

## **Agenda**

Central Committee Meeting #10 – Tuesday, 15<sup>th</sup> April 2025

---

Time : 17:00

Venue : PAR-160-G-G03-Evan Williams Theatrette

### **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. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

- 3.1. CCM #9

### **4. Proposals**

- 4.1. Earth Week Sem 1 2025 Proposal
- 4.2. Get Certified Sem 1 2025 Proposal
- 4.3. Mental Health Week Sem 1 2025 Proposal
- 4.4. Snack and Seek Sem 1 2025 Proposal

### **5. Reports**

- 5.1. Heads of Clubs Sem 1 2025 Report
- 5.2. ISA March 2025 Intake Report

### **6. Other Business**

## 7. Next Meeting

### **Unconfirmed Minutes**

Central Committee Meeting #9 – Tuesday, 1<sup>st</sup> April 2025

---

Time : 17:00

Venue : PAR-149-L1-107-William Macmahon Ball Theatre

#### **- Procedural Matters**

- 1.1. **Acknowledgement of Indigenous Owners**
- 1.2. **Official Welcome**
- 1.3. **Attendance and apologies**
  - Attendance – 28 members

#### Late with Apologies

Officers: Pavitra RAVI, Shreeyukta ADHIKARI

#### Absent with Apologies

EXCO: Korakot SAINGAM (Kayden)

Directors: Shruthi Tharmia PRABHUSHANKAR, Aerizqa RAKHMADANI

Officers: Isabelle HII, Kathryn WANG, Alyssa RESWARI, Jeasy CHUNN, Minh Daht NGUYEN (Damian), Jasmine LOW

#### Late with No Apologies

Officers: Suhas AGRAWAL

### Motion 1

Move that **Standing Orders** be adopted for **CCM #9** at 5:07PM

Mover : Yuxuan LIU (Linda)

Seconded : Ella LIANG

CARRIED without contention.

### **1.5. Adoption of Agenda**

### Motion 2

Move that the **Agenda for CCM #9** be adopted at 5:08M

Mover : Seoyoun KIM

Seconded : Irina ANANDA

CARRIED without contention.

- **Matters Arising from Previous Minutes**
  
- **Confirmation of Previous Minutes**

### Motion 3

Move that the **minutes of CCM #8 be accepted and confirmed as a true and accurate record.**

Mover : Zhao He KOK

Seconder : Kaelyn MIRANDA

**Motion Carried.**

#### Motion 4

Move that the **Beyond Borders Semester 1 2025 Report** be accepted.

Mover : Cornelius SALIM (Cornel)

Seconder : Minh Daht NGUYEN (Damian)

**Motion carried.**

#### Motion 5

Move that the **Food Adventures Semester 1 2025 Report** be accepted.

Mover : Smruti MHALGI

Seconder : Isaac HII

**Motion carried.**

#### Motion 6

Move that the **President's Report #2** be accepted.

Mover : Suhas AGRAWAL

Seconder : Raunak RAGHAVAN

**Motion carried.**

Other matters

- Honoraria Update
- Changes to Financial Regulations
- OB Jacket

Motion 7

Move that **Standing Orders** be suspended at **5:47PM**

Mover : Kayven SATRIO

Seconder : Winnie LAO

**Motion carried.**

Motion 8

Move that **CCM #9** be adjourned at 5:48PM

Mover : Vinaya WIHARSA

Seconder : Shreeyukta ADHIKARI

**Motion carried.**

**Prepared by,**

**Qi Evelyn WANG (Evelyn)  
General Secretary 2024/25  
UMSU International**

## **Earth Week Sem 1 2025 Proposal**

Central Committee Meeting #10 – 15<sup>th</sup> April 2025

---

### **1. Introduction**

Earth Week is an initiative organized to promote sustainability and raise awareness about the earth. To celebrate, we'll be hosting two engaging events throughout the week: a

flower arrangement workshop, and a fun, interactive trivia night focused on environmental topics. Through these events, we hope to inspire students to take small steps toward a greener future and spark meaningful conversations about the importance of protecting our planet.

**2. Objectives**

This event aims to:

- Promote sustainable habits within the student community.
- Raise awareness about key environmental issues.
- Encourage student engagement through eco-focused events.

**3. Event Details**

- Date : Week 10
- Venue : Student Kitchen and Ida Bar
- Number of Attendees : ~55 in total
- Coordinators : Aerizqa A. RAKHMADANI, Jeasy CHHUN, Isabelle Hung Ching HII, Kathryn WANG
- Manpower : All the coordinators
- Budget : \$3000.00

**4. Event Overview**

Earth Week is a Week 9 initiative featuring a series of engaging and educational activities aimed at promoting sustainability and environmental awareness. The event line-up includes two flower arrangement sessions held in the Student Kitchen and a fun and interactive trivia night combined with ice-breaker games at Ida Bar in collaboration with SMART consumer club.

**5. Event Timeline**

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				

5		Planning and creating proposal	<ul style="list-style-type: none"> <li>- Finalize event ideas and writing proposal</li> </ul>	Aerizqa A. RAKHMADAN I, Jeasy CHHUN, Isabelle Hung Ching HII, Kathryn WANG
6-8		Purchasing flowers	<ul style="list-style-type: none"> <li>- Purchase flowers and other items needed for the flower arrangement session</li> </ul>	Jeasy CHHUN, Kathryn WANG
6		Purchasing items for trivia night	<ul style="list-style-type: none"> <li>- Purchase prizes</li> </ul>	Kathryn Wang
6		Request ISAs	<ul style="list-style-type: none"> <li>- Request ISAs</li> </ul>	Isabelle Hung Ching Hii
7		Feedback forms	<ul style="list-style-type: none"> <li>- Create feedback forms for the different events throughout the week</li> </ul>	Isabelle Hung Ching Hii
<b>Event Day</b>				
10		Run events	<ul style="list-style-type: none"> <li>- Thursday: set up Ida Bar</li> <li>- Friday: set up student kitchen for flower arrangement making sessions</li> </ul>	Aerizqa A. RAKHMADAN I, Jeasy CHHUN, Isabelle Hung Ching HII, Kathryn WANG
<b>Post Event</b>				
10		Feedback	<ul style="list-style-type: none"> <li>- Collect feedback from participants after each event</li> </ul>	Aerizqa A. RAKHMADAN I, Jeasy CHHUN, Isabelle Hung Ching HII, Kathryn WANG



### Event Day

- Earth day will run across three weekdays:
  - Thursday: Trivia night
  - Friday: Flower arrangement sessions

### 6. Budget

A total of **\$3000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
<b>Flower Arrangement Making</b>			
Flower Arranger Hire	1	\$1000	\$1000
Beverages	40	\$10	\$400
<b>Trivia Night</b>			
Food & Beverages	25	\$16	\$400
Prize	1	\$43	\$43
Miscellaneous			\$1157
<b>TOTAL</b>			<b>\$3000</b>

### 7. Conclusion

The Welfare Department aims to raise awareness among international students about today's pressing environmental issues. By understanding the link between a healthier planet and individual wellbeing, we hope this event encourages students to adopt more sustainable, mindful practices that benefit both their lives and the wider community.

This concludes our proposal for the Earth Week. Please contact the Welfare Department if you have any questions.

**Prepared by,**

**Isabelle Hung Ching Hii  
Welfare Department 2024/25**

**UMSU International**

## **Get Certified Sem 1 Proposal**

Central Committee Meeting #10 – Tuesday, 15<sup>th</sup> April 2025

---

### **1. Introduction**

To address the increasingly relevant issue of international student' jobs security and financial welfare, the Education department has decided to run an employability series to better prepare international students for casual or part-time job opportunities. The courses that will be run this iteration are the qualifications for Responsible Service of Alcohol (RSA), Accredited Barista Training, and First Aid Training.

The aim of these workshops is to train up student groups in the University to achieve qualifications for which there is large demand (as RSA, Barista, and physical first aid are required certificates for student events according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities,

both on the organisation and participation level, and give them more employment opportunities.

## 2. Objectives

This event aims to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.
- Promote one of the goals of the UMSU International Education department: To help with the employability issue of international students in Melbourne.
- To increase the engagement and participation of international students in university events.

## 3. Event Details

Date	: Friday 25 <sup>th</sup> , Saturday 26 <sup>th</sup> , Sunday 27 <sup>h</sup> April 2025
Venue	: CBD College and Complete Hospitality Training venues
Number of Attendees	: 150 participants across 3 different courses
Coordinators	: Irina Ananda, Olivia Lin, Linda Liu
Manpower	: 5 OBs
Budget	: \$10,000

#### 4. Event Overview

Get Certified will be run over the course of 3 days, with first day offering 1 course and the other days offering 2 different qualifications. We have finalized three courses for this iteration of Get Certified - they will be:

##### 1. Responsible Service of Alcohol (RSA)

- We are looking to provide subsidised prices to 48 students over 2 classes (25 students each class)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students
- This will be a 4-hour course
- The provider is Complete Hospitality Training

##### 2. Accredited Barista Training

- There will be 3 Accredited Barista Training sessions, each session will have 24 spots.
- This is a safe estimate considering we have not provided this course in the past and barista training is becoming more and more prominent for jobs in hospitality and other industries
- This will be a 5-hour course
- The provider is CBD College

##### 3. First Aid Plus CPR

- We are looking to provide subsidised prices over 2 sessions of 25 students
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students.
- The provider is CBD College

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5	2 April 2025	Planning Event	- Meeting to discuss what courses we want to provide	Olivia Lin, Linda Liu, Irina Ananda

5		Research and negotiations	<ul style="list-style-type: none"> <li>- Research &amp; contact course providers</li> <li>- Negotiating with vendors for group discounts.</li> </ul>	Olivia Lin, Linda Liu, Irina Ananda
5		Making bookings	<ul style="list-style-type: none"> <li>- Finalising course providers and booking courses based on targets</li> </ul>	Olivia Lin, Linda Liu, Irina Ananda
7		Proposal	<ul style="list-style-type: none"> <li>- Writing proposal</li> </ul>	Olivia Lin, Linda Liu, Irina Ananda
7		Publicity	<ul style="list-style-type: none"> <li>- Advertise event on social media</li> </ul>	Olivia Lin, Linda Liu, Irina Ananda
7		Open registrations	<ul style="list-style-type: none"> <li>- Release Trybooking links for students to book courses</li> </ul>	Olivia Lin, Linda Liu, Irina Ananda
7		Event Coordination with Provider	<ul style="list-style-type: none"> <li>- Collecting participant details and sending them to providers</li> </ul>	Olivia Lin, Linda Liu, Irina Ananda
<b>Event Day</b>				
Mid sem	25 <sup>th</sup> -27 <sup>th</sup> April	RSA	Participants undergo RSA training at Complete Hospitality Training	Olivia Lin, Linda Liu, Irina Ananda
Mid sem	25 <sup>th</sup> -27 <sup>th</sup> April	First Aid	Participants undergo First Aid training at CBD College	Olivia Lin, Linda Liu, Irina Ananda

Mid sem	25 <sup>th</sup> -27 <sup>th</sup> April	Barista	Participants undergo Barista training at CBD College	Olivia Lin, Linda Liu, Irina Ananda
Mid sem	25 <sup>th</sup> -27 <sup>th</sup> April	Feedback	Collect feedback from participants after each course	Olivia Lin, Linda Liu, Irina Ananda
<b>Post Event</b>				
10		Payments to vendor	- Acquiring invoices and making sure they are paid	Olivia Lin, Linda Liu, Irina Ananda
10		Certificates	- Making sure the participants have received their course certificates.	Olivia Lin, Linda Liu, Irina Ananda

### Pre-event

- Contact and book providers
- Place food order for event day catering
- Open registrations
- Send participant information to providers for first aid & barista training as they require registrants to do a pre-course online assessment. Send participant information via the excel sheet provided to the RSA training.

### Event Day

- Supervise running of courses
- Set up & hand out food & drink

### Event Flow

#### **25<sup>th</sup> April 2025 – Barista and First Aid**

RSA

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by	Olivia Lin, Linda Liu, Irina

		providers	Ananda
TBD	Break	30-minute break	

### Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda
TBD	Break		

### 26<sup>th</sup> April 2025 – Barista, First Aid and RSA

#### RSA

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda
TBD	Break	30-minute break	

#### Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda
TBD	Break		

#### First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda

TBD	Break		
-----	-------	--	--

**27<sup>th</sup> April 2025 – Barista, First Aid and RSA**

**RSA**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10am – 2pm	Session runs	RSA session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda
TBD	Break	30-minute break	

**Barista**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9am - 3pm	Session runs	Barista session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda
TBD	Break		

**First aid**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9am - 3pm	Session runs	First aid session will be run by providers	Olivia Lin, Linda Liu, Irina Ananda
TBD	Break		

**Post Event**

- Collect feedback
- Process payments/invoices to the vendors.



## 6. Budget

A total of **\$10,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
RSA Course	50	\$50	2500.00
First-Aid Course	48	\$79 original \$99	3792.00
Barista Course	72	\$99 original \$199	7128.00
Ticket for Barista	72	-\$20	-\$1440
Ticket for RSA	50	-\$10	-\$500
Ticket for First-Aid Course	48	-\$15	-\$720
<b>TOTAL</b>			<b>10,760</b>

## 7. Conclusion

The Education department understands that international students face many hurdles and difficulties in obtaining employment in Melbourne. We hope that through this event, students can gain the necessary qualifications that will hopefully alleviate the challenge of finding jobs. Furthermore, we hope that these courses will give international students the skills and confidence to get involved with more events in university that may require such certifications. Students can also discover other courses that are available to them through these providers. We hope that Get Certified will benefit the international student body by allowing them to gain hard, applicable skills and make it easier for them to thrive in Melbourne.

This concludes our proposal for Get Certified 2025. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Irina ANANDA**

**Olivia LIN**

**Education Department 24/25**

**UMSU International**

**Mental Health Week Sem 1 2025 Proposal**  
Central Committee Meeting #10– 15<sup>th</sup> April 2025

---

**1. Introduction**

The UMSUi Welfare Department will be holding a Mental Health Week as part of our aim to improve mental health for international students at the University of Melbourne. Mental Health Week will be held in Week 11 of Semester 1. We will be reaching out to stakeholders, including the university Counselling and Psychological Services (CAPs), The Dax Centre, Cat Cafe Melbourne and MU Sports to explore potential collaborations in delivering wellbeing events and raising

awareness about mental health services for students across the University. Currently, our events include a Yoga Session led by an MU sports instructor, a Dax Gallery Exhibition tour, Mental Health First Aid (MHFA) Training with CAPS and a Cat Cafe Excursion. We believe this event will better help improve the mental health of students, especially during the stressful time leading up to examinations.

## 2. Objectives

This event aims:

- To support international students following mental health day and let them know that they are all welcome here in the University of Melbourne
- To promote UMSU International as a student body offering support on wellbeing related issues for international students
- To provide international students with a safe and relaxing environment to share their concerns or difficulties of their current studies and life in Australia and overseas, both online and offline
- To increase international student awareness of mental health related issues.
- To help students de-stress
- To offer useful information regarding mental health and well-being related resources and services available to international students both on and off campus

## 3. Event Details

Date	: Week 11 (20 <sup>th</sup> - 22 <sup>nd</sup> May)
Venue	: Various (TBD)
Number of Attendees	: Depends on the event; roughly 35-40 for Cat Cafe Excursion, roughly 25 for Dax Gallery Exhibition Tour, roughly 20 for Yoga session and TBC for Mental Health First Aid (MHFA) Training
Coordinators	: Cornellius SALIM, Daaksha NEGI, Jasmine Qawiemah MATAKIM LEONG, Yuxuan LIU
Manpower	: All the coordinators + 5 ISAs (spread across the days)
Budget	: \$3200.00

#### 4. Event Overview

Mental health week will be a three-day long initiative with both engaging and educational events running throughout the week. Events will include a Yoga Session led by an MU sports Instructor, a Dax Gallery Exhibition Tour, a Mental Health First Aid (MHFA) Training and a Cat Cafe Excursion.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5		Planning and creating proposal	- Writing proposal	Daaksha NEGI
6		Planning for Yoga session	- Contact MU sports for Yoga Instructor - Book Venue for Yoga Session	Cornellius SALIM
6		Planning for Dax Gallery exhibition tour	- Contact Venue for Booking Tour	Qawiemah MATAKIM LEONG
6		Planning for Cat Cafe Event	- Contact Venue for Booking	Daaksha NEGI
6		Mental Health First Aid (MHFA) Training	- Contact CAPS for collaboration	Yuxuan LIU
7		Request ISAs	- Request ISAs for each event	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
7		Request MnM for design	- Poster design	Cornellius SALIM
8		Planning for Events	- Order Food & Beverages	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius

				SALIM
9		Open ticketing	- Open registrations for events	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornelliuss SALIM
10		Feedback forms	- Create feedback forms for the different events throughout the week	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornelliuss SALIM
<b>Event Day</b>				
11		Run events	- Run Yoga session - Run Dax Gallery Exhibition Tour - Run Cat Cafe Event - Run Mental Health First Aid (MHFA) Training with CAPS	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornelliuss SALIM, Yuxuan LIU
<b>Post Event</b>				
11		Feedback	- Collect feedback from participants after each event	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornelliuss SALIM
11		Report		Cornelliuss SALIM

### **Event Outline**

- Mental Health Week will run across the entire week with the current proposed events:
  - ∠ Tues ⇒ MU Sports x Yoga Collaboration
  - ∠ Wed ⇒ Mental Health First Aid (MHFA) Training with CAPS + Dax Gallery Exhibition Tour
  - ∠ Thurs ⇒ Cat Cafe De-Stress Event

### **6. Budget**

A total of **\$3000.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Cat Cafe Melbourne			
1hr private session	2	\$592.25	\$1,184.50
Dax Gallery Exhibition Tour			
Group Tour – 1hr session	1	\$250	\$250
Food & Beverages	25	\$550	\$550
MU Yoga Sports			
Instructor Fee	1	300	300
Venue Hire Fee	1	300	300
Beverages	25	400	400
Miscellaneous	1	200	200
<b>TOTAL</b>			<b>\$3000.00</b>

## 7. Conclusion

The Welfare department understands that many students experience hardships throughout their student life, where it is their physical or mental wellbeing. We hope to advocate for and to raise awareness about sensitive mental health topics within the international student community. The three-day long event will aim to provide the necessary resources and information for students to seek the support they need to improve their overall welfare. Furthermore, our event aims to cover both serious topics whilst also having a range of fun social events to help students relax and de-stress. We hope this event provides some insights into mental health issues and works to destigmatize these topics within the international student community.

This concludes our proposal for the Mental Health Week 2025. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM, Yuxuan LIU**

**Welfare Department 2024/25**

**UMSU International**

## **Snack & Seek: A Cultural Game Fest Sem 1 2025 Proposal**

Central Committee Meeting #10 – Tuesday, 15th April 2025

---

### **1. Introduction**

Snack & Seek: A cultural game fest is an event held by the Graduate Department for committee members and ISAs to engage with International graduate and undergraduate students at the University of Melbourne. It serves free snacks, has activities and games, and offers International students a chance to bond over different cultures and cuisines. The event takes place at the Market Hall (Building 189).

### **2. Objectives**

This event aims to:

- Provide students with a space to engage in traditional games from various countries and win fun prizes, such as local and traditional food from different cultures.
- Improve the International student experience and encourage cross-cultural knowledge
- Foster better connections and bonding outside of professional events

### 3. Event Details

Date	: Thursday, 15th May 2025
Venue	: Market Hall (Building 189)
Number of Attendees	: 200-250 people
Coordinators	: Shruthi Tharmia PRABHUSHANKAR, Smruti MHALGI , Qi Evelyn WANG
Manpower	: 3 Committee Members & 8 ISAs
Budget	: \$2000

### 4. Event Overview

Snack & Seek will be hosted as a fun and interactive event for both Graduate and Undergraduate students. The goal is to provide a unique opportunity to experience the cultural diversity at the university through traditional games and local snacks from various countries. This event will feature different stalls, each representing a country from all continents, where participants can try their luck at traditional games from that culture. If they win, they'll be rewarded with authentic local snacks or desserts from the respective country. Students who don't get to win will also be given packed snacks as prizes. There is also a lucky draw competition towards the end of the event, and prizes will be distributed.

The event will be held at the Market Hall, offering a vibrant atmosphere where students can enjoy delicious treats, make new friends, and learn about different cultures while engaging in friendly competition. The event will also feature opportunities for students to chat with our OBs and share their experiences, feedback, or any concerns they may have. This hangout promises to be a great chance to explore, enjoy, and connect with the global student community at the university.



## 5. Event Timeline

W k #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5	2nd April	Initial planning	Initial draft of approach + details  Rough budget estimates	Shruthi, Smruti, Evelyn
6	10 <sup>th</sup> April	Teamwork	Creation of activities on Teamwork and briefing respective departments on the tasks needed	Shruthi, Smruti, Evelyn
7	15 <sup>th</sup> April	Proposal	Present the proposal at CCM 10	Shruthi, Smruti, Evelyn
8	30 <sup>th</sup> April	Vendor Finalisation	Vendor finalization and budget confirmation	Shruthi, Smruti, Evelyn
<b>Event Day</b>				
10	15th May 2025 12:00 PM - 02:00 PM	Snak and Seek	Pre-event setup (furniture, snack station, games etc.)  The main event starts at 12 PM. Students entering Market Hall will be directed towards the game stalls where they can win vouchers for their prizes/ participation prize. Post that they will be directed to prizes (based on what they prefer: Snack/dessert) and bond with their peers. ISAs and coordinators on crowd control.  Event pack down by 3 PM, followed by cleanup	Shruthi, Smruti and Evelyn
<b>Post Event</b>				
-	TBC	Report	Presenting the outcome of the event along with feedback, reflections and suggestions for the next Snak and Seek Event at the next CCM	Shruthi, Smruti and Evelyn

**Event Flow**

Time	Activity	Details	PIC
10.30 am to 11:45 am	Initial Venue setup	Venue Setup	Shruthi, Smruti and ISAs
12 pm to 2 pm	Event Time	Food + Games + ISAs and OBs on crowd control and Interaction with students on any concerns/queries	All Coordinators
2:15 pm to 3:15 pm	Clean-up	Post event clean-up and tidy the venue	Shruthi, Smruti and ISAs

**Post Event**

Outcome of the event along with feedback, reflections and suggestions for the next Snack and Seek event presented in the next CCM. Date TBC later.

**6. Budget**

A total of **\$2000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Cultural Club Game Stalls	5	100	500
Desserts Lamana	100	3	300
Veg quiche from The French Lettuce	50	3.50	175
Martabak manis	50	4.50	225
Mexican churros	50	3	150
Indian chaat bowl	50	6	300
Woolies assorted snacks box	5	8	40
Prizes	5	15	75
Miscellaneous	-	-	235
<b>TOTAL</b>			<b>2000.00</b>

## 7. Conclusion

This concludes our proposal for the Snack & Seek 2025 Proposal. Please contact the Graduate Department if you have queries.

Prepared by,  
**Shruthi Tharmia Prabhushankar**  
**Smruti Mhalgi**  
**Graduate Department 2024/25**  
**UMSU International**

## Heads of Clubs Sem 1 2025 Report

Central Committee Meeting #10 – Tuesday, 15<sup>th</sup> April 2025

---

### 1. Introduction

This report summarises the Heads of Clubs Semester 1 2025 event. Heads of Clubs is a semi-formal networking event held to network with and introduce executive committee members of university clubs to UMSU International.

### 2. Event Details

Date	:	Tuesday, 25 <sup>th</sup> March 2025, 5:30 – 7:30 p.m.
Venue	:	William Macmahon Ball Theatre
Number of Attendees	:	35 (including UMSUi committee members)
Coordinators	:	Seoyoun KIM, Ella LIANG, Laavanya YADAV
Manpower	:	3 Committee Members & 4 ISAs (including coordinators which consists of 3 Committee Members)
Budget	:	\$967

### 3. Event Overview

The aim of Heads of Clubs event is to make clubs at the University of Melbourne more aware of UMSU International, and introduce them to services and features, such as grants, that may prove to be helpful for both new and well-established clubs. The event also serves as a platform to build connections and open the door for potential collaborations with clubs in the future.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
N/A	March 3rd	Present Proposal	- Present proposal during ECCM	Ella LIANG
N/A	February 24 <sup>th</sup> - 29th	Logistics	<ul style="list-style-type: none"> <li>- Book venue</li> <li>- Contact and order food from Vendors</li> <li>- Ticketing link from CME Help Desk</li> <li>- Task sheet for ISAs</li> </ul>	Ella LIANG, Laavanya YADAV
0	February 24 <sup>th</sup> - 29th	Promotion	<ul style="list-style-type: none"> <li>- Notify M&amp;M about promotion at least 2 weeks prior to promotion period</li> <li>- Arrange social media promotion for the event via UMSU International socials</li> <li>- ISA Publicity Hours</li> <li>- Brief ISAs on event requirements (including food handling)</li> </ul>	Ella LIANG Laavanya YADAV
0	February 24 <sup>th</sup> - 29th	Department Slides	<ul style="list-style-type: none"> <li>- Notify committee about slides</li> <li>- Finalise and compile slides</li> </ul>	Seoyoun KIM
0	March 12th	Participants	<ul style="list-style-type: none"> <li>- Write email drafts for clubs</li> <li>- Invite participants</li> <li>- Confirm number of participants</li> </ul>	Ella LIANG Laavanya

			and dietary requirements	YADAV
	March 4-8	Logistics #2	- Buy Drinks and Supplies	Seoyoun KIM
1-2	March 11 - 14	Feedback Form	- Create feedback form to be used on the day post-event	Ella LIANG
<b>Event Day</b>				
4	March 25th	Heads of Clubs Event	(Written in event flow down below)	Ella LIANG Seoyoun KIM  Laavanya YADAV
<b>Post Event</b>				
6	April 10th	Report	Writing and filling out the report	Laavanya YADAV
6	N/A	Present Report	Present report in CCM	Laavanya YADAV

## 5. Event

## Flow

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
4.30 PM	Event Preparation	<ul style="list-style-type: none"> <li>- Chairs</li> <li>- Utensils and tables set up</li> <li>- Getting presentation ready</li> <li>- OBs arrive</li> <li>- ISAs help</li> <li>- Arrange food delivery</li> </ul>	Ella LIANG Seoyoun KIM Laavanya YADAV
5.30 PM	Introduction	<ul style="list-style-type: none"> <li>- Participants arrive</li> <li>- Introduction of event</li> <li>- Participants can take drinks</li> <li>- ISAs hand out appetisers and label main foods</li> </ul>	Ella LIANG
5.30-6:00 PM	Presentations	<ul style="list-style-type: none"> <li>- Exco presentation</li> <li>- Department presentations</li> <li>- Order:               <ul style="list-style-type: none"> <li>President</li> <li>Vice president + E&amp;W,</li> <li>Vice president + C&amp;S,</li> </ul> </li> </ul>	Ella LIANG
6:00-6:30PM	Networking and Eating	<ul style="list-style-type: none"> <li>- ISAs and OBs will help to distributing food to participants</li> </ul>	Ella LIANG

		and other OBs - OBs and participants network and interact - Feedback from in break	Seoyoun KIM Laavanya YADAV
6:30-7:00 PM	Presentations	- Exco presentation - Department presentations - Order: Vice president + M&M, HR P&S + Treasure + Grants	
7:00-7:15 PM	End of Event	- Thank participants for coming - Instruct ISAs to ask participants to fill out feedback form	Ella LIANG
7:50 - 8:20 PM	Clean Up	- ISAs and P&S department clean up once all participants leave	Ella LIANG

## 6. Reflections

### Attendance

The event had a turnout of 21 club executives, which was lower than expected since 54 registrations had been received prior to the event.

### Feedback

- The form received 6 responses. Most respondents found the slides to be relatively informative, with the grants section being seen as being the most informative.
- The respondents felt relatively neutral about the food provided during the second half of the event.
- Suggestions collected from the form included starting the event on time and sharing the slides in advance so that the executive committee members could involve other club members in coming up with suggestions and questions during the event.

### Suggestions

- Given the low attendance despite the high ticket bookings, clearer expectations can be set with attendees regarding event attendance and reaching out ahead of time in case of no-show.
- The invitations could specify that walk-ins are welcome for the event, space permitting.
- Consider holding the event earlier in the semester, since a lot of club events are usually held around weeks 4-6. Conducting Heads of Clubs earlier would open up opportunities for potential collaborations around this time.

## 7. Budget

A total of **\$1100** has been allocated for this event, and the total actual expenditure for this event is **\$967** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)

Food Catering	1	\$800	\$800
Beverages	1	\$139	\$139
Napkins: 100 serviettes Coles	2	\$1.00	\$2.00
Gloves	1	\$8	\$8
Miscellaneous	-	-	\$180.00
<b>TOTAL</b>			<b>\$967.00</b>

## 8. Conclusion

This concludes our report for the Heads of Clubs Semester 1 2025. Please do not hesitate to contact the Partnership & Sponsorship Department should you have any queries.

**Prepared by,**

**Laavanya YADAV**

Partnership & Sponsorship Department **2024/25**

**UMSU International**



## ISA Recruitment March Intake 2025 Report

Central Committee Meeting #10 – Tuesday, 15<sup>th</sup> April 2025

---

### 1. Introduction

The ISA Recruitment 2025 will be divided into two parts: February Intake and March Intake (further explained in a separate proposal). The March intake mainly functions to recruit ISAs for the upcoming events before the start of the upcoming semester. Meanwhile, the ISAs from March Intake will focus on supporting any events going to be conducted after the start of Semester 1, 2025.

With regards to the February 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 1, 2025.
- Recruit around 30-40 ISAs out of 150 applications for the February Intake.
- To gain manpower for events during Semester 1, 2025 and Semester 2, 2025.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2025.

### 3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>			
	Contact M&M and Start Teamwork	Contact CME and Start Teamwork for ISA	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA,

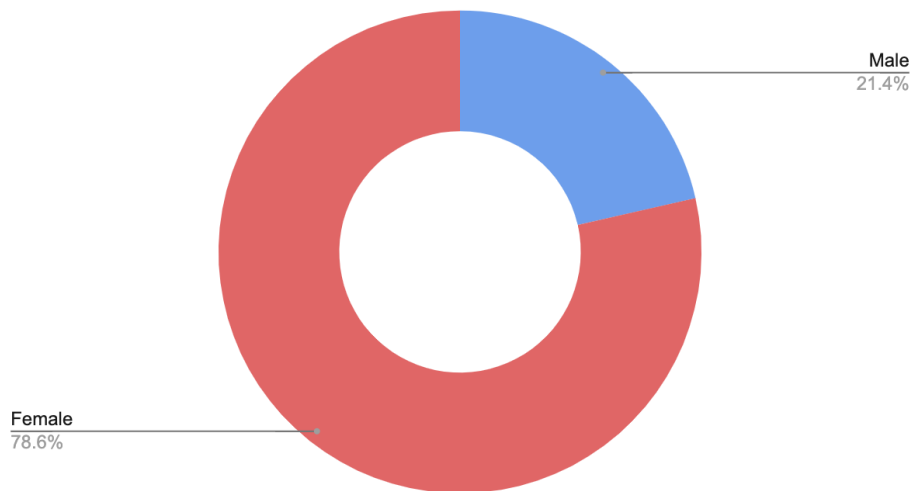
21/2/2025 - 8/3/2025		Recruitment Promotion Posters	Suhas AGRAWAL, Jasmine LOW
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
<b>Event Day</b>			
9/3/2025 - 16/3/2025	Open ISA Application	Application will be opened to all University of Melbourne's students	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
17/3/2025 - 20/3/2025	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
21/3/ 2025 - 23/3/2025	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
<b>Post Event</b>			
24/3/2025	Send Emails	Send out acceptance and rejection emails for candidates	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
27/3/2025	Big Day Out	A welcoming and induction event for ISAs	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW

#### 4. Application Results and Statistics (March 2025 Intake)

Out of 150 applicants, 62 candidates had attended the interviews. For the March term, the HR department has selected 29 ISAs. Here are the statistics of the ISAs:

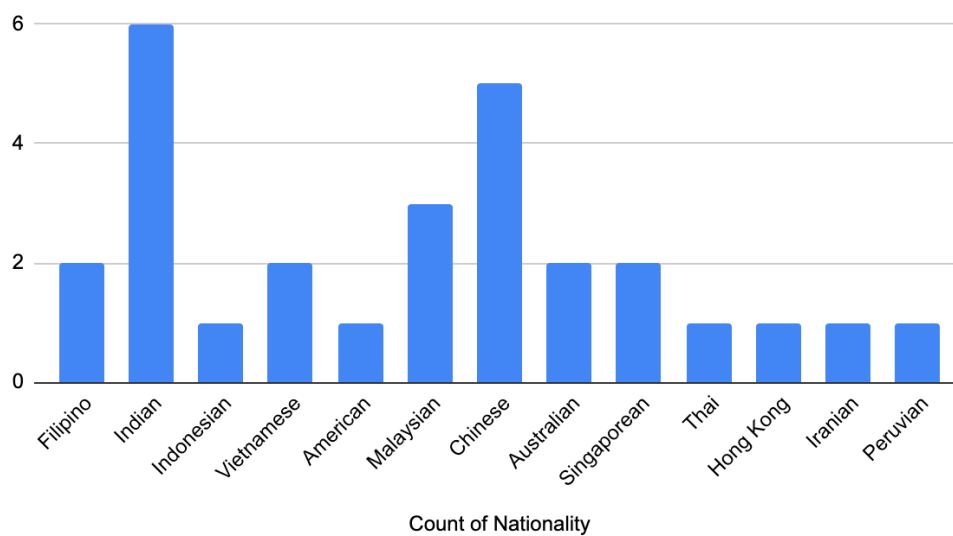
##### a. Gender

Count of Gender in ISA Program (March 2025 Intake)



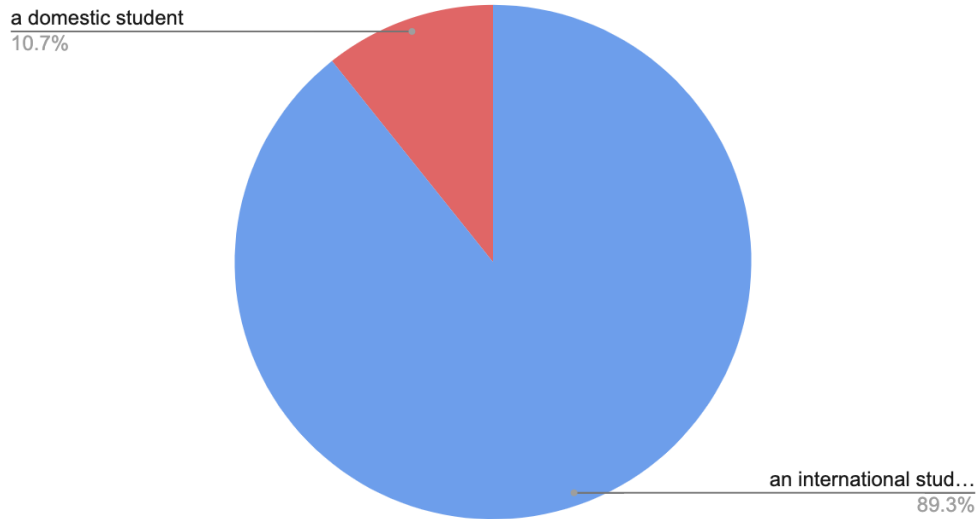
##### b. Nationality

Count of Nationality in ISA Program (March 2025 Intake)



c. *Student Status (Local/International Student)*

Count of Student Status in ISA Program (March 2025 Intake)

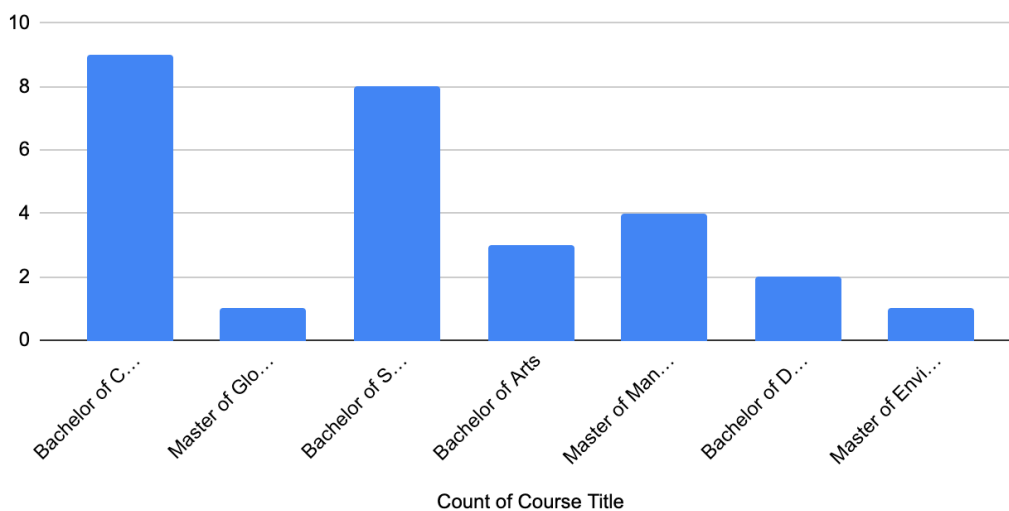


d. *Onshore/Offshore*

*All of the ISAs recruited in this intake are onshore.*

e. *Course Title*

Count of Course Title in ISA Program (Feb 2025 Intake)



## 5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$110**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD )	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	110.00	110.00	110.00
<b>TOTAL</b>			<b>110.00</b>	<b>110.00</b>
<b>Surplus</b>				<b>0.00</b>

## 6. Conclusion

This concludes our report for the ISA Recruitment March 2025 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

**Prepared by,**

**Kayven Claus SATRIO**  
**Human Resources Director 2024/25**  
**UMSU International**

## **6. Other Business**

---

- Lounge water bottles
- Night Market profile picture
- Night Market availability

## 7. Next Meeting

---

CCM #11

Date : Tuesday, 29<sup>th</sup> April 2025 (17:00)

Venue : PAR-263-L2-217-Flexible Learning Space