



Agenda

Central Committee Meeting #1 – Monday, 31th July 2023

Time : 17:00

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.2.1. Committee 2023/2024

1.2.2. UMSU CEO - Sara Pheasant

1.3. Attendance

1.4. Apologies

1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

3.1. eCCM #4

4. Proposals

4.1. Head of Clubs 2023 Proposal

4.2. International Students Career Networking Proposal

4.3. Committee Member Appreciation Event 2023 Proposal

4.4. Haunted House Proposal

5. Reports

5.1. Roller Disco Night Report

5.2. ISA Recruitment July 2023 Intake Report

5.3. Merry Giveaway Report

5.4. Buddy Up Program Report

5.5. President's Monthly Report

6. Other Business

- 6.1. M&M Presentation
- 6.2. Committee 2023/2024 Induction Survey
- 6.3. ISS Report Information
- 6.4. Polaroids from Committee 2022/23

7. Next Meeting

Unconfirmed Minutes

Emergency Central Committee Meeting #4 – Saturday, 15th July 2023

Time : 17:30

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 18/35 members

Motion 1

Move that Standing Orders be adopted for eCCM #4 at 5:07 PM.

Mover : Jaqueline MARSHIELA

Secunder : Stephanie Daniella HARTONO

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for eCCM #3 be adopted.

Mover : Ella LEE

Secunder : Jaqueline MARSHIELA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of eCCM #3 be accepted and confirmed as a true and accurate record.

Mover : Yhi Zhen LIM

Secunder : A Sophia De Alwis (Sophia)

Motion Carried.

Motion 4

Move that the **Merry Giveaway Proposal** be accepted.

Mover : Aurelia ISKANDAR

Seconded : Robertus INDRADJAJA

Motion carried.

Motion 5

Move that the **Roller Disco Night Proposal** be accepted.

Mover : Thi Ngoc Trinh NGUYEN

Seconded : Jodis TJUNTORO

Motion carried.

Motion 6

Move that the **ISA T-shirt Proposal** be accepted.

Mover : Christopher PRAWIRA

Seconded : Pok Wing (Audrey) CHEUNG

Motion carried.

4. Other Business

- Appreciation Cruise Availability

Motion 7

Move that Standing Orders for eCCM #4 be suspended at 5:22PM.

Mover : Yee Hang Shea LAW

Seconded : Ella LEE

Motion carried.

Motion 9

Move that **eCCM #4** be adjourned at 5:22 **PM**


Mover : Pok Wing (Audrey) CHEUNG

Seconded : Aurelia ISKANDAR

Motion carried.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU** INTL *Care for, Act for, Stand for International Students*

Prepared by,

Yhi Zhen LIM
Secretary 2023/24
UMSU International

Heads of Clubs Proposal

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about UMSU International and what we can offer them.

2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicise their events for the semesters, and, discuss potential challenges and problems they may be facing.

3. Event Details

Date	: Friday, 11 August 2023
Venue	: Malaysian Theatre
Number of Attendees	: 50
Coordinators	: Cynthia WANG, Angelina PENG, Jeslyn TANDYAJAYA
Manpower	: 3 OBs & 5 ISAs (including coordinators which consists of 3 OBs)
Budget	: \$1100.00

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
N/A	31st July, 2023	Present Proposal	- Present proposal during CCM	Cynthia Wang
N/A	Throughout the week	Prizes	- Contact UMSU Advertising Officer about prizes available to use during the event	Cynthia Wang

0-1	Throughout the week	Logistics	<ul style="list-style-type: none"> - Book venue (Malaysian Theatre) - Order food from Vendors - Buy Drinks and Supplies - Ticketing link from CME Help Desk - Task sheet for ISAs 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
0-2	Throughout the week	Promotion	<ul style="list-style-type: none"> - Notify M&M about promotion at least 2 weeks prior to promotion period - Arrange social media promotion for the event via Umsu International socials - ISA Publicity Hours - Brief ISAs on event requirements 	Cynthia Wang Angelina Peng
0-2	Throughout the week	Participants	<ul style="list-style-type: none"> - Write email drafts for clubs - Invite participants - Confirm number of participants and dietary requirements 	Cynthia Wang Angelina Peng
1-2	Throughout the week	Feedback Form	<ul style="list-style-type: none"> - Create feedback form to be used on the day post-event 	Cynthia Wang Angelina Peng
1-3	Throughout the week	Department Slides	<ul style="list-style-type: none"> - Notify committee about slides - Finalise and compile slides 	Cynthia Wang Angelina Peng
Event Day				
3	10th August, 2023	Heads of Clubs Event	(Written in event flow down below)	Cynthia Wang Angelina Peng
Post Event				
5	N/A	Report	Writing and filling out the report	Cynthia Wang Angelina Peng
6	N/A	Present Report	Present report in CCM	Cynthia Wang

Event Flow

Time	Activity	Details	PIC
4.30 PM	Event Preparation	<ul style="list-style-type: none"> - Chairs - Utensils and tables set up - Getting presentation ready - OBs arrive - ISAs help - Arrange food delivery 	Cynthia Wang Angelina Peng

5.30 PM	Introduction	<ul style="list-style-type: none"> - Participants arrive - Introduction of event - Participants can take drinks - ISAs hand out appetisers and label main foods 	Cynthia Wang Angelina Peng
5:30-5:50PM	Icebreaker activities	<ul style="list-style-type: none"> - PnS initiate activities with participants - Give prizes to winners 	Cynthia Wang Angelina Peng
5.50-6:30PM	Presentations	<ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: Executive, E&W, C&S, M&M, HR P&S Grants 	Cynthia Wang Angelina Peng
6:30-7:15 PM	Networking and Eating	<ul style="list-style-type: none"> - ISAs and OBs will help to distributing food to participants and other OBs - OBs and participants network and interact 	Cynthia Wang Angelina Peng
6:15 - 7.50PM	End of Event	<ul style="list-style-type: none"> - Thank participants for coming - Instruct ISAs to ask participants to fill out feedback form 	Cynthia Wang Angelina Peng
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"> - ISAs and P&S department clean up once all participants leave 	Cynthia Wang Angelina Peng

5. Budget

A total of **\$1100** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Food Catering	N/A	N/A	\$750.00
Soft Drinks and Water	3	\$20	\$60.00
Name Tag Pack	2	N/A (inventory)	\$0.00



Napkins: 500 serviettes	1	\$4.50	\$4.50
Sugarcane Plates	2	\$10	\$20.00
Timber Fork (20pcs)	4	\$2.50	\$10.00
Gloves	1 Box	\$5	\$5.00
Tongs	4	N/A (inventory)	\$0.00
Waste Disposal Bags	1	\$5.5	\$5.50
Prizes	3	\$16	\$48
Miscellaneous	N/A	N/A	\$197.00
TOTAL			\$1100.00

6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasis our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Heads of Clubs Proposal 2023. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

Cynthia Wang & Angelina Peng
Partnership and Sponsorship Department 2023/24
UMSU International



International Students Career Networking Proposal

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

International Students Career Networking is an event that aims to create a platform for facilitating job searching experience and employment. International students may often face readiness and concern about the employment and work field and the competitiveness in the job market. This event will help students to support their opportunities to connect and expand their professional network with Alumni and employers from various industries. Also, this will hopefully help to get students to be more prepared for a career after graduation by boosting their confidence through this networking event.

2. Objectives

This event aims to:

- Connect the University of Melbourne's international student community with UniMelb alumni across a range of industries - giving students the opportunity to network, and gain valuable tips, insights and advice for building a career in Australia.
- Highlight the value of international students to the wider public - establishing the University and Stint as leaders in the international student sector through their comprehensive support for international students.
- Improve the job-searching experience (and ultimately, employment outcomes) of the University of Melbourne's international student graduates.

3. Event Details

Date	: Tuesday, 22 nd August 2023 (Week 5, Semester 2, 5.15pm to 7.00pm)
Venue	: Harold White Theatre (Level 1, Building 199) and Multipurpose rooms 1, 2 and 3 (adjacent to Harold White Theatre, Building 199)
Number of Attendees	: 80 to 120 attendees
Coordinators	: Andrea MAKATITA, Natasya WIRAATMAJA, Rachel ZHOU
Manpower	: 3 Committee Members & 6 ISAs
Budget	: \$1050

4. Event Overview

This is an event dedicated to enhancing the job-searching journey of international students. We will be collaborating with Stint, an international student group focused on employment outcomes of international students, and the Careers & Employability team at the university. The event begins with a dynamic Alumni panel discussion in the Harold White Theatre, followed by informal networking in adjoining rooms, where students would be able to ask questions and learn from the experiences of our alumni. The event enables participants to gain valuable insights into securing local employment, boost their networking skills, and draw inspiration from our accomplished Alumni.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	24 th July	Determine Budget	Determining budget to send to C&E for catering	Andrea, Natasya, Rachel
2	2 nd August	Promotional Designs	Contact & coordinate with M&M	Andrea
3	7 th August	Contact HR for ISAs	ISAs will help with wayfinding, food distribution, and possibly MCing	Rachel
4	14 th August	Finalize Catering	Choose catering company as well as number of portions	Andrea, Natasya, Rachel
4	14 th August	Ticketing Opens	Latest date ticketing should open, most likely will be earlier as C&E events open bookings early	Natasya
4	18 th August	Briefing	Event briefing with ISAs	Andrea, Natasya, Rachel
Event Day				
5	22 nd August	International Students Career Networking		Andrea, Natasya, Rachel

Pre-event

- Ticket registration and alumni contacting will be handled by the university's C&E department. The panel discussion questions will be handled by Stint.

Event Day

- Event will be managed by UMSU International, C&E and STINT.

Event Flow

Time	Activity	Details	PIC
4.30pm-5.00pm	Setup	Setup room, test AV	All coordinators and ISAs
5.15pm	Panel (alumni) arrives	Introductions, name tags, briefing	C&E
5.30pm-5.55pm	Panel discussion	Introduction and conclusion by UMSU International, information session by C&E	Andrea, C&E, STINT
6.00pm-7.30pm	Networking	Informal networking between international students and alumni, food and non-alcoholic drinks provided	
7.30pm-8.00pm	Pack-up rooms		All coordinators and ISAs

Post Event

Participants will be sent a feedback form to fill out after the event.

6. Budget

A total of **\$1050** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Budget share with university (food)	1	850	850.00

Miscellaneous	1	200	200.00
TOTAL			1050.00

7. Conclusion

This concludes our proposal for the International Students Career Networking Proposal 2023. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Andrea MAKATITA, Natasya WIRAATMAJA, Rachel ZHOU
Education Department 2023/24
UMSU International



Committee Member Appreciation Event 2023 Proposal

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

The Committee Member Appreciation Event is an annual event for UMSU International to celebrate and acknowledge the exceptional hard work, time, and effort that the Committee Members have invested in advancing the mission of UMSU International throughout their term. This event is dedicated to expressing sincere gratitude for the invaluable contributions made by the Committee Members, recognizing their significant role in driving the organisation's success.

2. Objectives

This event aims to:

- Recognise and acknowledge the hard work, time, and effort of the UMSU International 2022/23 Committee Members.
- Set a precedent for celebrating and rewarding outstanding efforts, encouraging future excellence within the organisation.
- Create an environment that Committee Members can interact with one another

3. Event Details

Date	: Friday, 25 th August 2023 [19:00 - 23:00 AEST]
Venue	: Party Boat Cruises (131 Harbor Esplanade, Docklands)
Number of Attendees	: About 30
Coordinators	: Angeline Cassie GANILY
Manpower	: 28/35 Committee Members & 1 Project Coordinator (including coordinators which consists of 1 Committee Members)
Budget	: \$5500

4. Event Overview

The Event will be held on a cruise (Citrus Lady) provided by Party Boat Cruises. It is their newly renovated floating oasis, featuring the only complete open air rooftop in Melbourne. The cruise will pick up and drop off from Harbour Esplanade Docklands, then head downstream of the Yarra River taking in the views under the Bolte Bridge through the Ports of Melbourne and under the Westgate Bridge to Hobson's Bay-Williamstown. The returning trip to Docklands capturing Melbourne's stunning city views.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
12 to Winter Break		Event Preparation	Come up with venue suggestion and confirm number of attendees	Angeline Cassie GANILY
1-3		Backdrop	Design backdrop and research on vendors	Angeline Cassie GANILY, Christopher PRAWIRA
		Photographers	Hire photographers	Angeline Cassie GANILY, Christopher PRAWIRA
Event Day				
5	25 Aug 2023	Cruise Party	Committee Appreciation Event with food and drinks	Angeline Cassie GANILY
Post Event				
6	28 Aug 2023	Report	Report presentation during CCM #3	Angeline Cassie GANILY

Pre-event

- Design and research on vendors for backdrop
- Hire photographers for the event

Event Day Flow

Time	Activity	Details
18:50 - 19:00	Arrival	Attendees are expected to arrive at this time frame for boarding.
19:00	Departure	Start of Committee Appreciation Night
19:00 - 22:00	Handling of Certificates	Picture taking and handling of certificates
22:00	Dock	For attendees who wish to leave early, they are allowed to leave during this time once the cruise has dock
23:00	Finish	The Committee Appreciation Night is done

6. Budget

A total of **\$5500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Boat Hire	1	\$825	\$825.00
Food and Drinks Package	30	\$130	\$3900.00
Backdrop	1	\$200	\$200.00
Photographer	1	\$200	\$200.00
Miscellaneous	-	-	\$375.00
TOTAL			\$5500.00

7. Conclusion

This concludes our proposal for the Committee Appreciation Event Proposal 2023. Please do not hesitate to contact the General Secretary should you have any queries.

Prepared by,

Angeline Cassie GANILY
General Secretary 2022/23
UMSU International

Roller Disco Night Report

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

This report summarises the Roller Disco Night 2023, which covers the period of 19 July. Roller disco night is an event that allow the students to skate while listening to international disco music and After their skating sessions, students are brought to another room which they can socialize while enjoying soft drinks and snacks. It is one of the highlight of Winterfest where students will socialize and have fun with their friends.

2. Event Details

Date	: Wednesday, 19 th July 2023
Venue	: Market Hall
Number of Attendees	: 200
Coordinators	: Christian VALERIAN
Manpower	: 6 OBs & 15 ISAs (including coordinators which consists of 1 OBs)
Budget	: \$3970

3. Event Overview

Roller skating event that will run for 4 hours with each session running for 30 minutes and after each sessions, students will be led to another room where they can socialize and enjoy snacks with soft drinks

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	July	Logistics and Planning	Planning and the logistics for the event done by coordinators and UMSU staff which includes on-site inspections with skate rental and instructors	Christian
	17 th July	Briefing	Briefing and run through of the schedule with ISAs and OBs	Christian
Event Day				
	19th July	On-the-day site	Last checking for sound system, playlists and run	Christian

		check	through of the event with ISAs and OBs	
	19th July	Event time	Each shift will have 3 ISAs and 1 OBs to manage queue, distribute popcorn and soft drinks.	Christian
Post Event				
	19 th July	Pack down	By everyone and UMSU staff	Christian

Event Flow

Time	Activity	Details	PIC
04:00PM - 05:00PM	Set up	Briefing with ISAs and set up tables for Popcorn and soft drink distribution	Christian VALERIAN
05:00PM - 09:00PM	Event time	The students will roller skate accompanied with international songs while ISAs and OBs manage the queue and distribute food and drinks.	Christian VALERIAN
09:00PM - 10:00PM	Pack Down	Done by the professional and UMSU staff, ISAs will have to pack down UMSUi tables and banners	Christian VALERIAN

5. Reflections

Attendance

- Around half of the ticket holder did not show up and many people are in the waitlists which the team let in. Due to this all sessions are full.

6. Feedback

The sessions were felt to be short but was still enjoyable

7. Suggestions

Participation

- It's a good idea to reconsider whether this event will be appropriate for UMSUi. Although it promote social, it might not necessarily promote the cultural aspect of the goal. It could be a better idea to have an event that is focused on Cultural aspect.

8. Budget

A total of **\$3770** have been allocated for this event, and the total actual expenditure for this event is **\$3970** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
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Rental skates	200	152	3800.00	3600.00
Soft drinks	10 packs	17	170.00	170.00
TOTAL			3970.00	3770.00
Surplus/ Deficit			-200.00	

9. Conclusion

This concludes our proposal for the Roller Disco night Proposal 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Christian VALERIAN
Cultural and Social Department 2023/24
UMSU International

Haunted House Proposal

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

UMSU International will be hosting a Haunted House in the Guild theatre in week 3 of the semester. This event will allow students to come in as groups and explore 4 different thrilling-themed rooms and discover the story behind the interconnected rooms. This provides an opportunity for them to connect with other students with the opportunity to hangout afterwards in a room with snacks!

2. Objectives

This event aims to:

- Have a chance to connect and socialise with other international students in the University.
- To organize a thrilling experience which promotes the presence of USMU International.

3. Event Details

Date	: Tuesday, 8 th August 2023
Venue	: Guild Theater, Food Coop and Level 1 Foyer of the Union House
Number of Attendees	: 320 Students
Coordinators	: Christian VALERIAN, Aksh BATRA, Sol KWON, Shifa NATHANI
Manpower	: 8 OBs & 28 ISAs (including coordinators which consists of 4 OBs)
Budget	: \$12,500

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	June	Initial plan & contact resources	Initial planning and logistics (Main spaces)	Christian
	23 July		Draft layout (Set design: strobe	3 x Planning

			lighting/sound/layout/smoke...)	teams
	26 July		Meeting to finalise layout (potential risk, appropriateness, ...)	Christian, Sol, Shifa
	28 July	Setting up & decoration	On-site inspection	Christian, Aksh
	4 August		Start decoration making	3 x planning team
	5 August		Borrow devices to connect bluetooth (laptop/tablets...)	Christian
	6 August	D-day leading-up	Brief actors & admin about their roles	Christian, Sol, Shifa + planning teams
	8 August, 3PM		Trial run	Christian, Sol, Shifa, Aksh + planning teams
Event Day				
	8 August 4PM-8:30PM	Haunted House & Hangout	Participants will go in tours exploring each room with a guide that will explain the story at the end	Sol, Shifa, Christian
Post Event				
	8 August	Pack down	Everyone helped cleaning up the spaces	

Pre-event

- We contacted AVMelbourne for the logistics for the set up at Guild Theatre, which will include lighting, sound and drapes.
- We will contact HR to get ISAs which we work closely with for planning, decoration and the event day itself.
- A site visit will be done together with the coordinators and Aviya to create a layout for the team to work with.
- A trial run will be done a few hours before the event with all OBs and ISAs volunteering for the event day.

Event Day

- On the event day, many sessions will be ran in groups of 8-10 people
- After each session, participants will be directed to a room where they will have a chance to hangout and speed-friending.

Post Event

- A feedback form will be given to the participants.



5. Budget

A total of **\$12,500.00** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
AV Melbourne Logistics		7,500.00	7,500.00
Decoration		1,500.00	1,500.00
Guild theatre rent + university staffing requirement		2,500.00	2,500.00
Miscellaneous		1,000.00	1,000.00
TOTAL			12,500.00

6. Conclusion

This concludes our proposal for the Haunted House proposal 2023. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

Prepared by,

Christian VALERIAN
Cultural & Social Department 2021/22 and 2022/23
UMSU International

ISA Recruitment July Intake 2023 Report

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

The International Student Ambassador (ISA) Application for Semester 2 2023 is divided into two parts: July Intake and August Intake. The purpose of the July Intake is primarily for the upcoming events before the start of the upcoming semester (e.g. Winterfest), as well as events conducted in 2023.

With regards to the July recruitment period, the process consisted of the ISA application, interview and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2023.
- Recruit around 36-41 ISAs out of 111 applications for the July Intake.
- To gain manpower for events during Semester 2, 2023 and Semester 1 2024.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2023.

3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions
Pre-event Preparations		
26/5/2023 - 21/6/2023	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides
Event Day		
22/6/2023 - 28/6/2023	Open ISA Application	Application will be opened to all University of Melbourne's students
24/6/2023 - 29/6/2023	First round selection	First round selection includes filtering applications, interview slot allocation (for both ISAs and Committee Members), send out interview emails
	Interviews & Selection	Conduct ISA interviews & Selecting

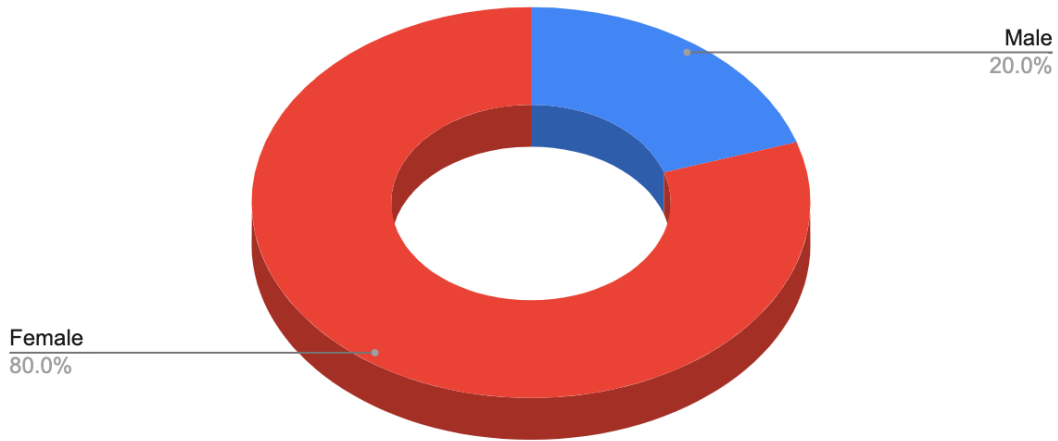
4/6/2023 - 7/6/2023		ISAs
Post Event		
7/7/2023	Send Emails	Send out acceptance and rejection emails for candidates
12/7/2023	Big Day Out	A welcoming and induction event for ISAs

4. Application Results and Statistics (July 2023 Intake)

Out of 111 applicants, 72 candidates had attended the interviews. For the July term, the HR department has selected 40 ISAs. Here are the statistics of the ISAs:

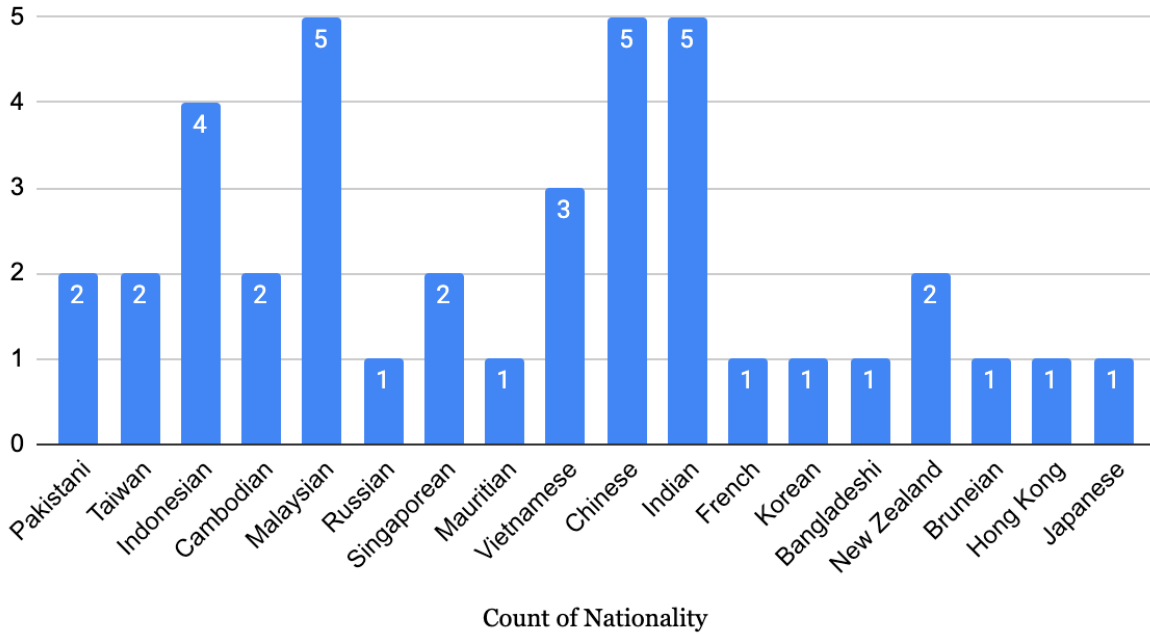
a) Gender

Count of Gender In ISA Program (July 2023 Intake)



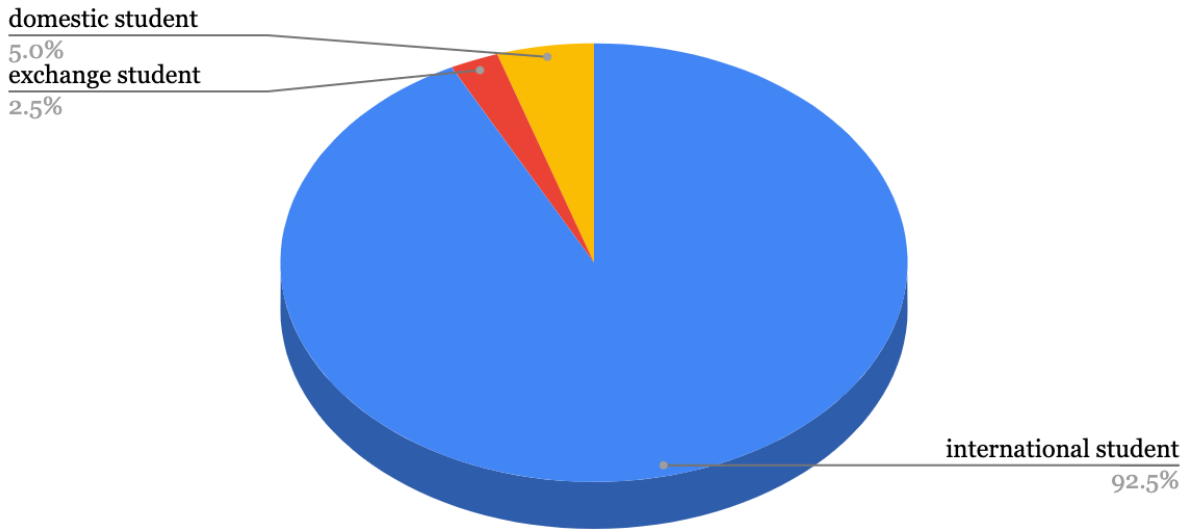
b) Nationality

Count of Nationality In ISA Program (July Intake 2023)



c) Student Status (Local/International Student)

Count of Student Status In ISA Program (July Intake 2023)

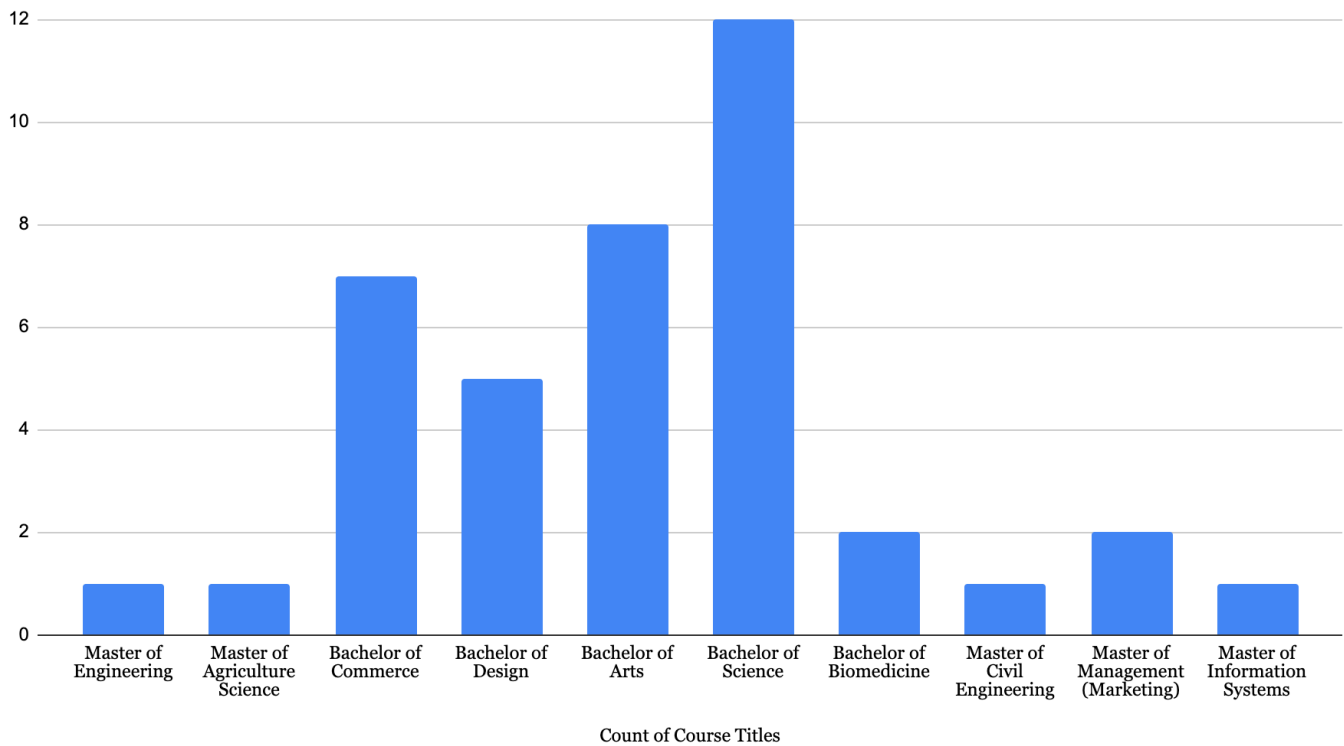


d) Onshore/Offshore

All of the ISAs recruited in this intake are onshore.

e) Course Title

Count of Course Titles of ISAs (July Intake 2023)



5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$115.5**, this was higher than expected due to tax, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
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Social Media Advertisement	1	110	115.5	110.00
TOTAL			115.5	110.00
Deficit				-5.50

6. Conclusion


This concludes our report for the ISA Recruitment July 2023 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Tam LUONG
Human Resources Department 2023/2024
UMSU International



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU**INTL *Care for, Act for, Stand for International Students*

Merry Giveaway Report

Central Committee Meeting #1 – Monday, 31st July 2023

1. Introduction

This report summarises the Merry Giveaway which covers the period of 21 July 2023. The Cultural and Social department will be handing out snacks inside the bags designed by the Media and Marketing department. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

2. Event Details

Date	: Friday, 21 July 2023
Venue	: Winter Wonderland, building 168 – ground floor
Number of Attendees	: 1000
Coordinators	: Christian VALERIAN
Manpower	: 4 OBs & 18 ISAs (including coordinators which consists of 1 OBs)
Budget	: \$3364

3. Event Overview

This event was done in two part, with packing the goodie bags as part one and distribution on 21 July as the second part.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	19th-20th July	Packing	This stage will consists of ISAs and OBs who will pack the giveaway bags	Christian VALERIAN
Event Day				
0	21st July	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Christian VALERIAN
0	21st July	Distribution	For each shift the team consists of 1 OBs and 3 ISAs who will distribute the goodie bags and engage with new students	Christian VALERIAN

Pre-event

- ISAs and OBs will gather at UMSUi Lounge to pack the Giveaway bags

Event Flow

Time	Activity	Details	PIC
02:30PM - 02:45PM	Briefing	Ensure all ISAs and OBs remember to only give goodie bags after confirming students have followed UMSUi social media page + take attendance	Christian VALERIAN
02:45PM - 03:00PM	Set up	Setting up banner and tables	Christian VALERIAN
03:00PM - 05:00PM	Distribution	Giving goodie bags and engage with students	Christian VALERIAN
05:00PM - 05:15PM	Pack down	Clean and pack down the area	Christian VALERIAN

5. Reflections

Attendance

- Less than 700 students came to for the giveaway, this is most probably because of the event time that is from 2PM-5PM. After 3:30PM most students left the area and we did not have many people coming in from 4PM until 5PM.
- The location itself was not easily noticed by the students.

6. Feedback

- There was no feedback form given for this event
- In-house feedback was asked and it was found difficult for us to manage the area for the giveaway because its in front of the lifts of building 168, in which many other events was happening. There was a slight issue about queue lines and people coming in and out from the lifts, disrupting the event.

7. Suggestions

Participation

- Request a better location that is easily accessible and possibly not blocking any pathway

8. Budget

A total of **\$3500** have been allocated for this event, and the total actual expenditure for this event is **\$3364** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Snacks	1000	3.364	3364.00	3500.00
TOTAL			3364.00	3500.00
Surplus/ Deficit			136.00	

9. Conclusion

This concludes our report for the Merry Giveaway Report 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Christian VALERIAN
Cultural and Social Department 2023/24
UMSU International

Buddy Up Program Report

Central Committee Meeting #12 – Monday, 31st July, 2023

1. Introduction

This report summarizes Buddy Up Program 2023, which covers the period of Week 2 ~ Week 12 in semester 1, 2023. Buddy Up was held by the UMSU Intl Welfare department in order to help students adapt and adjust into the new university environment by making life-long friendships through participating in our fortnightly events and online community channel.

2. Event Details

Date	: Week 2 - Week 12, Semester 1, 2023
Venue	: Discord & various social media channels for online community; various venues around campus for in person events, such as: 1888 Lawn, badminton court, art west, and Building 168.
Number of Attendees	: ~250 (within the online community)
Coordinators	: Chien (Amanda) Chen, Audrey Cheung, Elsa DAI
Manpower	: All coordinators (+ 7 ISA for board game night)
Budget	: \$591.09

3. Event Overview

There were 5 in-person events held throughout the semester, additional on the online community on Discord. These events are: picnic, board game night, trivia night, badminton day, and study session. The in-person events were held as the catalyst of bonding students together.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	20/03/2023	Planning and creating proposal	Meeting to write proposal and finalize event ideas	Amanda CHEN, Audrey CHEUNG
0	Summerfest,	Registration	Registration open throughout summerfest	Elsa DAI



	Orientation week to Week 1		to week 1. Promotion at various events including Welfare Brekkie.	
1	06/03/2023	Present proposal	Present proposal at CCM	Amanda CHEN, Audrey CHEUNG
1	06/03/2023	Grouping	Group Participants into groups of 8-10	Amanda CHEN, Audrey CHEUNG
2	12/03/2023	Discord Channel	Create Discord channel & send out Discord invites to participants	Amanda CHEN, Audrey CHEUNG
Event Week				
3	18/03/2023	Picnic		Amanda CHEN, Audrey CHEUNG
6	06/04/2023	Boardgame Night		Amanda CHEN, Audrey CHEUNG
9	04/05/2023	Pizza Trivia Night		Amanda CHEN, Audrey CHEUNG
10	13/05/2023	Badminton	Hired 4 courts for ~15 participants over an hour to bond people with similar interests in sports and those who wish to begin a new habit together.	Amanda CHEN, Audrey CHEUNG
13	30/05/2023	SWOTSNACC Study Session	In collaboration with UMSU International Education Department's SWOTSNACC to provide a relaxing study space and energy-filled-up snacks for exam preparation.	Amanda CHEN, Audrey CHEUNG
Post Event				
	31/07/2023	Report	Present report during CCM	Amanda CHEN, Audrey CHEUNG

Event Day

Event Flow: Picnic

Time	Activity	Details	PIC
10:30 am-01:00 pm	Source food and snacks	- Arrived at Costco and Krispy Kreme to source food and snacks	Amanda CHEN, Audrey CHEUNG



01:00 pm - 02:00 pm	Setup	<ul style="list-style-type: none"> - Set up picnic mats, tables, food at 1888 Lawn 	Amanda CHEN, Audrey CHEUNG
02:00 pm - 04:00 pm	Picnic	<ul style="list-style-type: none"> - Checked in with participants - Handed out name tags and food - Ensure engagement between participants 	Amanda CHEN, Audrey CHEUNG
04:00 pm - 04:30 pm	Clean up	<ul style="list-style-type: none"> - Cleaned up the venue - Put the tables back 	Amanda CHEN, Audrey CHEUNG

Event Flow: Boardgame Night

Time	Activity	Details	PIC
5:30 pm - 6:30 pm	On the spot ISA briefing and setup	<ul style="list-style-type: none"> - Briefed the ISAs about the event flow - Explained boardgame rules to ISAs - Setup venue 	Amanda CHEN, Audrey CHEUNG
6:30pm - 8:30 pm	Board Game Night	<ul style="list-style-type: none"> - Waited for participants to show up and direct them to their tables accordingly - ISA engage with participants throughout event 	Amanda CHEN, Audrey CHEUNG
8:30 pm - 9:30 pm	Clean up	<ul style="list-style-type: none"> - Cleaned up the venue - Put all boardgames back to the lounge 	Amanda CHEN, Audrey CHEUNG

Event Flow: Trivia Night

Time	Activity	Details	PIC
5:00 pm - 6:00 pm	Set up	<ul style="list-style-type: none"> - Collect Pizza from delivery - Setup venue in Art West 	Amanda CHEN, Audrey CHEUNG
6:00 pm - 8:30 pm	Trivia Night	<ul style="list-style-type: none"> - Host the night and engage with participants - Group them into 	Amanda CHEN, Audrey CHEUNG

		designated teams	
8:30 pm - 9:30 pm	Clean up	- Cleaned up the venue	Amanda CHEN, Audrey CHEUNG

Event Flow: Badminton

Time	Activity	Details	PIC
12:30 pm	Setup	- Set up badminton nets and hire equipments	Amanda CHEN, Audrey CHEUNG
01:00 pm - 02:00 pm	Badminton Match	- Checked in with participants & walk-ins - Facilitate the rotation of teams to allow for cross interactions between members	Amanda CHEN, Audrey CHEUNG
02:00 pm - 02:15 pm	Clean up	- Return the nets and equipments - Cleaned up the venue - Pay the bill for the courts	Amanda CHEN, Audrey CHEUNG

Event Flow: SWOTSNACCS

Time	Activity	Details	PIC
11:30 am - 12:00 pm	Setup & Source food and snacks	- Meet up with Education Department to collect snacks and drinks - Setup computer audio for Lo-fi, monitor for PowerPoint welcome slide, and allocate snacks for each tables	Amanda CHEN, Audrey CHEUNG
12:00 pm - 4:00 pm	Study	- Checked in with participants - Explained study room rules - Individual exam revision	Amanda CHEN, Audrey CHEUNG
04:00 pm - 04:30 pm	Clean up	- Cleaned up the venue - Put the tables back	Amanda CHEN, Audrey CHEUNG

5. Reflections and feedback

- Picnic
 - 80% show-up rate (52 out of 65 people turned out)
 - We had Costco food & snacks and Krispy Kreme doughnuts for the picnic. Food choices were great.
 - Students were very keen to talk to others and some students stayed back after we cleaned up the venue to continue their conversation.
 - Some feedback collected from students: it would be great to open with icebreaker games, put picnic mats closer to each other, and have music to create a better atmosphere.
 - It was a good start to our program since we have seen students coming for our future events with others who they have met in this picnic event.
- Board Game Night
 - Low turnout rate for this event (20 out of 50 people showed up)
 - No-show policy implemented after this event: A no-show policy was
 - Students who signed up for an event and didn't come to the event, will be put in low priority in our future events. These students might not be able to come to future events that they have signed up for.
 - Students were sitting around a table and playing board games. One to two ISAs are assigned to one table
 - Since participants turn up at different times, it was hard to organize the seating for participants, as we intend to group participants into their Buddy Up group.

- Trivia Night
 - 19 out of 21 people showed up.
 - Students were grouped into 5 teams and answered trivia questions.
 - The atmosphere was good for this event as we are hosting the event so we were able to engage with participants more closely.
 - The different categories of questions were relatively challenging too, participants were very focused on answering the questions correctly.
 - Overall, it was a very successful event.
- Badminton
 - 85% showed up rate.
 - As the sporting event is a highly requested one, we booked 4 courts for an hour.
 - We successfully provided sufficient opportunities for all participants to enjoy the game and play badminton.
 - People gave positive feedback as they not only play within their friend group, but also with people outside of their groups.
 - If a future committee wishes to host a similar sporting event, it is suggested to book the courts early as the schedule is usually very packed.
- SWOTSNACCS study session
 - 90% showed up rate.
 - A collaboration between Buddy Up Program x SWOTSNACC by the Education department. We shared the snacks with the Education Team, which included chips and soft drinks.
 - Students were given freedom to talk in the room and discuss that we booked separately from the normal SWOTSNACC rooms while studying to destress, while enjoying the snacks we provided.
 - Overall, the event was very successful. People appreciated the setup of the room and the opportunity we provided for them to mingle during the stressful season.
- Discord Channels
 - Discord channel invites are sent to everyone who signed up for the Buddy Up Program. In total, there were 288 participants. Participants are grouped based on their interests.
 - Main channels are categorized in terms of the hobbies, both verbal and written. Sub-channels are created for each group.
 - We picked Discord as the main communication channel for privacy, ability to handle large numbers of people, and simple segmentation for our audiences.
 - Some of the practical challenges that we faced were: discord is not a social media tool that everyone is used to, hence some people are not willing to download the channel; many inactive users; the motivations of engaging with the channel largely vary between different individuals (i.e., some people are really keen to make friends but some are not giving active responses).
 - The mid-year review was able to allow us to mitigate these challenges through creating groups on more popular social media, such as instagram; as well as establishing an additional group for all the active users to meet their demands for making friends.

6. Suggestions

- It would be helpful to restrict the participant number to around 100-150 people. It was very time consuming to group all 250 people into group based on their interests and reasons to apply for this program.
- To have a more thorough explanation or outline of the event during promotion. We believe that it will help participants to better understand how this program works, therefore increase their motivation in actively participating in this program.
- Plan ahead on how to engage with participants online. Some participants had expressed that even though they had the same interest with the others in their group, it was difficult for them to start conversations. It would be good if the participants can meet in person at the start of the program.

7. Budget

A total of **\$800** have been allocated for this event, and the total actual expenditure for this event is **\$591.09** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Picnic	1	\$280.59	\$280.59	\$250
Badminton single stadium	1	\$82.00	\$82.00	\$250
Trivia Night	1	\$208.50	\$208.50	\$250
Woolworths E-Gift Card	1	\$20.00	\$20	\$50
TOTAL			\$591.09	\$800.00
Surplus				\$208.91

- Overall, the events are controlled under the budget, which provides surplus to support other initiatives. Deficit was considered okay given that other Welfare events during semester 1 were well under budget.

8. Conclusion

Through the Buddy Up Program, the Welfare Department was able to improve the mental wellbeing of the student body through cultivating belongingness by providing in-person and online gathering opportunities. This was a new initiative proposed by the Welfare department, hence, we faced some technical difficulties in terms of building communication channels. However, it was largely outweighed by the high participation of the events. We are delighted to see that the participants started to hang out outside of the scheduled events, showing the successful establishment of relationships. We wish this initiative can be improved and passed on to future committee members.

This concludes our report for the Buddy Up Proposal 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Audrey CHEUNG, Amanda CHEN
Welfare Department 2022/23
UMSU International

**President's Monthly Report**Central Committee Meeting #1 – Monday, 31st July 2023**Introduction**

This report outlines the activities and achievements of the President and nominated members of UMSU International, serving as external representatives to represent international students with the University of Melbourne.

Women's Hygiene Products

UMSU International has actively engaged with the University to address the issue of period poverty on campus. Following the concerns raised in our International Student Survey 2022, we initiated discussions with the University administration. Initially, the proposal to install vending machines for sanitary products was met with resistance, but after persistent efforts, we secured a commitment from the University to allocate AUD 200,000 for this project. The installation of vending machines has been completed at the following locations:

CAMPUS	BUILDING NUMBER	BUILDING NAME	FLOOR ABBREVIATION	ROOM NUMBER
Parkville	171	ERC Library	Basement 1	CB02
Parkville	105	FBE Building (Giblin Eunson Library)	Ground	G25
Parkville	182	Brownless Biomedical Library	Ground	G07
Parkville	177	Baillieu Library	Ground	CG02
Parkville	476	Lisa Belleair House	Ground	G19
Parkville	162	Student Pavilion Building	Basement 1	CB02
Southbank	863	The Hub	Ground	CG06

Furthermore, UMSU International has been granted a HPP Grant of 10,000 to provide free period products from these machines throughout the year. We have also arranged for the vending machine provider to directly invoice UMSUI for the products, with the University taking over the invoicing process starting next year.



Safe Sex Program

Following our period product campaign UMSU International has begun lobbying the University to provide free condoms, lubricants and dental dams beyond their safe sex program that dispenses 1,000 of these per year.

After a few discussions backed by data from ISS 2022 and ISS 2023 we were able to show the University that 1,000 packets for a cohort strength of 55,000+ shows a lack of knowledge of this program, this along with stigma were identified as potential reasons for low demand are being tackled collaboratively by UMSU International and the Universities Health Promotion team as a safe sex campaign starting this Semester along with the University committing to increasing supply to match the expected increased demand.

UMSU International also believes the union should only provide essentials until it can successfully lobby the University to provide these and not simply keep using SAFF allocations for these because the University isn't using its own funding.

ISS 2023

After our committee successfully ran ISS 2022 and managed to get 1000+ responses leading to many key outcomes, most notably Journey Café, an affordable food vendor in the Student Pavilion, it was suggested to us by chancellery to move it up to the start of the year. We were also able to get chancellery to provide direct feedback into its development enhancing the credibility of our survey. As most of you may know we managed to get 1667 responses with many issues being raised. I'll leave it to Shea to provide the actual report to everyone in the next CCM but I would like to highlight the biggest issue was affordable food option with 999 students asking for cheaper food on campus. This is something we have taken very seriously and has become a key issue for the University due to our survey, I would also recommend the incoming committee to continue with the Welfare Breakfast we have fought a lot of people from within UMSU and the University to keep this program going and its very popular and important.

Canteen

ISS 2022 and 2023 have been given to Pip Nicholson(DVC People and Community) who used these surveys to start a committee to examine food affordability on campus, the findings of the committee matched those of UMSU International. As a result, Pip presented the ISS and committee surveys to the Student Campus Experience Committee chaired by DVC Academic Gregor Kennedy where the UMSU International President is a member, I am happy to report the canteen has been endorsed and ISS has formally been acknowledged as a key reason for starting of the canteen.

The canteen is being workshopped on in the Food Security Working Group where membership is given to UMSU International's VP Education and Welfare and decisions endorsed at the Student Campus Experience Committee where the UMSU International President sits. The canteen should be



starting next year so this would be a big project that would be handed over to the incoming committee.

Relationship with UMSU, GSA and University

At the start of my term, we had horrible relations with both UMSU and GSA- I worked on the UMSU relationship as a priority and got it streamlined very early in my term. But with a change in office bearers after elections that relation had weakened- it didn't reach a stage of non-cooperation like before but we didn't necessarily get along. After Sara Pheasant took over as CEO sometime in the middle of Semester 1 2023 the relationship has gotten better and we are currently undergoing an organisational review between UMSU and UMSU International being undertaken by an independent consultant Sally Basser. All executive members and directors were invited to a one-on-one interview with most attending along with key stakeholders from UMSU, the scope also includes UMSU International Honoraria which was a long-standing issue and was endorsed by council pending a review in my term. Sally is expected to complete her work in August and make recommendations that will be taken to council shortly.

In my term we've worked in lockstep with the University to achieve countless outcomes and the University is acknowledging it. The UMSU International President is now being consulted by various stakeholders for one-on-ones and was even invited by the Vice-Chancellor to the New Estate Plan Launch which was an exclusive event with only senior university executive in attendance. This is especially significant considering at the start of my term we weren't being given membership in important university working groups like the food security working group. Our relations with the University is stronger than ever.

This concludes the President's report for July 2023. Please feel free to contact me if you have any queries or suggestions.

Prepared by,

**Sanskar Agarwal
President 2022/23
UMSU International**



6. Other Business

- 6.1 M&M Presentation
- 6.2. Committee 2023/2024 Induction Survey
- 6.3. ISS Report Information
- 6.4. Polaroids from Committee 2022/23

7. Next Meeting

CCM #2

Date : Monday, 14th August 2023 (17:00)

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)