

Agenda

Central Committee Meeting #2 – 23rd August Friday 2019

Time : 16 30

Venue : Old Physics-G16 (Jim Potter 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. Professional Mingle Semester 2 2019 Proposal
 - 4.2. International Student Survey (ISS) 2019 Proposal

5. Reports
 - 5.1. Heads of Clubs Semester 2 2019 Final Report
 - 5.2. ISA Big Day Out and Induction Semester 2 2019 Final Report

6. Other Business

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #1 – 3rd August Friday 2018

Date : 3rd August 2018

Time : 16 30

Venue : Union House-230 (Private Dining Room)

1. Procedural Matters

1. Acknowledgement of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

Absent with Apologies

Exco : -

Directors : -

Officers : - Dominic YEW, Faith ANG

Late with No Apologies

Exco : -

Directors : -

Officers : - Janelle WONG, Claudia KANG, Kai CHEN, Ivy TJAHJANTO, Trang NGUYEN

Late with Apologies

Exco : -

Directors : - Rebecca Ka Mun Lee

Officers : -

Motion 1

Move that Standing Orders be adopted for CCM #1 at 19:55.

Mover : Christabella Alicia MAHENDRA

Seconder : Chan Jie HO

1. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #1 be adopted.

Mover : Damien YEO

Seconded : Xiao Jing ONG

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 : Albert HALIM

Seconded : Claudia HUANG

Motion 4

Move that the PR/Visa Workshop Semester 2 2019 Proposal be accepted with *amendments*.

Mover : Claryss KUAN

Seconded : Janelle WONG

Motion CARRIED.

Motion 5

Move that the ISA Big Day Out + Induction Semester 2 2019 Proposal be accepted with *amendments*.

Mover : Wendy LAM

Seconder : Claudia HUANG

Motion CARRIED.

Motion 6

Move that the Mid-Year Orientation Winterfest Semester 2 2019 Final Report be accepted with *amendments*.

Mover : Chan Jie HO

Seconder : Zill-E RAHIM

Motion 7

Move that the Fresher's Launchpad Semester 2 2019 Final Report be accepted.

Mover : Caityin Tania DEAN

Seconder : Claudia KANG

Motion 8

Move that the Central Australia Trip 2019 Final Report be accepted.

Mover : Charmaine TEOH

Seconder : Phong Noon NAN

6. Other matters

Motion 9

Move that CCM #1 be adjourned at 19:55.

Mover : Rebecca Ka Mun LEE

Seconder : Christabella Alicia MAHENDRA

Motion CARRIED.

Prepared by,

Vincent Immanuel CHAIDIR
Secretary 2019/2020
UMSU International

Professional Mingle Semester 2 2019 Proposal
 Central Committee Meeting #2 - Friday, 23rd August 2019

1. Introduction

The ‘Professional Mingle’ is an annual career development and networking event organized by the Education and Welfare department. It aims to provide students with insights into relevant industries and the opportunity to improve their networking skills. The invited alumni and professionals are able to draw from their personal experiences when providing advice to the students.

Apart from the networking opportunities, the keynote presentation aims to inspire students on the importance of networking and the need to present their thoughts and ideas in a cohesive and concise manner.

The E&W department is potentially collaborating with Malaysians of Melbourne University (MOMU), Construction Students Association (CSA), ICSS and TedxUnimelb for this event.

Event details:

Date : 12th September 2018

Time : 6:00 PM to 8.45 PM

Venue : Yasuko Hiraoka Myer Room, Level 1 Sidney Myer Asia Centre.

Number of Attendees: 100 students and 15 professionals (approximately)

2. Aim

- To provide a platform for students to meet professionals from relevant industries
- To help students improve their networking skills
- To provide students more information on the working experience in relevant industries
- To inspire students to make the most of their university experience

3. Event Flow

Time	Activities
6:00 - 6:20 pm	Registration
6:20 - 6:35 pm	Emcee Intro
6:35 - 7:00 pm	Keynote : The Elevator Pitch
7:00 - 8.35 pm	Networking

4. Timeline

Week	Activities
4 -6	<ul style="list-style-type: none"> Finding professional for the event Recruiting the emcees for the event
4	<ul style="list-style-type: none"> Sending out email for collaboration to the clubs and societies Holding an audition for emcee selection
5	<ul style="list-style-type: none"> Publicity materials to be finalised Beginning of the student registration Collaboration with the clubs and societies to be finalised Sending online invitation to the professionals Emcee to be finalised
5	<ul style="list-style-type: none"> Beginning of the publicity of the event Contacting food catering services Beginning of script writing by the emcees
6	<ul style="list-style-type: none"> Registration for the event to be closed All invited professionals to be confirmed in early week 8 Reminder email to be sent to the professionals and participants Emcees script to be finalised and rehearsals to be conducted Preparing the appreciation gift
7 (pre event)	<ul style="list-style-type: none"> Briefing for OBs and ISAs Professional name cards to be printed
7 (event day)	<ul style="list-style-type: none"> Event day

5. Budget

Professional Mingle will have a total budget of \$1750

Amount	Allocation
\$1265	Food catering and drinks
\$400	Appreciation gift for professionals
\$50	Miscellaneous

6. Work Allocation

Role	Name
Coordinators <ul style="list-style-type: none"> • Contact Professionals • Collate Slides 	Damien & Siobhan
Emcees <ul style="list-style-type: none"> • Run auditions • Write script 	Claudia
Catering	Megan
M&C <ul style="list-style-type: none"> • Publicity across platforms • Help contact people from registration • At the registration desk on the day 	Dominic
ISA & Contacting <ul style="list-style-type: none"> • Organise ISAs • Contact some professionals 	Sean
Registration <ul style="list-style-type: none"> • Create the form • Send acceptance and reminder emails 	Albert
Appreciation Gifts <ul style="list-style-type: none"> • Get individual gifts for professionals • Help contact people from registration • At the registration desk on the day 	Jayden

7. Conclusion

This concludes our proposal for Professional Mingle. Please feel free to approach the Education and Welfare department should you have any questions or suggestions.

Prepared by,
Damien Yeo Yu Hang
Director of Education and Welfare 2019/2020
UMSU International

International Student Survey Semester 2 2019 ProposalCentral Committee Meeting #2 - Friday, 23rd August 2019

1) 1) Introduction

This is a proposal for the International Student Survey (ISS) which will be conducted throughout a majority of semester 2. The overarching objective of the ISS is to serve as a guideline for UMSU International to attain a more well-rounded understanding of international students' overall university experience.

2) Objective

- To quantify and study the awareness level of international students in regards to UMSU International.
- To investigate the academic difficulties faced by international students.
- To identify social issues that are of paramount concern in regards to the overall welfare of international students.
- To study the health and safety status of international students.
- To examine the perception and experiences of international students in regards to current and future employment.
- To highlight and raise awareness of services that are provided or made available to students within the university.
- To identify services required by international students that are unavailable upon completion of data collection.
- To attend to the changes international students might suggest to improve upon present models.

3) Overview

The International Student Survey (ISS) will be held from week 5 to week 10 of semester 2, 2019. It involves the completion of an online survey. In addition, flyers on the ISS will be distributed to students throughout the university.

1) Task Allocation

Promotional Designs: The Education & Welfare Department will be working closely with the Media and Communications Department.

Survey Writers: Sean Ng, Megan Pat and Claudia Huang to write and edit the content of the survey. This will be based on the suggestions of the present E&W committee and the utilisation of previous International Student Surveys as a guideline to ensure a concise and accurate survey.

Prize Suggestions and obtainer: Dominic Yew to be in charge of the suggestion of prizes and the acquirement process of such prizes.

Publicity: Jayden Woo and Albert Halim to liaise with HR Department and making sure that the ISAs distribute the flyers and promote the survey.

Section	Name
General information	Jayden
UMSU International Awareness and Perception	Siobhan
University and Academic Experience	Megan
Health and Safety	Claudia
Cultural Climate	Sean
Work and Employment	Damien
Financial Situation	Albert
Exchange and Study Abroad	Dominic

2) Target

Aim to target 1500 valid responses

1) Sections of the Survey

- Demographic Information
- Awareness and Perception of UMSU International
- University Experience and Academia
- Health and Safety
- Cultural Climate
- Working and Employment
- Financial Situation
- Exchange and Abroad
- General information pertaining to the survey itself, including any suggestions the participant might have

2) Prizes

Due to the success of lucky draws in previous years, this year's lucky draw will continue to include large and attractive prizes. The survey is fully anonymous and therefore students will only be entered into the lucky draw if they voluntarily provide us with their student emails. The winners will be selected at random. The prizes are as follows:

- 1st Prize: Apple Airpods (2nd Gen) (2 winners)
- 2nd Prize: Instax Polaroid Film Camera (2 winners)
- 3rd Prize: Google Home Mini (4 winners)
- Consolation Prizes:
- \$50 UniMelb Coop Gift Card (5 winners)
- \$30 Coles-Myers Gift Card (10 winners)

3) Timeline

Week 5	Commencement of the survey
Week 10	End of Survey
Week 11	Preliminary Analysis
Week 1, Semester 1, 2020	Publication of ISS Final Report

1) Budget

\$1300 for the prizes

	List of Items	
	Budget:	\$1300
Item	Quantity	
Apple Airpods (2nd Gen)	2 PCS (\$249 each)	\$498
Instax Polaroid Film Camera	2 PCS (\$57.50 each)	\$115
Google Home Mini	4 PCS (\$39.50 each)	\$158
\$50 UniMelb Coop Gift Card	5 PCS (\$50 each)	\$250
\$30 Coles-Myers Gift Card	10 PCS (\$30 each)	\$300
	TOTAL	\$1321

2) Conclusion

This concludes our proposal. Please do approach us for any sorts of questions.

**Prepared by
Sean Ng, Megan Pat, Claudia Huang
Education and Welfare Officers 2019-20
UMSU International**

Heads of Clubs Meeting Semester 2 2019 Final Report

Central Committee Meeting #2 – 23th August 2019

1. Introduction

This report covers the Heads of Clubs meeting that was held on 7th August 2019. It also includes recommendations for what can be done in the future to further improve this event. Overall, the meeting went well. Not only did the presentation go smoothly, it was also concise and informative for the attendees. The feedback from the participants was positive and a lot of the participants find the event relatively helpful.

2. Event Details

- The Heads of Clubs meeting was held on 7th August 2019 (Wednesday) from 6pm-8.30pm at Alan Gilbert - 109 (Theatre 2)
- A total of 28 representatives from 28 clubs and societies confirmed their attendance prior to the meeting but only 24 representatives from 22 clubs turned up on the night itself.
- The event provided an opportunity for the Heads of Clubs and UMSU International representatives to socialize and discover opportunities for collaboration with both UMSU International and other clubs.
- Furthermore, attendees were informed of the upcoming Festival of Nations 2019 and how they can participate. They were also briefed on how to apply for grants provided by UMSU International.
- After the event was over, dinner was provided. The food was ordered from Universal restaurant and catered to the participants' different dietary requirements. The attendees gave positive comments about the food.

3. Expenses

Budget	\$900
Food	\$461.42
Beverages	\$34.13
Miscellaneous	\$16.39
Uber	\$17.20
Total	\$529.14

4. Reflection & Potential Areas of Improvement

- Prior to the event, contacting the clubs about the event was quite a concern due to the lack of responses we received. However, the situation was improved when P&S department decided to contact them directly via Facebook page. We are really grateful towards M&C department for helping us with contacting all the clubs and made the

process more efficient and effective. This had proven to be a rather good solution because it increased the number of respondents to the events. In the future, O-week Club day should be taken as an opportunity to update the contact list and inform clubs about the Head of Clubs meeting to prevent this problem.

- The setup was executed quickly and efficiently. The representatives from clubs arrived on time. However, the Head of Clubs meeting started late at 6.20pm instead of 6pm as stated on the original schedule due to registration only starting at 6pm. In the future, we recommend starting the registration at least 15 minutes prior to the starting time.
- There is a recurring problem of club representatives failing to show up despite having confirmed their attendance prior to the event. Nevertheless, the number of representatives which failed to show up this time was quite insignificant.
- The presentations from the departments and clubs were clear and concise. The event ended on time.
- The food arrived on time and it was served hot. Also, it was consumed relatively quickly, with not much leftovers. This facilitated the clean-up process. It was observed that attendees were quite satiated which means the estimation of food this time was rather good. Positive feedback was given from the participants about the quality of food. However, food was not properly labelled which led to confusion for many attendees with special dietary requirements. It is recommended that the food to be labelled properly before being served in the future.
- We were not aware of the time that we needed to return the tables, so we had to leave the tables at the lounge overnight. In the future, we should be more conscious of the time that we need to return the tables.

5. Conclusion

The Head of Clubs meeting was an overall success. Despite some complications that arose from contacting all the clubs, the issue was quickly resolved, and the event proceeded smoothly. The representatives from clubs really enjoyed the event, some clubs even sent emails expressing their gratitude and compliments regarding the event. However, as mentioned in the section above, there are still minor aspects which can be improved on in the future. Finally, a huge thank you to all those who helped out during the event and contributed to its success. Please do not hesitate to approach the P&S department if you have any suggestions for further improvement.

Prepared by,

Trang Nguyen
Partnership and Sponsorship Officer 2019/2020
UMSU International

ISA Induction & Big Day Out Semester 2 2019 Report
 Central Committee Meeting # 2 – Friday 23rd August 2019

1. Introduction

This event served as an initial meeting between new International Student Ambassadors and Office Bearers who would be working together for the next year. The Big Day Out aspect served as a bonding opportunity for Office Bearers and new ISAs. The Induction aspect served as a platform for introductions to the roles and responsibilities the volunteers should look forward to in their coming term. The event was held on the Parkville Campus on the 17th of August, in North Court, Members Lounge and Old Arts Theatre A. There was a total of 95 participants (57 New ISAs, 27 OBs, and 11 Old ISAs who were Game Masters). Food and various games were provided.

2. Event Layout

TIME	ACTIVITY
10:00 am – 10:30 am	Meet at North Court and ISA Registration
10:30 am - 11:30 am	Ice-Breaking Games & Group Photos
11:30 am - 12:45 pm	Induction
12:45 pm - 2:00 pm	Lunch
2:00 pm - 4:00 pm	Games
4:00 pm - 4:30 pm	Wrap up Hand out ISA shirts Hand out prizes

3. Budget and Expenditure

The budget allocated for the event was \$1350.

Expenses	
Item	Amount (\$)
Food and Drinks (Universal Pizza, Pasta, Chicken Schnitzels, Soft Drinks & Dominos Pizza)	\$594.8
Game Items and Equipment (blindfolds and water bottles)	\$37.78
Table and Venue Booking	\$100.00
Prizes (Subsidized Dinner Vouchers)	\$150
Group Photos	\$49.00
Total Expenses	\$931.58

4. Problems

- i. Food was not enough to accommodate both ISAs and OBs, and therefore had to order more pizzas from Domino's during lunch time, pushing games back by 30 minutes. This occurred despite the fact that we consulted the manager of Universal Restaurant, who assured us that it would be enough for approximately 100 participants.

- ii. Some rules were broken when using Members Lounge. Participants had moved around furniture inside Union House and brought them into the Members Lounge. This was solely due to miscommunication and is advised that every rule should be reinforced and carried on to officers when booking out rooms in the University.

5. Recommendations

- i. Universal may not be a great restaurant to get food from - although everyone enjoyed the food, it is considered expensive. Another restaurant could be better in terms of price and serving, so everyone could take as much food as they want instead of being limited to OBs taking the food for their groups to share.

- ii. Make sure officers know the rules when booking out spaces in University to avoid any confrontations and inconveniences from security, or anyone in charge.

6. Conclusion

Overall, the event was very successful; both ISAs and OBs had a great time and everyone made a great first impression to hopefully allow the new batch of ISAs to be more motivated and involved with Umsu International. On behalf of the Human Resources Department, I would like to thank the OBs who attended the event and the ISAs who contributed to plan for this event. Please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared By

Christabella Alicia Mahendra
Human Resources Director 2019/2020
UMSU International

1. Other Business

- ISS Announcement
- Structural Procedure and Conduct during events
- Differentiation of Strike and Departmental Strike
- President's Duties

2. Next Meeting

Date: Friday 6th September 2018 (4.30pm)

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