

Agenda

Central Committee Meeting #4 – 14th September Friday 2018

Time : 16 30

Venue : PAR-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
 - 3.1 Grant Application: MOMU
4. Proposal
 - 4.1. Exam Pack Giveaway Semester 2 2018 Proposal
 - 4.2. ISA Appreciation Dinner Semester 2 2018 Proposal

5. Reports
 - 5.1. PR/Visa Workshop Semester 2 2018 Final Report
 - 5.2. ISA/OB Bonding Event Semester 2 2018 Final Report

6. Other Business

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #3 – 31st August Friday 2018

Date : 31st August 2018

Time : 16 30

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

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owner

1.2. Official Welcome

1.3. Attendance and apologies

Absent with Apologies

Exco : -
Directors : -
Officers : Ajinkya DHAMALE, Irene Yun Xin LEE (late apology)

Leaving Early with Apologies

Exco : -
Directors : -
Officers : Archit AGRAWAL, Desmond Wen Zhen CHEW, Zhen Torng LEE, Pik Yu (Phoebe) TEH

Late without Apologies

Exco : -
Directors : -
Officers : -

Motion 1

Move that Standing Orders be adopted for CCM #3 at **16 44**.

Mover : Li Shern (Gladys) LEE

Seconder : Michael William GUMARDI

CARRIED without contention.

1.4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #3 be adopted.

Mover : Natassia Thanh MINHTRI

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #2 be accepted and confirmed as a true and accurate record.

Mover : Harikrishnan KOLAMVEETTIL

Seconder : Xinling LU

CARRIED without contention.

Motion 4

Move that representatives from MOMU (Malaysians of Melbourne University) be granted observer status and speaking rights.

Mover : Pik Yu (Phoebe) TEH

Seconder : Hwei Shin (Cynthia) LEOW

CARRIED without contention.

Motion 5

Move that standing orders be suspended to discuss the MOMUU Grants Application at **16 50**.

Mover : Yaan Kit NG

Secunder : Kenny Wei Kiat WONG

CARRIED without contention.

Motion 6

Move that MOMU grant application to be discussed in CCM #4, provide with full expenditure report.

Mover : Po-Han (Terry) KUNG

Secunder : Archit AGRAWAL

CARRIED without contention.

Motion 7

Move that standing orders be resumed at **17 15**.

Mover : Sherlyne Jennifer SANTOSA

Secunder : Hana AGUSTINE

CARRIED without contention.

Motion 8

Move that President, Jonas LARSEN, be given a vote of confidence by the UMSU International Central Committee 2018/2019.

Mover : Kevin KALIP

Secunder : You Qi (Yuki) NG

1 Abstention, Carried.

4. Proposals

Motion 9

Move that the ISA/OB Bonding Event Semester 2 2018 Proposal be accepted.

Mover : Sherlyne Jennifer SANTOSA

Secunder : Weiryn TAN

CARRIED without contention.

Motion 10

Move that the Professional Mingle 2018 Proposal be accepted.

Mover : Olivia IRISH

Secunder : Desmond Wen Zhen CHEW

CARRIED without contention, amendment needed.

Motion 11

Move that the Career Skill Workshop 2018 Proposal be accepted.

Mover : Siobhan LIM

Secunder : Jenn Lin TAY

CARRIED without contention.

Motion 12

Move that the Office Bearer Camp 2018 Proposal be accepted.

Mover : Bellivia MILLENIA

Secunder : Zhen Torng LEE

CARRIED without contention.

Motion 13

Move that the Festival of Nations 2018 Proposal be accepted.

Mover : Yunan LIN

Secunder : Kar Mem (Krystal) NGOOI

CARRIED without contention, amendment needed.

5. Reports

Motion 14

Move that the TR/CV Workshop 2018 Final Report be accepted.

Mover : Ren Jie (Jack) PHANG

Seconder : Harikrishnan KOLAMVEETTIL

CARRIED without contention.

6. Other matters

Motion 15

Move that CCM #3 be adjourned at **19 13**.

Mover : Sher Lynn LIM

Seconder : Yaan Kit NG

Motion CARRIED.

Prepared by,

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



Grant Application: Malaysians of Melbourne University (MOMU)

Central Committee Meeting #4 – 14th September Friday 2018

Club:

Malaysians of Melbourne University (MOMU)

Event:

Last Ones Standing 2018

Date:

29th August 2018

Location:

Kwong Lee Dow 227, University of Melbourne

No. & proportion of international students attending:

75

Total attendance:

75

Description of event:

An entrepreneur pitching competition where international students get the chance to explore their startup ideas.

Intended benefits to international students:

- Further develop their startup ideas
- Connect international students to mentors
- Provide a cash injection to kickstart their startups

Amount requested from UMSU International:

\$400.00

Current sources of funding:

- YNJ
- iCube UK
- Self Sponsored
- Outcome Life

Other grants applied for:

- YNJ
- Outcome Life

Expenditure Report

<i>Department</i>	<i>Item</i>	<i>Unit</i>	<i>Amount</i>
<i>Workshop 1</i>	Refreshments	54	\$40.00
	Speaker food	2	\$27.00
<i>Workshop 2</i>	Refreshments	30	\$55.00
	Mentor Gifts	1	\$16.00
<i>Finale</i>	Refreshments	75	\$100.00
	Judges Gifts	5	\$80.00
	Certificates	3	\$50.00
	Prizes	3	\$1700.00
	TOTAL		\$2088.00
<i>Publicity</i>	Poster	100	\$34.06
	TOTAL		\$34.06
	GRAND TOTAL (+/-) *subject to changes		\$2102.06

Exam Pack Giveaway Semester 2 2018 Proposal
Central Committee Meeting #4 – 14th September Friday 2018

1. Introduction

Exam Pack Giveaway is an exam booster event for the university students before the revision week and examination period, which will be carried out in conjunction with the Meet and Greet by the HR department. This semester, we will be collaborating with Youth Charity Society, who will provide us with origami that has motivational messages written inside it to be given out

The exam support pack will be given out to the students who have liked and followed our social media accounts, and filled in the International Student Survey (ISS). The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect whatever they need. We are also encouraging all students to bring their own bag through our Facebook event information page. This will minimise the waste produced by students as they do not need to collect items they do not want, and reduce the amount of excessive bags owned by students.

The details of the event will be as follow:

Date: 10th October 2018 (Wednesday, Week 11)

Time: 12pm - 2pm

Location: North Court

2. Objectives

This event aims to:

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International.
- To motivate students by giving out support pack and enlighten their mood for exam preparation.

3. Scope of Event

The target audience for this event will approximately be 500 students. The Educational and Welfare office bearers will be coordinating this event.

4. Timeline

Week	Tasks
Week 10	Purchase of items for exam support packs
Week 11	Exam Pack Giveaway Event Day

5. Budget

A total 1,600 AUD (incl. GST) is allocated for this event.

a. Breakdown for Planned Exam Support Pack

A total of 1,600 dollars have been allocated to this section.

Item	Quantity	Cost (AUD)
Ziplock Bag	300	381.49
Uncle Tobys	34 (packs)	204.00
Snickers & Mixed Variety Party Pack Bundle	7 (bundles)	140.00
Packet Drinks (Up n Go)	42 (boxes)	504.00
Indo Mee	400	120.00
Pencils	200	80.00
Pens	300	108.00
Speaker (from AVM)	1	40.00
Total Amount		1,577.49

The exam pack is planned to include the following sponsored items and Umsu International merchandises.

Item	Quantity	Cost (AUD)
Humble Rays Voucher	314	0
Motivational Origami (by YCS)	500	0
Tic Tacs	TBC	0
Red Bull	TBC	0
Maggie Mee	TBC	0
Hoyts	TBC	0
Coffee Vouchers	TBC	0
UMSU Intl merchandises: - Notebook - Folder - Tote bag	Depends on the stock availability	0

b. Breakdown for Meat and Greet (Covered by HR)

A total of 450 dollars have been allocated to this section, which is not included in the given budget.

Item	Quantity	Unit Cost (AUD)	Total Cost (AUD)
White Bread	20	1	20.00
Beef and Chicken Sausages	15 (kg) + 10 (kg)	6.50	162.50
Vegetarian Patties and Hash Browns	18 + 3	3	61.00
BBQ Hire	3	30	90.00
Final Total			335.50

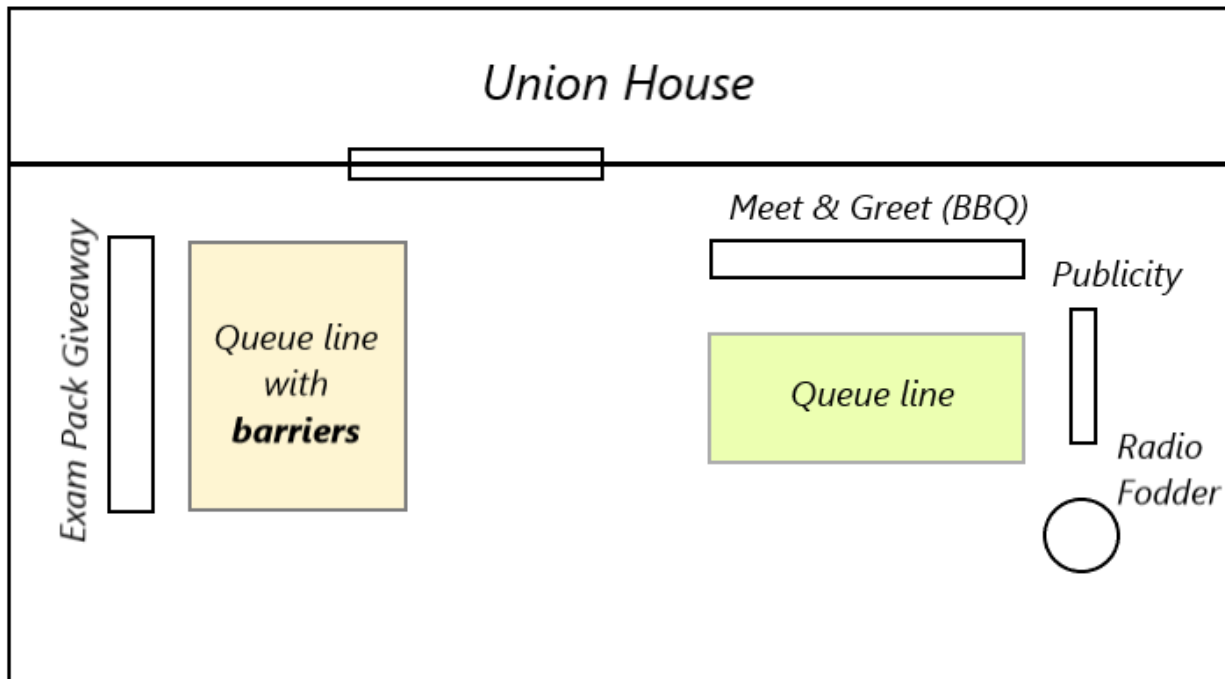
6. Delegation of Task and Logistics

Task	Coordinators
Purchasing and overseeing the items for exam pack	OBs from the Education and Welfare department

Publicity for ISS and UMSU Intl	International Student Ambassadors (ISA)
Meat and Greet	HR team

Time	Activities
Pre-event	<ul style="list-style-type: none"> - Crowd control will begin 30 minutes prior. - Students are asked to fill in the ISS while waiting. - The music will be set up 30 minutes prior by AV Melbourne. - ISAs and OBs will come to the event place an hour earlier to set up for Exam Pack Giveaway and Meat and Greet.
During the event	<ul style="list-style-type: none"> - Physical barriers will be placed to form the queue line for getting the exam support pack. - ISAs in charge of the publicity will begin to publicise the ISS flyers. - OBs have to ensure that students have liked UMSU Intl's social media accounts before collecting the items. - Each student can take at most one of each item displayed on the table
Post event	<ul style="list-style-type: none"> - Clean up for the event

7. Event layout plan



8. Conclusion

This concludes the proposal for Exam Pack Giveaway for semester 2, 2018. Should you have any concerns or inquiries, please do not hesitate to contact the education and welfare department.

Prepared by,

Olivia IRISH

Education and Welfare Director 2018/2019

UMSU International

ISA Appreciation Dinner Semester 2 2018 Proposal
 Central Committee Meeting #4 – 14th September Friday 2018

1. Introduction

Date: Saturday 13 October 2018

Time: 6:00 pm - 10.00 pm

Venue: Undecided

Participants: Office bearers 2018/19 and ISAs of 2018 Semester 1

Appreciation Night is an event to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout the semester. There will be various activities such as games, award ceremony and performances throughout the night. This activity is organized mainly by the Human Resources team.

2. Scope of Appreciation Night

In total, there will be around 75 possible attendees for Appreciation Night.

- 37 graduating ISAs and 33 OBs
- 6 ISAs for decoration/games/performances

3. Brief Budget

A total of \$3600 is allocated for the event.

Below is a temporary breakdown of the budget.

Items	Costs
Venue Hire and Food	\$2700
Prizes and Souvenirs	\$500
Decorations	\$350

4. Timeline

Period	Task
Week 9	<ul style="list-style-type: none"> • Confirm venue • Confirm theme of the night

	<ul style="list-style-type: none">• Recruit of new ISA for appreciation night committee
Mid Semester Break	<ul style="list-style-type: none">• Confirm Activities and Performances• Confirm Souvenirs for ISAs• Think about Decoration
Week 10	<ul style="list-style-type: none">• Start purchasing required items• Venue inspection for activities
Week 11	<ul style="list-style-type: none">• Finalize Performances and Games

Prepared by,

James NOTOWIDJOJO

Human Resources Director 2018/2019

UMSU International

PR/Visa Workshop Semester 2 2018 Final Report
 Central Committee Meeting #4 – 14th September Friday 2018

1. Introduction

This report concludes the PR/Visa workshop which was organized on Wednesday, 5th September 2018. The objectives of this event are as follows:

- To provide international students with insight into the process and the pathways of obtaining Permanent Residency and Temporary Working visa.
- To familiarise students with any newly implemented immigration policies.
- To address the queries that graduating students may have on visa or immigration.

The event details are as follows:

Coordinator	Archit Agrawal
Date	5th September 2018, Wednesday
Time	12 PM to 2 PM
Venue	Yasuko Hiraoka Myer Room, Sidney Myer Asia Centre
Collaborations	Jensen Ma from Agile Legal Consulting
Participants	79 including 17 Walk-ins
OBs and ISAs	8 OBs and 4 ISAs

2. Event Flow

Time	Activity
11.00am - 11.45am	Set-up
11.45am - 12.00pm	Registration
12:00pm - 12:10pm	Official Welcome and Introduction
12:10pm - 12:25pm	Student Peer Leader on Work Rights
12:25pm - 1:15pm	Information Session + Q&A Session
1:15pm - 1:45pm	Networking and Refreshments
2.45pm - 3.00pm	Clean up

3. Expenditure

	Amount
Budget Allocated	\$200
Actual expenses	
Food and Drinks	\$135.95
Appreciation gift for speaker	\$33.95
Miscellaneous (Cups, Cutlery, Tissue)	\$7.65
Total Actual Expenses	\$177.55
Budget Surplus	\$22.45

4. Feedback and Suggestions

4.1. Publicity and Registration:

Priority was given to third year students followed by second year students and then first year students. However, 10 seats were reserved for first year students and 20 seats were reserved for second year students. Further shortlisting was done by prioritising those who signed up earlier. On the 24th August 2018, the first batch of emails was sent including acceptance for 100 participants while the rest were put on waiting list. The accepted participants were asked to reply to the email to confirm their attendance, communicating that failure to do so would lead to them losing their spot for the workshop. 34 of these participants did not confirm by the given deadline. After this, 34 people were contacted from the waiting list of which 18 confirmed attendance. A reminder email was sent out to all the confirmed participants 36 hours before the workshop. Total attendance on the day was 79 including 17 walk-ins. We suggest that a similar approach be followed for all future events wherein each participant is asked to confirm attendance and a reminder email is sent to all confirmed participants as it seems to minimise drop outs on the final day. Also, at the end of the registration form, it should be made clear that participants should expect a confirmation email from us. In case they do not receive one, they should contact UMSU International. This will help us tackle any technical issues with Google Forms.

The physical publicity for the event was set to start on 21st August 2018. Given this, around 1000 flyers were printed and a Facebook event page was created on 20th August 2018. We received an overwhelming response for the event as soon as the Facebook event page was created. We had 87 responses for an event for 100 participants even before physical publicity started the next day. As a result, the flyers were mostly rendered useless. However, corrective measures were immediately taken and all the paper was either reused for publicity purposes or was utilised by the Festival of Nations decoration team. This shows the popularity of the subject of Permanent Residency in Australia amongst the students. For future events with a similar purpose, we can largely rely on our social media accounts

for publicity purposes. We should also print a smaller number of flyers at first, so as to prevent such situations.

We also recommend that the creation of bit.ly/ link and QR code for registration should be done by the same person who created the Google Form for registration. This is to be done in the interest of avoiding any sort of miscommunication. It will also make sure that the bit.ly/ link is actually created for the correct URL as bit.ly/ links can neither be altered nor deleted.

4.2. Information session:

This time we invited Mr. Jensen Ma from Agile Legal Consulting as the speaker for the event. This was UMSU International's first collaboration with Mr. Ma. His style of presenting made it easier for the participants to ask questions including a large number of participants staying back to ask questions. We received mostly positive responses on the usefulness and the timing of the workshop from the participants. A total of 70 minutes were allocated to him including 60 minutes for his presentation followed by 10 minutes Q&A. However, quite a lot of the participants kept asking questions during the presentation. The presentation took around a total of 50 minutes long. When he concluded his presentation, we could not have a Q&A session as most of the individual queries had already been addressed. We feel that the information session could have been more detailed. We highly recommend getting a copy of the slides that the speakers use for their presentation at least a few days before the event.

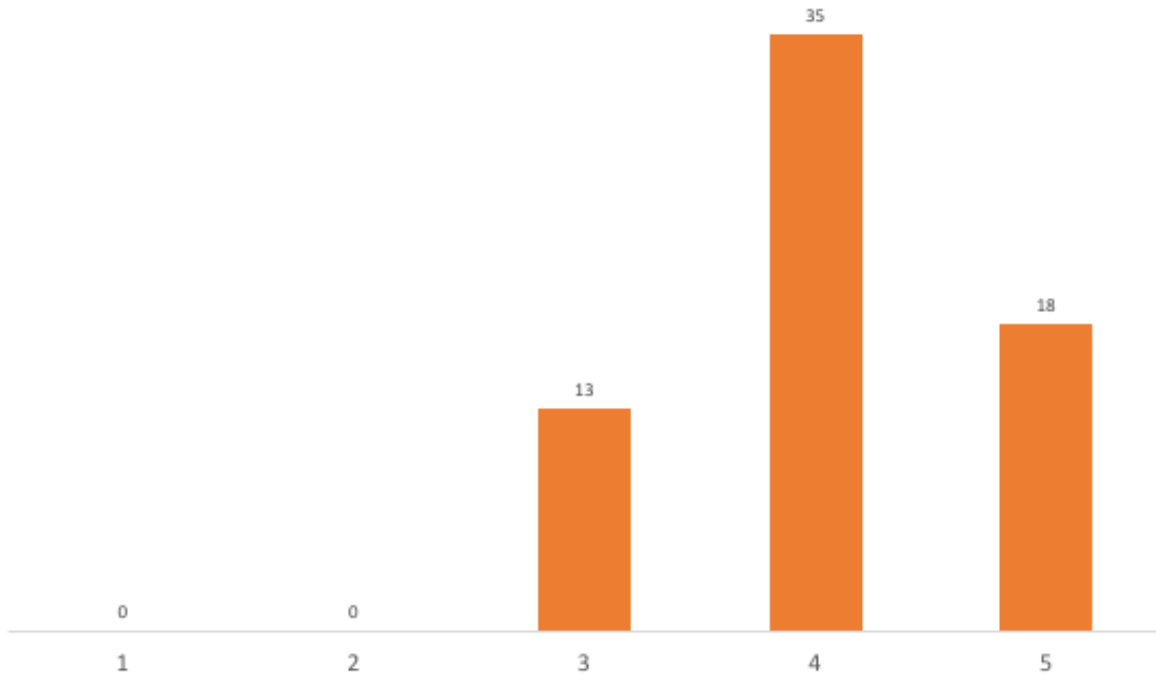
Another suggestion that we have is that the IT facilities at the venue should be checked at least one day before the event. It should be ensured that we have devices that are compatible to IT system at the venue and our presentations are working properly.

4.3. Feedback and its Mechanism:

In the past, we faced difficulty getting people to provide feedback for the event. Due to this reason, we decided to use written feedback instead of using digital forms. As a result, out of 79 participants, we were able to get 66 feedback responses. This can be tedious given the work required to compile all the responses, but it definitely improves the quality of responses.

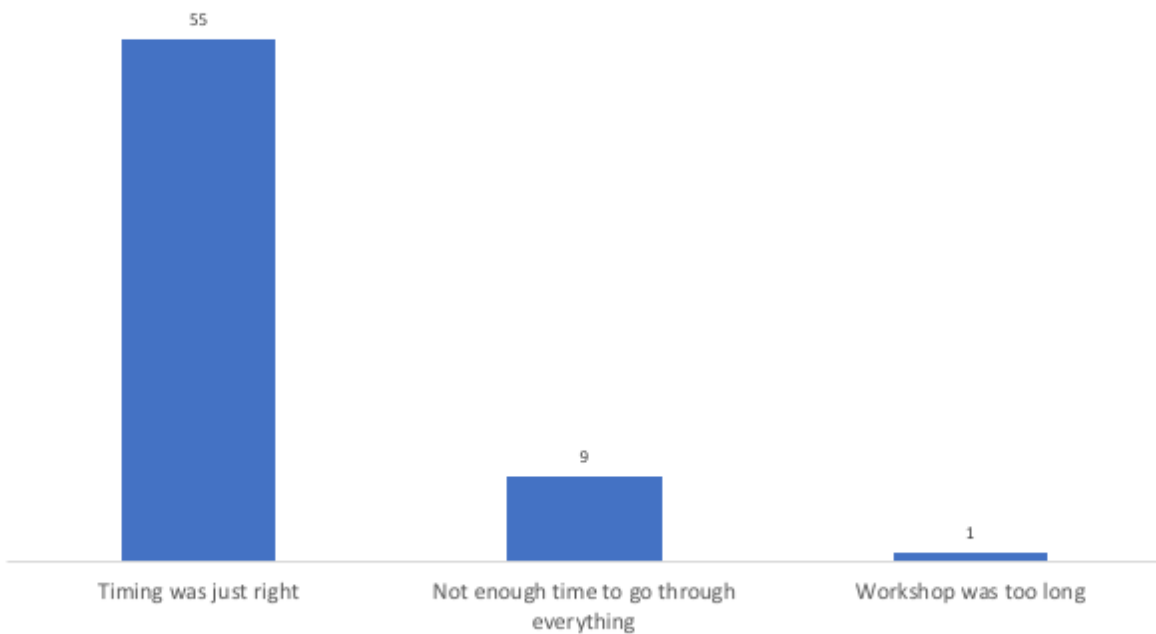
The responses are represented below:

How useful was the Workshop?

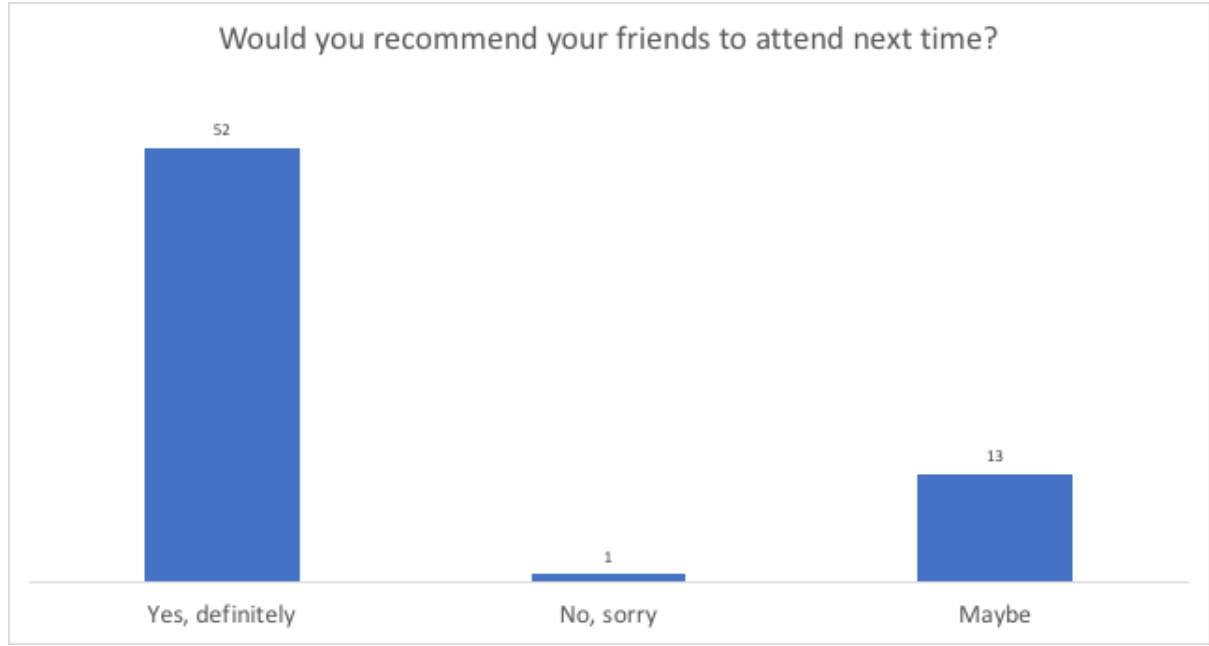


Invalid Responses: 0
Total Responses: 66

How was the timing of the workshop?



Invalid Responses: 1
 Total Responses: 66



Invalid Responses: 0
 Total Responses: 66

4.4. Food and Gifts:

The food was ordered from Domino’s after considering several options including Subway and Costco. Food arrived just in time for consumption as the speaker ended earlier than expected. It will be better to get the food even earlier for future events in case we are faced with such situations. A total of 25 pizzas were ordered, including vegetarian, halal and gluten free options. However, a lot of people had both vegetarian and non-vegetarian food. This resulted in vegetarian pizzas running out before all people with dietary requirements could eat. In the future, we can serve food for those with dietary requirements at a different table. We should also order more of Simply Cheese and Garlic Cheese pizzas since a lot of people seemed to prefer them.

Also, we think that we should not provide plates and cutlery if we are only serving pizza. Tissues would be a good alternate. Some of them use the plates to take food for their friends who did not attend the event.

Haigh’s Chocolate was given to the speaker as a gift of appreciation.

5. Conclusion

This marks the end of the report for PR/Visa Workshop 2018. Overall, the workshop was a success despite the lesser turnout during the actual event, but the event team did a good job in ensuring that the event was executed 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 any of us at Education and Welfare should you have any further queries or concerns.

Prepared by,

Archit AGRAWAL
Education and Welfare Officer 2018/19
UMSU International

ISA/OB Bonding Event Semester 2 2018 Final Report
 Central Committee Meeting #4 – 14th September Friday 2018

1. Introduction

This event serves as a bonding session between Semester 1 and 2 International Student Ambassadors and Office Bearers who would be working together for the next year. The team in charge of organising this event will consist of members of the P & S and HR department. The event was held at Bounce on the 2nd of September. There was a total of 46 participants and a \$5 fee was requested from every participant.

2. Event Layout

TIME	ACTIVITY
1145	Meet at Melbourne Central
1200	Depart for Bounce via Train (Glen Waverly Line)
1300	Bounce Activities
1400	Wrap Up
1430	Reach Flinders Station

3. Budget and Expenditure

The budget allocated for the event was \$700.

Expenses	
Item	Amount (\$)
Tickets (\$15.50 x 62) – (\$5 x 46)	\$731
Beverages	\$36
Total Expenses	\$767

4. Problems

- i. Many participants pulled out a few days before the event, after fees have been paid to Bounce, resulting in a loss of money.
- ii. Many names were repeated on the bonding sheet but that was hard to identify since there were no phone numbers.
- iii. Not everyone has paid for the \$5 fee even though they have been reminded a few times.
- iv. Latecomers resulted in a delay to the venue for some OBs.

5. Recommendations

- i. Booking should be made earlier so that payments from participants can be collected prior to making payments to Bounce.
- ii. To prevent participants from pulling out at the last minute, the fees should have been paid in the lounge before the event and a fine should have been imposed on the people who signed up but pulled out a few days before the event.

- iii. Participants should have signed up personally at the lounge and included their phone numbers on the sheet to ensure no double-counting would occur and to ensure that they would be easily reached by phone on the day of the event.
- iv. A message should have been put up to notify participants that OBs would not need to wait for latecomers and that they should leave to the venue by themselves to ensure no delay of time.
- v. A penalty such as strikes should be carried out on participants who have yet to pay the \$5 fee even after reminders have been posted.

6. Conclusion

Overall, the event was very successful; both ISAs and OBs had a great time. 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,

Hwei Shin (Cynthia) LEOW
Human Resources Officer (Co-opted) 2018/2019
UMSU International

6. Other Business

7. Next Meeting

Date: Friday 5th October 2018 (4.30pm)

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