

Agenda

Central Committee Meeting #1 – 14 August 2020

Time : 16 30

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. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
 - 3.1.1. ECCM #3

4. Reports
 - 4.1. Community Forums 2020
 - 4.2. Winterfest 2020

5. Other Business

6. Next Meeting

Unconfirmed Minutes

Emergency Central Committee Meeting #3 – 2020

Date : 2020

Time : 16 30

Venue : Zoom

1. Procedural Matters

1. Acknowledgement of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

- Attendance – 15 members

Motion 1

Move that Standing Orders be adopted for ECCM #3 at **5:42 pm**.

Mover : Kezia PRANATA

Seconder : Stefan MARBUN

CARRIED without contention.

4. Adoption of Agenda

Motion 2

Move that the Agenda for ECCM #3 be adopted.

Mover : Zill-E RAHIM

Seconder : Siobhan LIM

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that Community Forums 2020 Proposal be accepted.

Mover : Charmaine TEOH

Seconder : Stefan MARBUN

Motion carried.

Motion 4

Move that the UNiverse Beyond Zoom be accepted.

Mover : Jason LEE

Seconder : Faith ANG

Motion carried.

5. Other matters

Motion 5

Move that Standing Orders be suspended at 6.06: pm.

Mover : Kezia PRANATA

Seconder : Ammar LATIF

Motion carried.

Motion 6

Move that ECCM #3 be adjourned at 6:07 **pm**.

Mover : Christabella MAHENDRA

Seconder : Xinling LU

Motion carried.

Prepared by,

Vincent Immanuel Chaidir
Secretary 2019/2020
UMSU International

**Community Forums - Report
CCM #1 - Friday 14th August 2020****1. Introduction**

This report concludes Community Forums - Edition 1, which was held on the 30th of July 2020
The aims of this forum were as below:

- Raise awareness regarding some crucial issues during these difficult times
- Inspire ideas and changes by bringing together staff, students and experts from around Melbourne
- Engage our community during the winter break
- Create high-quality content by holding detailed discussions on some crucial issues, which could potentially be used for future conversations as well

The event details were as follows:

Coordinators	Siobhan LIM Archit AGRAWAL
Date	30/7/20
Time	12pm-1pm
Venue	Zoom Webinar
Speaker(s)	Welcome to Country: Aunty Georgina (Wurundjeri Land Council) Keynote: Lord Mayor Sally Capp Panel: Vice-Chancellor Duncan Maskell, Councillor Phillip Le Liu and Whitney Chen
Participants	65
OBs & ISAs	2 OBs

2. Event Flow

Time:	Activity:
11.30 am	Daniel to open the zoom
11.30 am - 12 pm	Panellists and Speakers arrive <ul style="list-style-type: none"> ● Ms Whitney Chen arrived at 11.30 ● Auntie Georgina arrived at 11.30 ● Professor Maskell arrived at 11.50 ● Councillor Le Liu arrived at 11.30 Dry Run to ensure technology is working (practice the switch over to SC video)
11.58 pm	Daniel to open zoom to participants
12 - 12.03 pm	John introduces the event and the Welcome to Country
12.03 - 12.10 pm	Welcome to Country by Representative from Wurundjeri Land Council
12.10 - 12.12 pm	John thanks Auntie Georgina and then she leaves. John introduces the VC
12.12 - 12.16 pm	Welcome Remarks by the VC
12.16 - 12.18	John introduces Lord Mayor Sally Capp Daniel to play the Video
12.18 - 12.25 pm	Keynote Speech by Lord Mayor Sally Capp Daniel to swap back to Panellists and Moderator
12.25 - 12.28	-John introduces the Panellists and Topic. -Also mention that students can start sending in questions for the panel
12.25 - 12.55 pm	Panel Discussion <ul style="list-style-type: none"> - questions from the floor will happen simultaneously - Davina, Tim, Siobhan and Archit will moderate the questions as they come through
12.55 - 1 pm	Wrap up - John thanks everyone

3. Logistics and Feedback

Overall the forum had gone exactly as planned. The ending was rushed due to the time constraint and the moderator had to end the event right after the panel had just finished responding to the final student-asked question.

Publicity

The event was publicised on the University's Orientation Website as well as our social media pages. It was also shared on UMSU's Newsletter as well as on Carnival day, during the Hop-in sessions. The event publicity had started slightly late as Comms had accidentally sent in the wrong draft with the wrong colour schemes after the first round of changes were made, this was quickly rectified and was posted up on our Facebook page. The post was boosted about a week before the event. It was also put up on the orientation website about a week before the forum.

Overall, I would suggest publicising the forums on careers online, especially the forum on employability, or on the CAPS website for the forum on mental health.

Registration

The registration form was created and posted two weeks before the event and was closed the night before the event day. The closed registration page had the direct zoom invitation link on it should anyone access the registration form after it was closed. That way they could still access the zoom without registering. There were 40 registrants at that point in time and they were sent an email containing the zoom webinar invitation.

Zoom Webinar

Due to the nature of the zoom webinar, the panellists, speakers and hosts had to be given unique zoom link invitations. Event Support had set up the zoom and ran through with us the process during a meeting with the Student and Scholarly Services (SSS), who had been our main point of contact from the university.

On the day of the event, a couple of our guest could not find their unique zoom link, likely because the email had been sent from Event Support's email rather than our own with which we have been corresponding with them thus far. This was easily fixed by contacting event support and having them send the email again and clarifying with the guests what the email would look like.

Panel Discussion and Student-asked questions

The Panel discussion prepared questions was curated with the consultation of the SSS team as well as the VC's Office. The confirmed questions were then sent out to the panellists before the event so that they may be prepared.

We had also anticipated some likely student questions and had prepared their phrasing beforehand to ease the burden on the day itself. We also included a question in the registration form asking registrants if they had any specific questions and used those answers to help craft those questions.

On the day, prepared student-asked questions were very useful as it proved challenging to listen in on the panel discussion while actively creating the potential follow up questions based on what students had submitted.

There were a team of 4 OBs as well as 2 University representatives vetting and rephrasing the questions on a separate zoom. The crafted questions were relayed to the moderator via chat (Whatsapp) as well as on the google document where the prepared questions were. This method of communication worked well as the moderator could focus on the panel while a team worked on moderating the chat and Q&A function on zoom.

The panel discussion proved to be very stimulating, with the panel running out of time before they could address every reasonable question that was submitted. The University had taken note of the questions as well as the students and had gotten in contact with them to provide answers. I would recommend that in the future, to either extend the entire event's duration to allow for a longer panel or minimise the other components of the event to make more time for the panel.

Feedback form

The SSS team had sent out a feedback form a few days after the event but has yet to get back to us with the results. This is likely because there has not been any or enough feedback to be meaningful. I would recommend getting the SSS team to send out the feedback form right after the event and have the moderator mention it when they are wrapping up the panel discussion.

4. Budget

The budget allocated to this event was \$2000

Actual Expenditure	Amount
Welcome to Country (by the Wurundjeri Land Council)	\$595 (without GST)
Budget Surplus	\$1405

The large budget surplus was due to a change in plans in the number of panellists. We initially had intended on 4 panellists, with the fourth being Aunty Georgina, which would have cost an additional \$700.

We also had set aside an additional \$700 in case our third panellist, who had not been confirmed at the time, required payment. This ended up not being necessary.

5. Conclusion

This concludes the report for the first of the Community Forums series. Being a new initiative that is to be held online, we are pleased to say that the first forum has served as a good platform for very pertinent discussions about International Students' Lives in light of the Covid-19 pandemic as well as served as a warm welcome to our incoming students.

If you have any questions or suggestions, please do not hesitate to contact the E&W team, thank you.

Prepared by,

Siobhan LIM
Education and Welfare Vice President 19/20
UMSU International

Winterfest 2020 Final ReportCentral Committee Meeting #13 – Friday 14th August 2020

1) Introduction

UMSU hosted an online virtual Carnival Day during this Winterfest instead of a physical one due to current restrictions in Victoria and Covid-19. UMSU had invited UMSU International and all the other departments to participate in this online Winterfest using an online service called HopIn. HopIn is a virtual venue with multiple interactive areas that are optimized for connecting and engaging. Attendees can move in and out of rooms just like an in-person event and UMSU hopes it can somewhat emulate the feeling of an in-person Carnival Day.

2) Objective

- Introduce new students to UMSU International and the services we provide
- Provide a venue for new students to learn about how the online learning experience was at the university during the first semester of 2020 and how they can prepare themselves for the following semester.
- Give both general and course specific advice through peers who have experience in the subject

3) Events

UMSU Intl's Winterfest had two events running. The first event was on HopIn during UMSU's Virtual Carnival Day, on 29th August, while the second event, called UNI-verse Beyond Zoom, happened the next day 30th August on discord.

- Virtual Carnival Day

Like previously mentioned HopIn was used as the platform for the carnival day. UMSU International was part of the Expo section of HopIn, alongside the other UMSU departments and all the clubs participating. Students could hop in into any booth they wanted to and interact with the people in said booths. CnS members were made moderators and could allow anyone to come on video in the booth and talk to us. We had decently good engagement throughout the 4 hours. UMSU events told us afterwards that our booth was one of the more successful ones. We also had a link to our Newsletter pinned at the top of the chat for people to sign up. If students signed up for the newsletter, they we're also signed up for a lucky draw as well.

- UNI-verse Beyond Zoom

This was an event like Freshers launch pad where students could meet ISAs and OBs and ask about how the online learning experience was. Originally, we had planned to do the event on Zoom but seeing how cumbersome the breakout Room set is in Zoom, we opted to use Discord instead. We had a google form posted for ISAs to sign up and they were grouped together into voice channels according to their Majors/courses. 1 live briefing was held for the ISAs explaining what the event is and what their roles are. Another briefing was recorded and sent to them as some of details of the event changed (i.e. date of event, platform the event was on). Zoom was used to record the briefing. Discord gave us and participants a much easier time going one voice channel to another. We had, 64 students, excluding OBs and ISAs, signed up to the discord server. However, on the day itself, not many participants came, but those few who did come did receive some genuine help from us.

4) Budget

Only 57 people signed up for our mailing list, so the money will only be used to buy 57 Coles Group and Myer Gift Cards. An alternate prize will be available to those outside Australia, possibly Netflix subscriptions. Note, however \$20 will be the upper limit to any prize.

Item	Budget
Coles Group and Myer Gift Cards or Netflix subscription(or alternative) x57	\$20 (upper limit)
	Total: \$1140

5) Conclusion

It is clear that we're still trying to adapt these new social events in a virtual environment and trying to find that perfect mixture that will lead to a fully successful

event online. Through experimentation with different platforms, strategies to attract an audience online, we do take a step a forward and learn something new every time. Virtual Carnival Day did introduce a lot of new students to UMSU international, a lot of questions about our organization and what we stand for were answered and some people seemed to have a good time with our booth according to UMSU events feedback.

Although UNI-verse Beyond zoom did not have a large turn out during the time of the event, we still believe discord is a good platform to use for online social events. At the start some ISAs did have some issues with their audio but it was quickly fixed with a very simple guide on how to fix said issues. Having a prerecorded briefing was also useful as it was easy to set up and the need to call all the ISAs into a singular meeting time was not needed. It is suggested to have more of these if a lot of changes to an event needs to be covered but be sure to include a summary sheet of all the changes as well.

This concludes our report. Please feel free to approach anybody from the Cultural & Social department should you have any questions or suggestions.

Prepared by,
Zill-e-Rahim,
Cultural and Social Vice President 2019-2020,
UMSU International

1. Other Business

2. Next Meeting

- 28 August 2020