ Hire do not usually allow hires during weekend. Tables were booked by Aviya as well. Through this event, we are now very aware of the significance to book every equipment we need for the event at least 2 weeks prior if we want to be able to use them.

- The coffee shops that we had initially chosen do not allow bookings, and we had to split the groups to different coffee shops in the case that the coffee shops could not fit us all. In the end, travel buddies were able to lead their own group to any nearby coffee shop to enjoy coffee.
- On event day itself, the coordinators were very busy from 10.40am to 12pm as one had to prepare for the BBQ lunch while the other had to head to Subway to purchase lunches for the station masters. Travel buddies had to handle the ice-breaking session by themselves.
- We chose to play a very physically-active game at the Shrine of Remembrance. This resulted in the station master almost getting caught by the guards and was warned to not play games there because the shrine is a very holy and sacred ground. He then had to shift his station to a park nearby.
- A marathon was being held in Federation Square. Luckily, it did not go on for long and station masters decided to set up the station at a very spacious and serene ground.
- We did not reach the target sign up for Amazing Melbourne of 80 participants and we also had a shortage of manpower, so the target number of participants was changed to 60 people days before the event.

iv. Things that turned out well

- Everything turned out pretty well. The scheduling for the purchase of food, snacks and prizes was perfect.
- BBQ was on time! We made it happen with the help of the HR department. If the next committee would like to repeat this event, it is highly recommended to have the HR department to focus on the BBQ.
- We thought the available space in Chinatown was going to become a public car parking lot but it did not happen! Hence, the station was set up well by station masters.
- Travel buddies got great appraisal from the participants.

v. Feedback from travel buddies

- Ice-breaking game was too long.

- It's better to provide the exact location using Whatsapp Location.

vi. Expenditures

Expenditure	Items	Amount (\$)
Food Tableware Prizes	Multipack chips x4 Popcorn x3 KitKat x1 Cheese Corn Chips x3 Nutri Grain Bar x1 Oreo x1 Uncle Toby snack x1 Ferrero Boxed chocolate x1 Coke x4 Sprite x1 Orange juice x1 Mineral water x3 Barbeque Sauce x1 Sriracha Hot Chilli sauce x1 Tomato sauce x1 Mustard sauce x3 Small BBQ Sauce x1 Small Tomato sauce x1 Solo Drink Lemon x1 Iced coffee x1 Plastic Tumbler x1 Paper Plate x2 Garbage bag x1 Oven wipes x2 Aluminium foil x1 Serviette x3 Gloves x1 Anzac biscuit x4 Tim Tam x3 Reusable bag x4 M&M x6 Jelly x3 Ferrero Rocher x2 Mars x1 Arnotts Biscuits x3 Toilet Tissue x1 Chicken burger x9 Chicken sausage x8	\$550.59

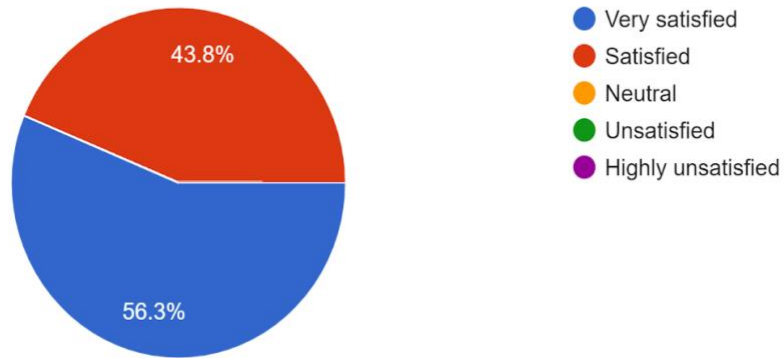
	Beef sausage x5 Hash Browns x3 Lamingtons x1 Lamington Fingers x1 Plant based burger x2 Aussie beef sausage x1 Kangaroo Burger x2 Wholemeal sandwich x5 Multigrain sandwich x3 White sandwich x3 Ice x6 Subway (for station masters) x8 Cheese Toastie x8	
Game items	Tape x1 Sparkle wands x1 Badminton Racquet x1 Play balls x1 Hawaiian necklace x3 Ribbon x2	\$31.55
Coffee		\$310.2
Uber trips <i>(Transporting food from supermarket to Melbourne University)</i>	1. From Barkly Square to Melbourne University (25 July 2019) 2. From QV to Melbourne University (27 July 2019)	\$25.43
Total		\$917.77

vii. Feedback from participants

NOTE: Many participants did not fill out the feedback forms. The results might not be an accurate reflection of the event.

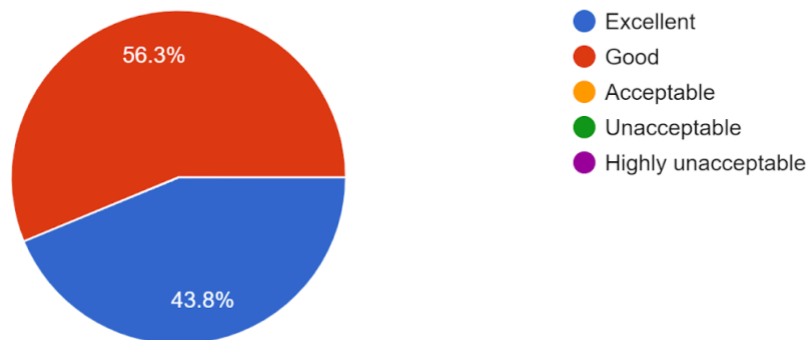
How was the overall event?

16 responses



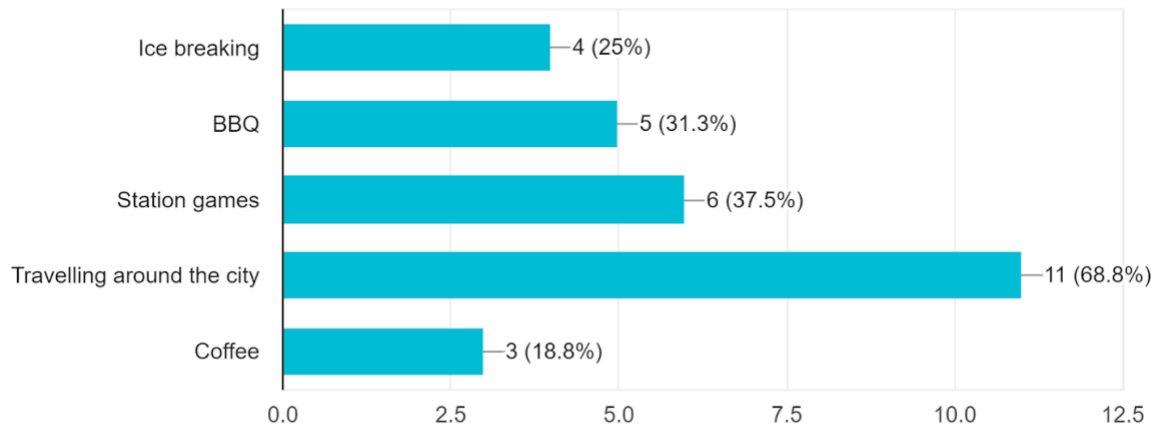
How was the quality of the places visited?

16 responses



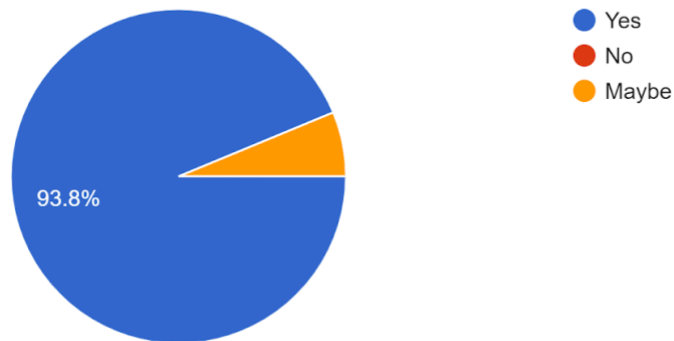
What's your favourite part of the event?

16 responses



Would you recommend this event to other people in the future?

16 responses



Suggestions for next year:

1. Increase the amount of time spent in each destination.
2. Do not need game at every station.
3. Seek help from HR for manpower needed in BBQ.
4. Refer to the obstacles faced before planning.

5. Printed feedback survey forms are strongly recommended.
6. If were to collab with anyone, it is best to inform P&S at least 1 and a half month before.
7. Print station locations and put it inside the files for every travel buddy beside pinning the location when doing site inspections.
8. Prepare a timeline for travel buddies to know when and where to go.
9. No need to mention ISA or station masters' name inside a report.

1. Snow Adventure

Coordinator: Phong Noon NAN, Nishtha Prasad BANAVALLIKAR
 Date: Sunday, 28th July 2019
 Time: 7am – 7pm
 Venue: Lake Mountain, Marysville
 Manpower: 12 OBs & 3 ISAs
 Budget: \$3500
 Target: 65 participants
 Actual: 62 participan

i.Flow of the event

Planned

Time	Activity
7am – 7:45am	Registration at University Square
7:45am – 10:30am	Drive to Marysville, inclusive of bathroom breaks <ul style="list-style-type: none"> • Briefing for participants in the bus • Distribution of water and breakfast
10:30am – 11am	Settling down in the conference room, a small briefing Split up into Squad 1 and 2 Squad 1 activity outline Squad 2 activity outline
11am – 12pm	Ski Summit walk

12pm - 1pm		Tobogganing
1pm - 2pm	Lunch	
2pm - 3pm	Ski (optional) / Tobogganing	Snow play
3pm - 4pm	Gather at conference room for games	
5pm - 7pm	Departure, drive back to University square	

Actual flow

Time	Activity
0700-0745	Registration + getting into the bus
1030-1115	Arrival at the resort Split into tobogganing, summit walk, and skiing group
1115-1500	Skiing + tobogganing + summit walk + lunch
1500-1630	Group photos + departure

ii. Preparation and Journey

- Some participants came earlier than the intended time, 7am
- There were also participants who came very late, there were people who didn't show up at all
- Physical liability forms were given out on the actual day in case participants forgot to bring their own
- Each OBs were given a file with briefing slides, and a list of members in their groups
- Up&go were provided to the participants in the bus
- After alighting the bus, OBs make sure that all their members are in the bus
- Before departure, participants were instructed to use the toilet

- no issue with the bus, the service was good, on time and friendly

Problems encountered during registration:

- Some OBs were late, participants who were early were just idling around, unable to find their leaders and unsure of what to do
- The university square is a big place, it is quite hard to gather everyone's attention and give out instructions. A lot of shouting were needed
- Unable to give out briefing to the participants in the bus as planned because we cannot stand in the bus
- No toilet break were given during the trip
- There were feedback from the participants that they did not feel safe with the drivers' skills

iii. Activities & Lunch**Arrival at the resort:**

- The whole schedule has to change because there are limited slots for skiing session
- 12pm: 20 people. 1:30pm.: 14 people. 2 sessions
- Only 25 toboggans were available
- Hence, there was a reschedule: 2 OBs were scheduled to go for lessons at 1:30pm(went for tobogganing first). 3 OBs scheduled at 12pm. The rest went for summit walk. Then rotate around.
- It was pretty hard to gather everyone's attention, hence, it is better to call out the leaders first then bring everyone down group by group. The summit walk group went down first, then followed by the tobogganing people, and the skiing people.
- Prizes and all the stuff were left at the conference room, some participants ate the prizes (the goodies), thus in the end, we gave out the food to everyone

Activities

- Some people wanted to ski more, while some wanted to eat. Members split up without informing their leaders
- Many people did their own things
- For games organized such as snowball fighting and snowman making, many participants did not show interest and were extremely tired thus these activities were not carried out.

Lunch

- \$10 notes instead of lunch vouchers were given to the leaders to be distributed to their members
- Main meals could not be bought with \$10
- Lunch could be brought back to eat in the conference room

iv. Wrapping up and journey back

- We booked the bus to come at 5pm but we realised that the resort closes at 4:30pm, hence we need to pack up and leave earlier. Games could not be played
- Participants do not listen to instruction, asked to gather by 4:20pm after the toilet break but everyone was late

Overall, it was a pleasant journey with little complications, the weather was sunny with little to no real snow. The staff were friendly and amiable. Kellie, the person in charge was busy on the actual day and it is quite hard to get hold of her.

v. Expenditure

Income	
Participants, Package A \$65*30	\$1950

Participants, Package B \$40*34	\$1360
Budget Allocation	\$3500
Emergency cash	\$200
Expenditure	
Resort Entry, \$18.50*75	(\$1,261.36)
Conference Room Hire. 10% off	(\$272.73)
Toboggan Rental, \$10*25, 10% off	(\$227.27)
Ski Lessons (35 people at 15% discount) \$70-\$10.50=\$59.50 \$59.50*35	(\$1,893.18)
GST (resort) 10%	(\$365.46)
Bus	(\$1940.68)
Lunch voucher, \$10*77	(\$770)
Prizes	(\$123)
Overall, credits	\$156.32

Budgeting issue:

- Emails were replied very slowly, do not reply to all the questions asked
- No one was in Melbourne to contact the resort via phone
- Prices were not clear from the communication email, forwarded the email chain from last year to show proof of discount, emails were not replied
- Fault on the coordinators part to assume that we could get the prices the same as last year, as long as I gave the resort a call when I arrived back in Melbourne
- The person in charge of our group was on leave for a week, could not contact her (Kellie)
- Finally a chance to talk to her came and negotiation failed, no discounts were given at the time of contact. Over Budget by a total of \$2420.

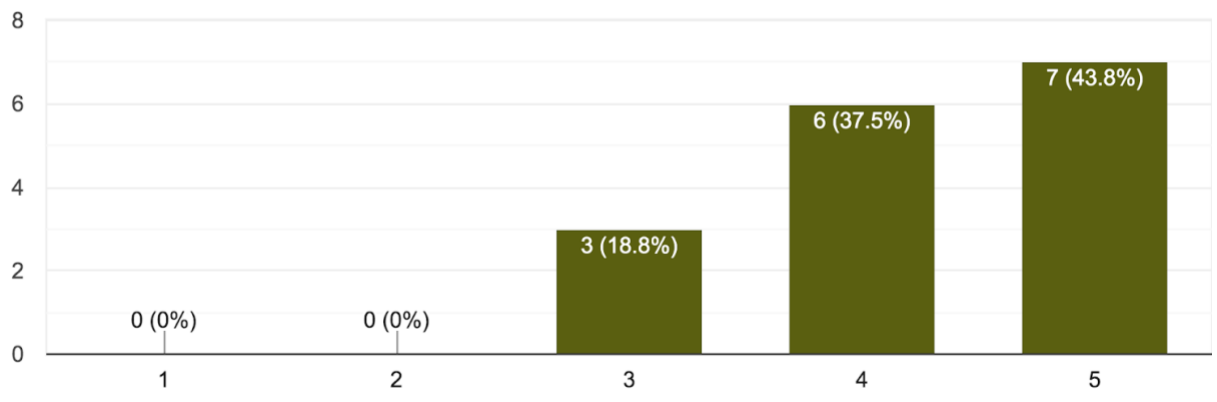
- Flying fox was removed as an attraction. OBs participating would have to pay \$10-\$25 depending on whether they were skiing Subway as breakfast was also removed, instead up and go was supplied to everyone. This brought down the over budget price to \$325.68.
- In the end, on the actual day itself, 10% discount was given for all activities. Everything became under the budget again, thus the OBs did not have to pay

vi. Survey Feedback

Only 16 responses of the 60 participants.

How satisfied were you with the event?

16 responses



Responses for “3” were as follows:

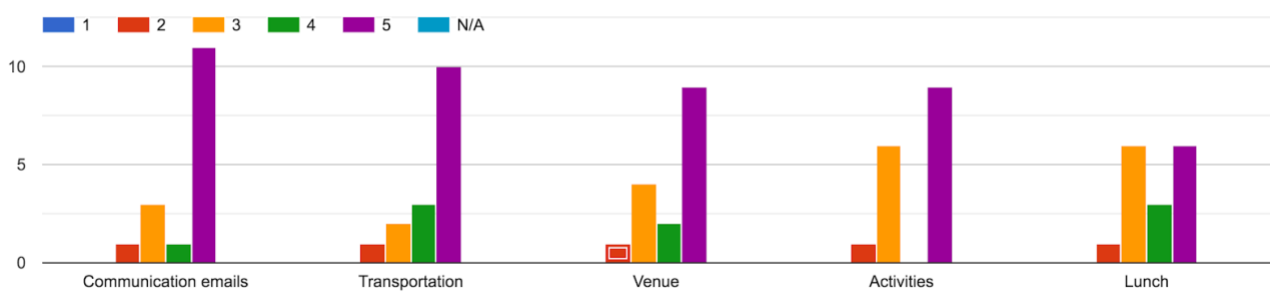
- disappointment with value of lunch voucher - complained that they had to spend their own money
- rated communication & transport 2, people felt unsafe with the bus drivers’ skills
- Complaint that a lot of the travel buddies didn’t know what was going on & that there was a lot of idle sitting around time.

What were your key take-aways from this event? 9 responses

- fun play with peers
- Friendship
- Getting to ski for the first time
- Friends :)
- Ski lessons
- Skiing is not too freezing
- Ski, meeting new people
- Made a few new friends but more importantly realised that UMSU INTL runs awesome events
- Meeting people & seeing a different side of Australia

- Aligns well with our objectives for this event.

How satisfied were you with the logistics?



Clear that Lunch was the most disappointing aspect of the event for participants.

Additional feedback on logistics:

- “Lunch vouchers could have been more so that we could buy a meal without spending our money. Look into restaurant prices before deciding the complimentary lunch voucher amount.”
- “Different group system”
- “There is not enough time for all of us to try out all activities”

- “Time go between 7am meetup and bus departure was a bit too long - could be shortened to 30 min “

Any overall feedback for the event? 5 responses

It was fun!

If we focus on friendship, I think more bonding activities will be very helpful
nil

It is very good experience to have fun in the winter.

Should have said it was cross country skiing, more instructions on equipment required as got text 10pm night before so not enough time to buy stuff if required. Would go to a different location next time as skiing wasn't great.

vii. Summary

- Overall sentiment of wanting better time allocation throughout the event - some said there wasn't enough time for bonding whereas some said there was too much down time.
 - would do well to brief all travel buddies & improve on day communication so participants don't feel as though their buddies don't know what's going on. Additionally having some go-to icebreaker games to continue during waiting times.
- Key issues from last year's event (missing people, delays in meeting and moving between activities, extra charges for being late from the bus, rushed timetable) were addressed and sorted out well.

1. Conclusion

Overall, Winterfest 2019 was a major success. We managed to achieve a fantastic sign-up and turnout for our events. We have also taken into consideration the mistakes of the previous Winterfest, and did our best to avoid them this year, while also encountering new problems of our own.

1. Deposit collection and return

The breakdown of the deposit collection is as below:

	Expected Amount (\$)	Actual Amount (\$)
--	----------------------	--------------------

Starting amount: <ul style="list-style-type: none"> • 120 tickets for FA • 80 tickets for AM • 65 tickets for SA 	\$4350	\$4225
Food Adventure:	\$600	\$625
Amazing Melbourne:	\$400	\$290
Snow Adventure:	Package A: \$1950 Package B: \$1400	Package A: \$1950 Package B: \$1360

1. Final Expenditure

Total budget allocated: **\$10000**

Event	Expenditure
Goodie bag packing	\$1098.90
Carnival Day	\$239.52
Food Adventure	\$3,528.85
Amazing Melbourne	\$917.77
Snow Adventure	\$3543.68
Uncollected deposit	(\$40 + \$30)
Total	\$9,312.06

1. General Notes for Future Committee

- Since everyone in the Cultural and Social Department this time around are new Office bearers, including the director and Vice President, there were a lot of procedures that we were not aware of until a few days before or on the day of the events themselves. The future Cultural and Social Department should be aware of all these “rules” well before their events and the current Cultural and Social department should make them aware of them. The new team should also approach the current team about said rules to avoid any confusion.

- Printed Sheets for each travel buddy should be prepared well before the event by the individual coordinators including the list of participants with dietary requirements and contact information, clear instructions of what the travel buddies are responsible for and their individual schedules.
- Office bearers/ISAs need to be responsive and responsible if they have signed up as travel buddies. To be more specific, they should come for the briefings held before the event, ARRIVE on time on the day of the event itself and follow all the instructions given by the coordinators.
- The Survey should be printed out and presented or shown on the travel buddies' phones to participants near the end of the events. Have it only online leads to a lot of participants not filling out the survey.

1. **Appreciation**

I would like to express my sincerest gratitude to all the departments for helping out during Winterfest 2019. This event would not have been possible without our joint effort.

Special thanks to:

- The Project Manager, whom we would have been lost without. You were an essential help and Winterfest could not have happened without you.
- The Media & Communications department for your amazing job in getting our events the publicity it needed to have such an amazing turnout, answering all the questions potential participants had, and taking beautiful pictures.
- The Partnership & Sponsorship department for getting us the sponsors we needed to make the goodie bags more attractive.
- The Human Resources departments for your indispensable help in getting us the manpower we needed to run the events.
- The Education & Welfare department especially for your generous support in lending us critical help during the goodie bag packing when we needed it the most.
- The past Cultural & Social department for their assistance and guidance throughout the event.

- My Cultural & Social team for their phenomenal work in creating and delivering amazing events. Words could not describe how grateful both the director and VP are to have such an incredible team. We look forward to creating future events with everyone.

This concludes our Winterfest 2019 final report. Please feel free to approach us should you have any queries.

Prepared by,

The Cultural and Social Department 2019/2020

UMSU International

Freshers Launchpad, Semester 2 2019 Final Report
 Central Committee Meeting #1 - Friday, 9th August 2019

1. Introduction

This report concludes Freshers Launchpad, which was organized on Thursday, 1st August 2019. The objectives of the event are as follows:

- Providing the international student community with an opportunity to seek peer support
- A chance for international students to interact with UMSU International’s Office Bearers (OBs) and International Student Ambassadors (ISAs)
- Help international students forge new friendships, get faculty-specific advice and get to know more about the services available to students provided by the University
- Give an opportunity for students to be introduced to UMSU international and showcase the lounge as a safe space

The event details are as follows:

Date: 1st August 2019, Week 1, Semester 2 2019

Venue: UMSU International Lounge & Mary Cooke Rooms A and B (TBC)

Time: 5.00pm to 7.00pm

Target Participants: 40

2. Event Flow

Time	Activity
4.00pm to 4.30pm	Set up
5.10pm to 5.20pm	Registration and Opening Address
5.20pm to 7.00pm	Networking & Socializing. (Simultaneously with refreshments.)
7.00pm to 7.30pm	Closing & Pack Up

3. Expenditure

	Amount
Budget Allocated	\$150
Actual expenses	
Food and Drinks <ul style="list-style-type: none"> ● 17 Domino's Pizzas <ul style="list-style-type: none"> ○ 6 Beef Onion ○ 6 Simply Cheese ○ 5 Spicy Veg Trio ● 5 Drinks (@1.5 litres each) <ul style="list-style-type: none"> ○ 1 Coke ○ 1 Sprite ○ 3 Lipton Ice Tea 	\$123.52
Other expenses (incl. cups, serviettes)	\$10.4
Total Actual Expenses	\$133.92
Budget Surplus	\$16.08

4. Feedback and Suggestions

4.1 Publicity and Registration

There was a delay in the opening of registration due to a logistical error and the registration form was only made available on Monday (29th July) of the week of the event. In addition, the registration link and QR code were not included in the flyers for publicity. These are the main attributes to low registration rates (22 responses by Thursday, 1st August). Despite the low registration numbers, the event turn-out added up to 31 participants, with 20 walk-ins.

This is the department's first Winterfest event. It has been published as such across social media platforms along all of UMSU international Winterfest adventures. This has definitely helped increase turn-out despite the issues with the registration form.

On the day of the event, at 4.45pm, 2 ISAs were sent down to direct anyone looking for the event location. The ISAs went above and beyond that and promoted the event, which led to a few more walk-ins.

The registration for the event went smoothly, walk-ins' were asked to fill in the registration form at the desk for ease of multiple registrations at once. It is recommended that this method could be used in larger events such as PR/Visa where there is a large number of walk-ins.

4.2 Socialising Session

Since participants streamed in after the event started, the opening statements were delayed until there was a substantial number of people in the lounge. This meant that socialising with the participants started the moment they entered the lounge. Because the ISAs and OBs were well prepared, this was effortless.

Though there were many people in the lounge, making the space quite packed, participants still preferred standing in the lounge rather than sitting or moving into the other rooms available. This is probably because the food was located in the middle of the lounge. If this event were to be repeated, a recommendation is to have the food spread in all 3 rooms and direct them to the rooms.

Rapport with the students was established quickly and there were no awkward phases. This friendly and fun atmosphere was maintained until the end of the event, with some participants staying pass 7.30pm to continue their conversations. This was not a problem given that the lounge is open for use till 9 pm.

4.3 Food

Due to the issues with registrations, there was no complete information on the demographic of the dietary requirements of the night. To combat this, we estimated the amount of pizzas required from previous events and based proportions on types of food based on previous recommendations from other similar events. The array of options mentioned above proved to be suitable for the crowd present that evening. Both food and drinks proved satisfactory.

5. Conclusion

This marks the end of the report for Freshers Launchpad 2019. Overall, the event was a success despite the problems encountered, and the turn out was good for an event that is the first of its kind. The event team did a good job in ensuring that the event went smoothly.

We would like to express our gratitude to all the ISAs and the OBs who helped make the event successful. Please do not hesitate to contact the Education and Welfare department should you have any further queries or concerns.

Prepared by:



Siobhan Dominique LIM
Education and Welfare Vice President 2019/20
UMSU International

Central Australia Trip 2019 Final Report

Central Committee Meeting #1 – 9th August Friday 2019

1. Introduction

The annual Central Australia Trip is hosted by UMSU International that caters to mostly international students. The trip is designed to bring the participants into the Australian outback, introducing them briefly to the aboriginal culture and attractions along the way. The other objective of the trip is to allow the participants to mingle and create friendships throughout the 11-day trip. This report covers the period from 30th June to 10th July and the planning period prior to the trip.

2. Publicity and Registration

Publicity for the trip started at the beginning of Semester 1 2019, through the printing and distribution of flyers, posters and online social media campaign as well as the Central Australia Trip Facebook page. Throughout the promotion period, the trip was promoted on Facebook several times with pictures to attract students' attention.

Registration was handled by the crew at the Union House Info booth and began as soon as we promoted the trip in the beginning of the year. Prices for the trip began with an early bird special at \$1,125.00 per person. After the final date of the early bird special, reception for the trip was still very low, therefore a group special was made available for groups of 3 or more people to sign up at the early bird price of \$1,125.00. Other students were to pay \$1,225.00 for the trip. The deadlines for the trip was extended a number of times to achieve the number of participants we aimed for.

3. Camp Rundown

Day 1-5 (Alice Springs-Kings Canyon)

Consisted of leaving Melbourne to Alice Springs on a 36 hours bus ride, staying at a campsite in Alice Springs and touring the town and the attractions such as the Royal Flying Doctor Service, Telegraph station and Reptile Park. Departing on Day 5 to Uluru through Kings Canyon. Participants should be reminded to bring more food on the 36 hours trip to avoid having to purchase expensive and sub par quality food at gas stations along the way. In addition, ice breaking games should be played during breaks to bond the participants more quickly.

Day 6-9 (Uluru-Kata Tjuta)

Depart Alice springs for Uluru-Kata Tjuta. Activities consisted of trail walk and hiking through Uluru base walk as well as Kata Tjuta. Additional activities such as bike riding, camel riding and outback BBQ were done by the participants independently.

Day 10-11 (Coober Pedy)

Depart for Coober Pedy from Uluru and back to Melbourne. Highlights of the days were the novelty accommodation at the Opal Mine bunkhouse as well as the Opal mines and Coober Pedy town tour. Closing speech and activity should be prepared to end the trip and thank the drivers and cook for their hospitality during the trip.

4. Expenditure

The trip was allocated a budget of \$11550 which accounted for the lack of participants for the trip. We managed to get 44 participants for the trip.

Due to miscommunication, the coordinators mistaken that the total targeted participants are 44. However, it is realized few days before the trip that the actual targeted participants are 46 hence UMSU International was required to pay for 2 tickets which were not sold.

Items	Amount
Ticket Reimbursement for coordinators	\$2,250.00
Additional Costs: <ul style="list-style-type: none"> • Food and snacks • Power Cord 	\$209.14
2 Tickets Cost	\$2250
Total	\$4709.14

5. Suggestions

- Promotion of the event to be more effective in the future. In the past, 2 buses were easily filled. Trip coordinators currently struggle to fill 1 bus.
- First Aid kit was not prepared at the trip to assist in injuries.
- Stop by at Adelaide for on the way back to Melbourne to decrease idle time in the bus and to allow participants to explore an additional major city. However, this would be reflected in an increase of cost.
- Request for Anthony and Mary from Alpine Spirit coaches due to their extensive knowledge of the Aboriginal culture as well as their friendly personality during the trip.
- One of the tour crew was being too friendly and flirty with the female participants and the participants did not feel very comfortable about it. However, the company has apologize to the participants regarding this matter.

6. Conclusions

I would like to thank the organising team, the tour crew who handled the group for the planning and execution of the event. Please do not hesitate to contact myself or the organising team if you have any questions or suggestions.

Prepared by,

Kar Mem (Krystal) NGOOI
Secretary 2018/2019
UMSU International

1. Other Business

- Reimbursement
- Infringement
- Administration

2. Next Meeting

Date: Friday 23th August 2019 (4.30pm)
Venue: Old Physics – Jim Potter Room



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