

Agenda

Central Committee Meeting #8 – 27 March 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

4. UMSU's Recent Stand on India

5. Proposal
 - 5.1. Visible Campaign 2020 Proposal
6. Reports
 - 6.1. International Film Festival 2020

7. Other Business

8. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #7 – 13 March 2020

Date : 11th October 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

- **Apologies:**

- ◆ **Absent:** Claudia Huang, Kezia PRANATA, Megan Pat, Jamie THE

- ◆ **Late:** Xiao Jing ONG

- ◆ **Early Leave:** Vincent Immanuel CHAIDIR

Motion 1

Move that Standing Orders be adopted for CCM #6 at **16 40**.

Mover : Damien Yeo

Seconder : Caityin DEAN

CARRIED without contention.

4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #7 be adopted.

Mover : Christabella MAHENDRA

Secunder : Jaden WOO

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #6 be accepted and confirmed as a true and accurate record.

Mover : Rebecca LEE

Secunder : Ivy TIAHJANTO

Motion carried.

Motion 4

Move that the Heads of Clubs Semester 1 2020 Proposal be accepted with Amendment.

Mover : Chan Jie HO

Secunder : Ivy TIAHJANTO

Motion carried.

Motion 5

Move that the big Day Out and Induction Semester 1 2020 Proposal be accepted with Amendment.

Mover : Jayden WOO

Secunder : Claryss KUAN

Motion carried.

Motion 6

Move that the PR/Visa Semester 1 2020 Proposal be accepted.

Mover : Wendy LAM

Seconder : Sean Ng

Motion carried.

Motion 7

Move that the Swotsnacc Semester 2 2019 Final Report be accepted with Amendment.

Mover : Dominic YEW

Seconder : Albert HALIM

Motion carried.

Motion 8

Move that the Summerfest 2020 Report be accepted with Amendments.

Mover : Mai PHAM

Seconder : Charmaine TEOH

Motion carried.

Motion 9

Move that the Fresher's Launchpad Semester 1 2020 Report be accepted with amendments.

Mover : Stefan MARBUN

Seconder : Chan Jie HO

Motion carried.

5. Other matters

Motion 12

Move that Standing Orders be suspended at 18:36.

Mover : Ammar LATIF

Seconder : Christabella MAHENDRA

Motion carried.

Motion 13

Move that CCM #6 be adjourned at **19:36**.

Mover : Wendy LAM

Seconder : Xiao Jing ONG

Motion carried.

Prepared by,

Vincent Immanuel Chaidir
Secretary 2019/2020
UMSU International

VISIBLE Campaign Semester 1, 2020 Proposal

Central Committee Meeting #8 - Friday, 27th March 2020

1. Purpose

To highlight the International student experience through the difficult times posed by the Covid-19 pandemic and make people acknowledge that even though many students are not physically present on campus or in Australia, they are still an integral part of our university community and the university and student bodies should actively try to support them.

1. Initiatives

A. Care Pack Giveaway

This initiative is led by the Cultural and Social Department. UMSU INTL will be collaborating with UMSU Disabilities, UMSU Queer and the Food Co-op to prepare some food care packs and sanitary care packs with basic utilities for students who have not been able to buy groceries and are in dire need of it. These will be given out from the UMSU Info Desk. UMSU Disabilities will also help us in giving these out to students.

B. Covid-19 Student Impact Survey

This initiative is led by the Education & Welfare, and the Partnership & Sponsorship Departments. This survey is being conducted to highlight the International student experience through these difficult times. UMSU INTL wants to communicate to our students that we understand that this semester has been challenging in the most unique ways. The Covid-19 outbreak has put many of our students in very difficult positions and some of them have had to make very tough choices. This survey will help us hear student concerns and queries directly and will facilitate our discussions with the University. It will help us design events and support activities in the coming weeks as well. It will also provide students with the opportunity to provide feedback on their experiences so far in this semester.

C. Kindness Week

This initiative is led by the Media and Communications Department of UMSU INTL. This will go on in week 4 and 5 of the semester.

There are international and local students currently in Australia who do not have a solid support system around them! To foster a virtual campus experience, UMSU INTL will ask students to share a message of kindness with their peers! Wherever they are, whether in Melbourne or back in their home countries, students will be able to send us a message about an act of kindness that they have witnessed or were a part of or anything else that they want to share!

They will be able to do this through a video, an image or just simple text. They can also just share it on social media and tag UMSU INTL and use **#WeWannaBeVisible** and **#WeAreStillHere**.

D. UMSU INTL's Clubs and Societies Survey

This initiative is led by the Partnership and Sponsorship Department and supported by the Education and Welfare Department. This survey is an UMSU International initiative to find out how clubs have been impacted by the current situation. The survey will help us identify if clubs are interested in running online events with UMSU INTL this semester for students who are self isolating or have had to leave the campus because of Covid-19. We will also identify areas where we can support clubs to run their own independent events by providing them with UMSU INTL’s resources.

E. Discord Community Connections Group

This is being coordinated by our Cultural and Social Team and a number of our other officers will also be helping out. UMSU INTL has partnered with UMSU Queer and UMSU Disabilities for this program. Through discord, we have set up different channels that provide safe and autonomous spaces for people with different nationalities, genders, queer people and people with disabilities. Several UMSU departments will be running their collectives through these channels. This will provide students with spaces to form connections with other students and foster a community feeling

F. Physical Wellbeing

As a part of this initiative, three zoom Pilates classes will be organised on Monday 9am for three weeks starting in week 5. The instructor will be arranged by UMSU Disabilities.

1. Timeline

Week Starting on	Activities
March 16	<ul style="list-style-type: none"> ● Contact past and current ISAs/OBs to share their experience with UMSU INTL ● Contact past and current ISAs/OBs to share their positive experiences on campus ● Set-up Discord Communities ● Order stuff for Care Pack Giveaway ● Continue Communicating directly with the University ● Brainstorm ideas for events and activities
March 23	<ul style="list-style-type: none"> ● Pack Goodie Bags and hand over to Info Desk and UMSU Disabilities ● Release two videos highlighting the advocacy work UMSU INTL has been doing and giving a brief overview of the upcoming events ● Launch the Kindness Week and keep collecting content from students ● Launch Discord Communities ● Brainstorm ideas for E&W and C&S events ● Continue Communicating directly with the University

March 30	<ul style="list-style-type: none"> • First Pilates Class • Start Survey Data Analysis • Send out the Clubs Survey through emails • Release content related to Kindness Week • Actively involve with Discord Communities • Finalise at least 3 E&W and C&S events • Continue Communicating directly with the University
April 6	<ul style="list-style-type: none"> • Second Pilates Class • Analyse Clubs Survey Responses • Actively involve with Discord Communities • Have some E&W and C&S events • Continue the PR campaign through M&C (Brainstorm on how to do that) • Continue Communicating directly with the University
April 13	<ul style="list-style-type: none"> • Third Pilates Class • Actively involve with Discord Communities • Have some E&W and C&S events • Continue Communicating directly with the University

1. Budget

Allocation	Amount
Care Pack Giveaway	\$2700
Online Promotions <ul style="list-style-type: none"> • Online Events • Student Impact Survey • UMSU INTL informational/news videos • PR Campaigns 	\$500
Pilates (3 x Classes)	\$300
Miscellaneous Exp.	\$100
Total	\$3600



5. Conclusion

This concludes the proposal for the VISIBLE campaign. Please feel free to approach the President, the Vice-Presidents or the Media and Communications Director should you have any questions or suggestions.

**Prepared by,
Archit AGRAWAL
President
UMSU International (2019-2020)**

International Film Festival 2020 Final Report
Central Committee Meeting #8 – Friday 27th March 2020

1. Introduction

This report summarises Film Festival 2020, which covers the period of 11th March 2020, Wednesday, to 12th March 2020, Thursday. Movies shown include Mamma Mia, Train to Busan, the Mermaid, Your Name, A Fantastic Woman and Hindi Medium.

1. Event Details

Coordinators: Caityin Tania DEAN, Jason LI, Jia Min (Charmaine) TEOH, Nishtha BANAVALIKAR

Date: Wednesday, 11th March 2020 – Thursday, 12th March 2020

Time: 6:30pm – 10:30pm

Venue: South Lawn, Interactive Cinema Space Arts West 353,
 Lectorial Room 1 Arts West 156 and Lectorial Room 2 Arts West 556.

Budget: \$10000

Target: 250 participants over two days

Manpower: 10 ISAs (For deco and the operation of machines), 4 OBs, 2 Photographers.

Objectives:

- To celebrate the cultural diversity within the international student community with movies beneath the starlit sky.
- To publicise UMSU International and increase the versatility of its events on campus.
- Reach out to audiences/demographics and expand our outreach to more variety of international students.

1. Delegation of tasks

Task	Coordinators
Food & Clubs + AV/Setup	Charmaine, Jason
Decorations + Publicity/Movie Rights	Nishtha, Caityin

1. Event Flow

Wednesday, 11th March 2020

Time	Activity	Description
DAYTIME SCREENING – Interactive Cinema Space Arts West 353 and Lectorial Room 1 Arts West 156		
5pm - 6:30pm	Set Up	Decorations were set up. Snacks were delivered to the screening rooms at 6pm.
6:30pm - 8:15pm	Screening	Showing Train to Busan and The Mermaid.
8:15pm - 8:45pm	Pack Up	Extra snacks and beverages were transported to the South Lawn. Tables were returned to the lounge.
NIGHTTIME SCREENING – South Lawn		
3pm - 6pm	Set Up	AV Melbourne began setting up the screens and PA system. Marquee was set up next, followed by the transportation of the snow cone machine and tables. Snacks were delivered from the lounge to South Lawn.
7pm - 8pm	Set Up	Bean bags were moved from the lounge to South Lawn.
8:30 - 10:15pm	Screening	Snacks were provided on top of snow cones and popcorn.
10:15pm - 11pm	Cleaning Up	Bean bags, popcorn machine, snow cone machine, extra snacks, tables were all transported to the lounge.

Thursday, 12th March 2020

Time	Activity	Description
DAYTIME SCREENING – Lectorial Room 1 Arts West 156 and Lectorial Room 2 Arts West 556		
5pm - 6:30pm	Set Up	Decoration. Snacks were delivered to the screening rooms at 6pm.
6:30pm - 8:15pm	Screening	Showing of A Fantastic Woman and Hindi Medium
8:15pm - 8:45pm	Pack Up	Extra snacks and beverages were transported to the South Lawn. Tables were returned to the lounge.
NIGHTTIME SCREENING – South Lawn		

3pm - 6pm	Set Up	AV Melbourne began setting up the screens and PA system. Snacks were delivered to South Lawn as well as the tables and popcorn machine.
7pm - 8pm	Set Up	Bean bags were moved from the lounge to South Lawn.
8:30 - 10:15pm	Screening	Snacks were provided on top of snow cones and popcorn. Mamma Mia was played.
10:15pm - 11pm	Cleaning Up	Bean bags, the popcorn machine, extra snacks, tables were all transported to the lounge.

1. Budget Breakdown

Items	Amount
AV:	
Vision equipment:	
• 1 x PROJECTOR	\$150
• 1 x PROJECTOR, ACCESSORY, NEC, Lens, NP13ZL	-
• 1 x Blu Ray DVD Player	\$20
• 1 x 5.1 Surround Sound Audio decoder	\$10
• 1 x Inflatable 5m screen	\$250
Audio Equipment:	
• 1 x MIXER	\$100
• 1 x PORTABLE, APPLE, IPAD AIR	-
• 1 x ROUTER, WIFI, TP-LINK, N600 DUAL BAND w/PS	-
• 6 x LOUDSPEAKER, POWERED, DYNACORD, AXM12A	\$50
• 6 x BAG, SPEAKER, AMX12A	-
• 2 x SUBWOOFER, DYNACORD, PS212	\$80
• 2 x STAND, SPKR, DISTANCE ROD	\$10
• 4 x STAND, SPKR, PUSH-UP	\$10
Lighting Equipment:	
• 2 x FESTOON, EVENTPOWER, 25WX 40, 22MTR	\$25
• 10 x LIGHTING, LED UPLIGHT, BATTERY, CHAUVET, FREEDOM FLEX H4 IP	\$30
• 10 x LIGHTING, UPLIGHT, CHAUVET, BATTERY	-
• 2 x LIGHTING, LED, FUSION PAR HVII	\$25
• 2 x KIT&CASE, AC, PCONN, IP65, 10A, 1.5M (RED)	-
• 2 x CLAMP, TRIGGER	-
• 2 x RIGGING, SAFETY CHAIN, SWL 25KG	-
Power & Safety Equipment:	
• 1 x DISTRO, 3PHASE, LSC, 32A	\$50
• 1 x ROADCASE, 4RU, RACK, (Wireless)	-

<ul style="list-style-type: none"> • 2 x AC, EXT, 3PHASE, 32A, 25m • 3 x AC, EXT, 10A, 10m - Site Power (Green) <p>Rigging:</p> <ul style="list-style-type: none"> • 2 x BASE PLATE, SQUARE, TRITRUSS • 2 x TRUSS, BASE PLATE, ROUND 42KG (1000 x 6mm) • 2 x TRUSS, BASE PLATE, ROUND 75KG (1200 x 8mm) • 2 x TRUSS, TRI, 1M • 2 x TRUSS, TRI, 2M • 2 x TRUSS, TRI, 3M <p>Miscellaneous:</p> <ul style="list-style-type: none"> • 1 x AVM Marquee • 40 x MARQUEE, WEIGHTS, 20KG, BLACK <p>Services:</p> <ul style="list-style-type: none"> • 8 x Technicians <p>Transportation of equipment:</p>	<p>\$30</p> <p>\$5</p> <p>\$10</p> <p>\$25</p> <p>\$25</p> <p>\$5</p> <p>\$15</p> <p>\$20</p> <p>\$150</p> <p>\$5</p> <p>\$3120</p> <p>\$160</p>
<p>Decorations:</p> <ul style="list-style-type: none"> • 50 x Beanbags hiring + delivery • Decorative balls • Lanterns • Bunting • Fairy Lights • Letter Balloons • Picnic mats • Cushions 	<p>\$976.25</p> <p>\$458.25</p>
<p>Film Rights:</p> <ul style="list-style-type: none"> • Train To Busan • The Mermaid • Your Name • A Fantastic Woman • Hindi Medium – part of collaboration with the Bollywood Club • Mamma Mia 	<p>\$150</p> <p>\$165</p> <p>\$350</p> <p>\$150</p> <p>-</p> <p>\$250</p>
<p>Food</p> <ul style="list-style-type: none"> • 1 x Snow cone machine (1 Day Only, 240 serves with 2 mixes: Lemonade and Cola) • 1 x Popcorn machine (2 Days) • 20 x Sunbites Grain waves • 15 x Cheetos Cheese & Bacon Balls Party Bag 190g • 10 x Smith's Chips Share Pack Thinly Cut Original 175g 	<p>\$210</p> <p>-</p> <p>\$50</p> <p>\$45</p> <p>\$20</p>

<ul style="list-style-type: none"> • 5 x Smith's Chips share Pack Sour Cream & Onion 175g • 5 x Smith's Share Pack Crinkle Cut Chicken 170g • 10 x Smith's Share Pack Crinkle Cut Cheese & Onion 170g • 5 x Smith's Chips Share Pack Thinly Cut Salt & Vinegar 175g • 20 x Natural Chip Co Share Pack Honey Soy Chicken 175g • 6 x Armada Cocktail Serviettes White 2ply 50 pack • 20 x Woolworths College Cups Party Cups 20 pack • Beverages 	\$10 \$8.75 \$17.50 \$10 \$40 \$9 \$80 \$172.50
Total	\$7552.25
Total budget allocated	\$10000
Total budget surplus	\$2447.75

1. Publicity

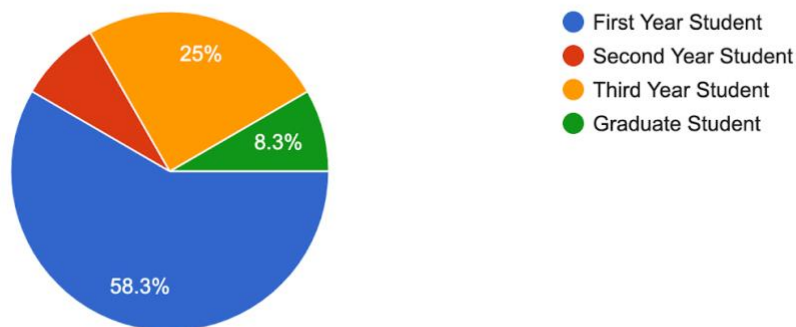
The Facebook event page was set up a week before the event and the Facebook frame was released a few days before the event. The responses for the event were 563 Interested and 570 Going.

This event was also promoted on Carnival Day where the flyers were put into the goodie bags, but this had the wrong information on it due to one of the movies not being finalised.

1. Feedback Statistics

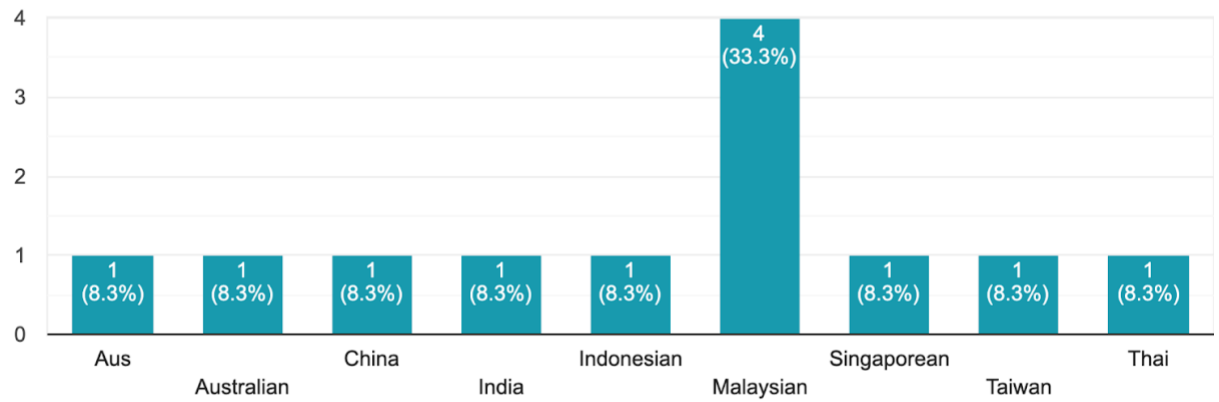
What type of student are you?

12 responses



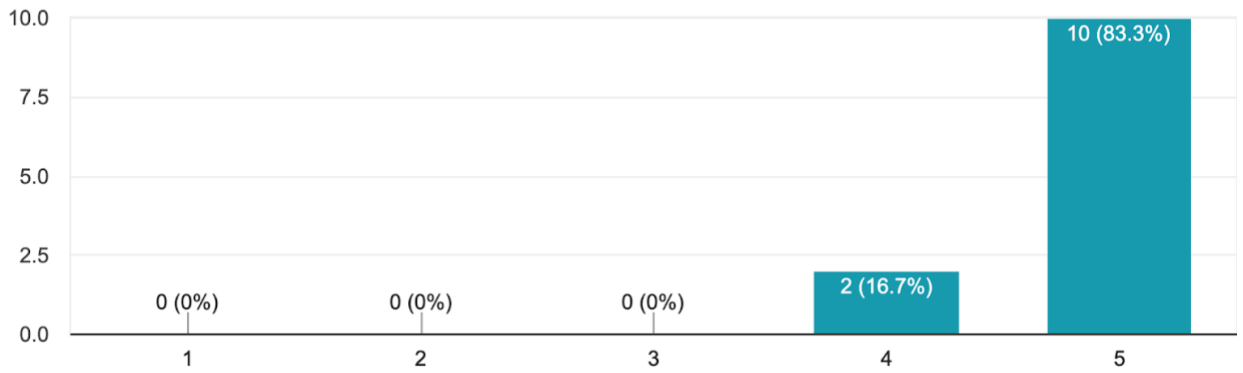
What is your nationality?

12 responses



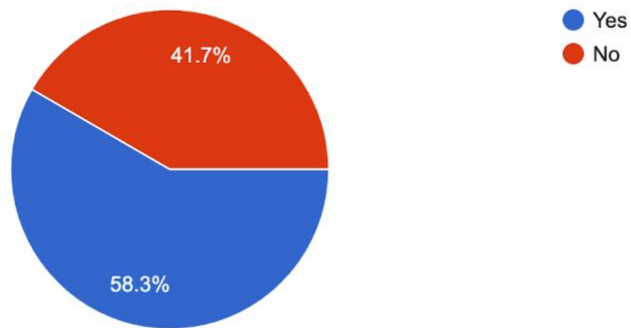
How satisfied were you with the event?

12 responses



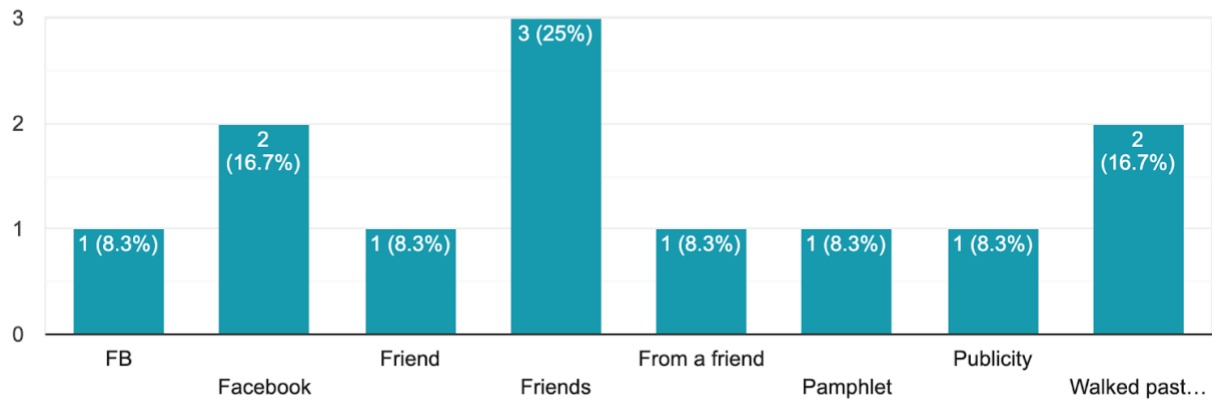
Have you attended an UMSU International event before?

12 responses



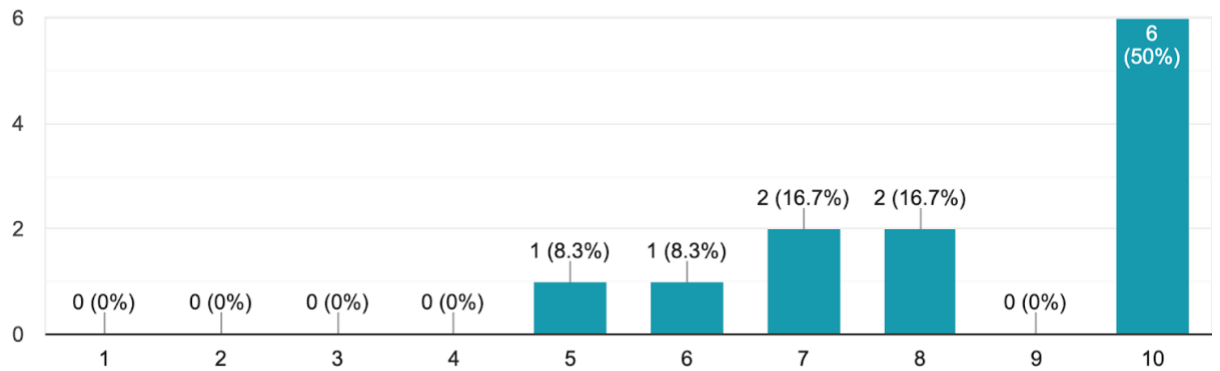
How did you find out about this event?

12 responses



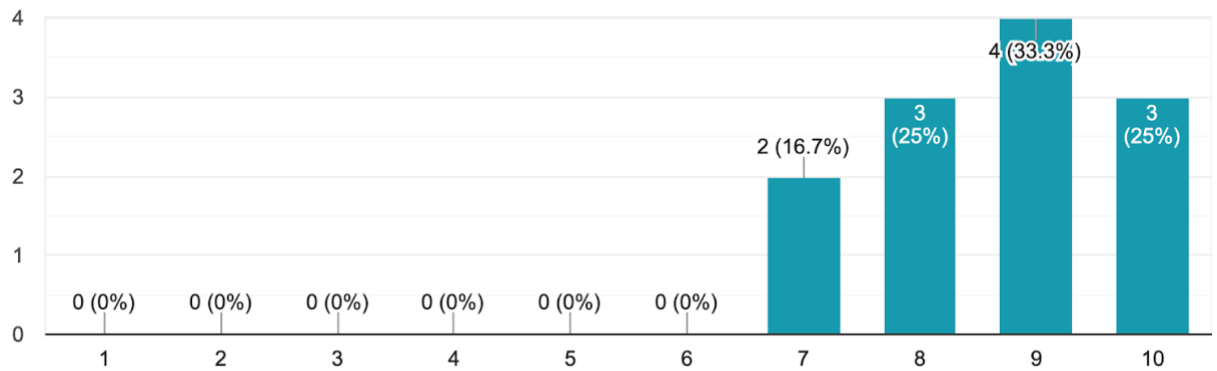
How was the selection/diversity of films?

12 responses



How was the quality of the snacks?

12 responses



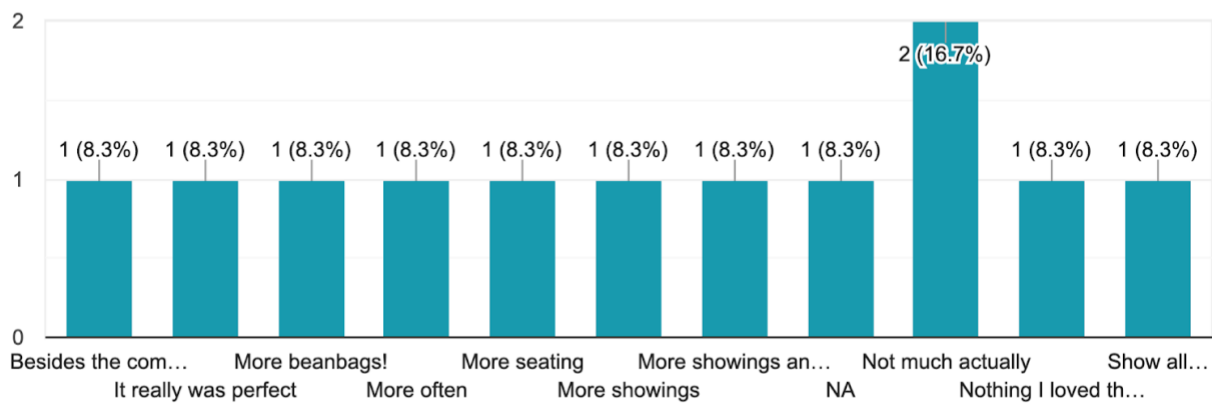
Please add specific feedback on the refreshments/snacks provided

12 responses

Good
 Needed water
 Add chocolate pls pls pls
 Supply water please or non fizzy drinks? And gummies please
 I loves it, but some solid food would be great
 I liked the cola
 -
 Very good

What are some areas we can improve on?

12 responses



- More showings

- Main seatings
- Show all end credits

Other comments? 12 responses

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-

This field shouldn't be mandatory

Nice event, good vibes

I enjoyed the festival, please do more!!

Good job guys!!! :)

NA

Should be a weekly event

Keep doing this! Best umsu event ever

No

1. Problems encountered and Suggestions

- We could not reach out for a deeper connection with other clubs through this event. Emails had been sent out at least a month before the event but there were no responses except for the Bollywood club.
- On the event day itself, manpower allocated was not sufficient also the time planned for ISAs to come in was miscalculated as more work than expected had to be done for preparation. This was partly consequent of last minute room changes by the allocation system (later timings than originally booked). It would have been better if there were at least 2 ISAs on duty who are trained for the set up of the marquees and one who is trained for the operation of the snow cone machine from 4pm as these take a long time. Also, increased manpower (about 8 ISAs) should be expected for the transportation of bean bags and tables from the lounge to South Lawn.
- We were expecting a cotton candy machine and had publicised accordingly for both days however UMSU informed us an hour prior to screening that the machine had been broken during summerfest.
- Budget for food was originally \$500, however the rental fee for the snow cone machine was already \$210 per day inclusive of 2 different syrup mixes (we still had leftovers of the syrup). It would be wiser to expect the budget to exceed \$500.
- There was a significant imbalance in the number of audiences for indoor screenings. For instance, there was barely any audience during the screening of 'The Mermaid' on day one and 'A Fantastic Woman' and 'Hindi Medium' on day two. It could be a poor decision on movie selection or limited outreach of the audience or it could be due to the Covid-19 situation. It is advisable that we centralise the screening location e.g. at South Lawn only (with multiple screenings of the same or different films) or decide just two venues each

for indoor and outdoor, to best avoid concurrent screenings of films that could potentially divide our number of audiences.

- Feedback showed positive sentiments regarding the diversity of films however it would be advisable to future committees to consider showing more crowd attracting films alongside culturally diverse.
- We had some extra snacks leftover and it could be due to the overestimation of turn-ups from the indoor screenings. The Film Festival was a newly launched event with no older supporting information to be studied. Hence, we could either conclude that we need to work harder on reaching out to a bigger audience or we could scale this festival down a bit, with lower expected turn-ups to prevent excessive misspend of budget.
- The crowd at the South Lawn was pretty impressive but we had only about 50 bean bags on top of mats and pillows. It is advisable to get more in the future.
- Due to it being Summer, it only got dark at 8pm, resulting in us only being able to have an outdoor screening once a day. We realised it was not worth the money to stream only once a day. There are also a lot of bugs at night during the Summer. Hence, it would be better to have this event be in the winter. This is because it gets dark earlier and we can possibly stream 2-3 movies in a night. There will also be significantly less bugs flying around.
- We were unable to obtain the rights to one of the movies we initially planned for. However, flyers had already been printed and folded to be put into the goodie bags for Carnival Day. This led to a lot of wastage of resources and it would be advisable to confirm all the rights before publicising a full brochure with the full movie listing. Another way would be to create a flyer about the event without the movie listing.

1. Conclusion

Overall, the event was successfully executed for the first time in UMSU International history, but there are many areas that can be improved on if the event were to be run again in the future. Please feel free to approach us should you have any queries.

Prepared by,

The Cultural & Social Department 2019/2020

UMSU International



1. Other Business

- President's Report

2. Next Meeting

Date: TBD

Venue: Zoom



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU_{INTL}** *Care for, Act for, Stand for International Students*