Agenda

Central Committee Meeting #10 – Monday, 22nd April 2024

Time : 17:00
Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

1. **Procedural Matters**
	1. Acknowledgement of Indigenous Owners
	2. Official Welcome
	3. Attendance
	4. Apologies
	5. Adoption of Agenda
2. **Matters Arising from Previous Minutes**
3. **Confirmation of Previous Minutes**
	1. CCM #9
4. **Proposals**
	1. International Hangout 2024 Proposal
	2. Exam Pack Giveaway Proposal
	3. ISA Appreciation Night and Winning House Dinner (July & August 2023 Intake) Proposal
	4. SWOTSNACC Semester 1 2024 Proposal
5. **Reports**
	1. GetCertified Report
	2. Employability Report
	3. Symphonies of Nations Report
	4. Sport Carnival Report
	5. Central Committee Bonding Dinner #3 Report
	6. President’s Report March/April 2024
6. **Other Business**
	1. To approve reimbursement of $38.80 from budget line 03-60-695-3840 Tag General to Aksh Batra for the purpose of transporting oil purchase for the Night Market event.
	2. Caution for external parties promoting at UMSU International Events
	3. Election Nomination Reminder
7. **Next Meeting**

Unconfirmed Minutes

Central Committee Meeting #9 – Monday, 8th April 2024

Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

1. **Procedural Matters**
	1. **Acknowledgement of Indigenous Owners**
	2. **Official Welcome**
	3. **Attendance and apologies**
		* + Attendance – 31/39 members

Absent with Apologies

EXCO:  Madeline SUTANTO

Directors: Hiranmayi RAMESH

Officers: Angelina PENG, Asawari Sahebrao SIRSAT, Soudaphone SITTHIXAY (Planet)

Late with No Apologies

Directors: Xinyuan WANG (Cynthia)

Officers: Yuen Jie NG (Jason), Tiffany Au YEUNG

Absent with No Apologies

Directors: Tanveen KAUR

Officers: Megan Zouves WIRANTO (Megs), Chenxi SONG (Vicky)

Motion 1

Move that Standing Orders be adopted for CCM #9 at 5:08PM**.**

Mover : Christie DEANDRIA

Seconder : Seoyoun KIM (Youn)

CARRIED without contention.

 **1.5. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #9 be adopted at 5:08PM.

Mover : Andrea MAKATITA

Seconder : Rachel ZHOU

CARRIED without contention.

1. **Matters Arising from Previous Minutes**
2. **Confirmation of Previous Minutes**

Motion 3

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

Mover : Robertus Jonathan INDRADJAJA

Seconder : Christopher MINN

**Motion Carried.**

Motion 4

Move that the **Mental Health Week Proposal** be accepted.

Mover : Natasya Jestine WIRAATMAJA

Seconder : Wun Tung LUM (Cherry)

Budget Line : 3840 – Activity Weeks

**Motion carried.**

Motion 5

Move that the **ISA-OB Bonding 2024 Proposal** be accepted**.**

Mover : Coby CHEUNG

Seconder : Yuen Jie NG (Jason)

Budget Line : 3840 – General

**Motion carried**.

Motion 6

Move that **Standing Orders** be suspended at **5:18PM**

Mover : Christie DEANDRIA

Seconder : Rebecca CHRISTOPHER

**Motion carried.**

Motion 7

Move that **Standing Orders** be resumed at **5:21PM**

Mover : Yuxuan LIU (Linda)

Seconder : Aksh BATRA

**Motion carried.**

Motion 8

Move that the **Heads of Clubs 2024 Report** be accepted**.**

Mover : Ella LIANG

Seconder : Shifa NATHANI

**Motion Carried.**

Motion 9

Move that the **ISA Recruitment March Intake 2024 Report** be accepted**.**

Mover : Christian VALERIAN

Seconder : Luong Hien TAM (Tam)

**Motion Carried.**

Motion 10

Move that the **Personal Finance Workshop Report** be accepted**.**

Mover : Tiffany Au YEUNG

Seconder : Yashvi NARULA

**Motion Carried.**

Motion 11

Move that the **Just Dance 2024 Report** be accepted**.**

Mover : Kayven Claus SATRIO

Seconder : Wun Tung LUM (Cherry)

**Motion Carried.**

1. **Other matters**
2. Official Reprimand for Hiranmayi Ramesh
3. UMSUi Awards/Confidential Unspoken
4. Night Market Availability
5. Returning Officer – Patrick Clearwater (pclearwater@abovequota.com.au)
6. Election Nominations
7. ISA Event Feedback Updates

Motion 12

Move that Standing Orders for CCM #9 be suspended at 5:57PM.

Mover : Xinyuan WANG (Cynthia)

Seconder : Yashvi NARULA

**Motion carried.**

Motion 13

Move that CCM #9 be adjourned at 5:47PM.

Mover : Sol KWON

Seconder : Rebecca CHRISTOPHER

**Motion carried.**

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**General Secretary 2023/24
UMSU International**

International Hangout 2024 Proposal

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

International Hangout is a publicity event held by the Graduate Department for committee members and ISAs to engage with the international students at The University of Melbourne. It serves free snacks and board games and offers international students a chance to bond and share their university experiences. The event takes place at the Amphitheatre, South of the Student Pavilion.

1. **Objectives**

This event aims to:

* Provide students with a space to relax and play simple games to reenergize for upcoming exams
* Improve International student experience
* Foster better connections and bonding

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Thursday, 16th May 2024 (11am - 2pm Melbourne time) – [Subject to changes] |
| Venue  | :  | Market Hall (Building 189)  |
| Number of Attendees  | :  | 300 – 350 people  |
| Coordinators  | :  | Hiranmayi Ramesh, Asawari Sirsat, Mansi Rawat and Yhi Zhen Lim  |
| Manpower  | :  | 4 Committee Members & 8 ISAs   |
| Budget  | :  | $2,495  |

1. **Event Overview**

International Hangout will be hosted as a friendly hangout event for Graduate students but would be open to Undergraduate students as well. The main aim of this event is to explore and gain insights into the life of Graduate students in Melbourne and how the university experience has been working out for them. Free food and games would be part of the event. The venue will be Market Hall. Students would have the chance to collect food and hangout with peers and play games, paint and share their experiences and talk to our OBs and get questions answered pertaining to anything about their university life. Our OBs would also have a chat and motivate our students to share any feedback or concerns they have that UMSU Intl can action on in the future.

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| **Pre-event Preparations**  |   |
| 6  | 3rd Apr  | Initial planning  | Initial draft of approach + details   Rough budget estimates  | Graduate Team + Ethan  |
| 7  | 10th Apr  | Teamwork  | Creation of activities on Teamwork and briefing respective departments on the tasks needed  | Ethan and Hiranmayi  |
| 8  | 19th Apr  | Vendor Finalisation  | Vendor finalization and budget confirmation  | Hiranmayi, Asawari and Mansi  |
| 8  | 22nd Apr  | Proposal  | Present the proposal at CCM 10 | Asawari |
| **Event Day**  |   |
| 10  | 16th May 2024 11:00 AM - 02:00 PM  | International Hangout  | Pre-event setup (furniture, snack station, games etc.)  Main event starts at 11 AM. Students entering Amphitheatre will be directed towards the snack station where they can collect their food. Post that they will be directed to settle down and play games (based on what they prefer) and bond with their peers. ISAs and coordinators on crowd control.  Event pack down by 2 PM followed by cleanup  | Hiranmayi Ramesh, Asawari Sirsat, Mansi Rawat and Yhi Zhen Lim  |
| **Post Event**  |   |
| 12  | 20th May  | Report   | Presenting the outcome of the event along with feedback, reflections and suggestions for next International Hangout at CCM#12   | Asawari Sirsat and Mansi Rawat  |

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 10.30 am to 11 am  | Initial Venue setup  | Venue Setup  | Hiranmayi Ramesh, Asawari Sirsat, Mansi Rawat and Ethan  |
| 11 am to 2 pm  | Event Time  | Food + Games + Paint Sessions. ISAs and OBs on crowd control and Interaction with students on any concerns/queries  | All Coordinators  |
| 2 pm to 2.30 pm  | Clean-up  | Post event clean-up and tidy the venue  | Hiranmayi Ramesh, Asawari Sirsat, Mansi Rawat and Ethan  |

**Post Event**

Outcome of the event along with feedback, reflections and suggestions for next International Hangout presented in CCM 12

1. **Budget**

A total of **$2495** have been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Cost (AUD)**  |
| Food  | 400  | 4  | 1600  |
| Canvas (pack of 5)  | 50  | 6  | 300  |
| Paint  | 4  | 9  | 36  |
| Paint Brushes (15x pack)  | 4  | 4.5  | 18  |
| Cups (18x pack)  | 1  | 1  | 1  |
| Table cover sheet  | 5  | 3  | 15  |
| Tissues  | 5  | 5  | 25  |
| Miscellaneous  | 1  | 1  | 500   |
| **TOTAL**  | **2495.00**  |

1. **Conclusion**

This concludes our proposal for the International Hangout 2024 Proposal. Please contact the Graduate Department if you have queries.

**Prepared by,**

**Hiranmayi Ramesh, Asawari Sahebrao Sirsat, Mansi Rawat**

**Graduate Department 2023/24**

**UMSU International**

Exam Pack Giveaway Proposal

Central Committee Meeting #10 – Monday 22nd April, 2024

**1. Introduction**

Exam Pack Giveaway (EPG) is an event aimed to boost the morale and the overall well-being of UniMelb students before the stressful SWOTVAC and examination period. This event is open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD students. Exam pack items will consist of necessities such as pens and notebooks as well as snacks to fuel the brain.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed, and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and Instagram. This will minimise the waste produced by students and also maximise our outreach as students do not need to collect items they do not want and reduce the number of excessive bags owned by students.

**2. Objectives**

* To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International
* To motivate students by giving out freebies and enlightening their mood for exam preparation
* To boost the physical welfare of students by providing snacks and beverages

**3. Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Wednesday 29th May [11:00 AM - 15:00 PM]  |
| Venue  | :  | Concrete Lawn  |
| Number of Attendees  | :  | 600 students  |
| Coordinators  | :  | Robertus INDRADJAJA, Danielle CHEN  |
| Manpower  | :  | 8 OBs & 14 ISAs (2 shifts)  |
| Budget  | :  | $ 8,500  |

**4. Event Overview**

Exam Pack Giveaway is an event where students are able to come and get a variety of items for free, which include a range of snacks and drinks, and stationery items. The intent of this event is to alleviate some stress created by impending exams and assessments by providing students.

**5. Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| **Pre-event Preparations**  |   |
| 7  |   | Venue booking  | * Reached out to CME to book Concrete Lawn
 | Danielle CHEN  |
| 7  |   | Planning/Budgeting  | * Initial meeting to plan out budget and items to purchase
 | Robertus INDRADJAJA, Danielle CHEN  |
| 7  |   | Contact sponsors  | * Reach out to sponsors to ask for event support/sponsorship
 | Robertus INDRADJAJA, Danielle CHEN, Cynthia WANG  |
| 8  |   | Event planning  | * Write and present proposal
* Finalising event details
 | Danielle CHEN, Robertus INDRADJAJA  |
| 8  |   | Request ticketing  | * Ask CME to do ticketing
 | Danielle CHEN, Robertus INDRADJAJA  |
| 9  |   | Logistics  | * Start finalising and ordering items to be included in the giveaway
 | Danielle CHEN, Robertus INDRADJAJA  |
| 9  |   | Contact M&M  | * Discuss with M&M on promotion etc
 | Yuxuan LIU, Youn KIM  |
| 10  |   | Open bookings  | * Open registrations for event
 | Danielle CHEN, Robertus INDRADJAJA  |
| 10  |   | Request ISAs  | * Ask HR for ISAs
 | Evelyn WANG  |
| 12  |   | Collect stock  | * Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered
 | Danielle CHEN, Robertus INDRADJAJA  |
| 12  |   | Feedback forms  | * Create feedback forms for the event
 | Danielle CHEN  |
| **Event Day**  |   |
|   | 29/5  | Run event  | * Set up tables and marquees
* Give out items to students
 | Robertus INDRADJAJA, Danielle CHEN  |
|   | 29/5  | Pack up  | * Put away equipment and throw out rubbish
 | Robertus INDRADJAJA, Danielle CHEN  |

**Pre-event**

* Book venue
* Contact possible sponsors
* Order items
* Open bookings
* Request ISAs
* Create feedback form

**Event Day**

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 10 - 11AM  | ISAs and OBs come to set up  | 2 x Marquee, tables, chairs, and banners  | Robertus INDRADJAJA, Danielle CHEN  |
| 11AM - 3PM  | EPG  | Event will be run between 11am -3pm   | Robertus INDRADJAJA, Danielle CHEN  |
| 3 - 4PM  | Pack up  | Clean up rubbish, returning equipment, and collecting leftover items and storing them.  | Robertus INDRADJAJA, Danielle CHEN  |

**Post-event**

* Collect feedback
* Write and present report

**6. Budget**

The total allocated budget for this event is **$8,500**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Cost (AUD)**  |
| Muji spiral bound notebooks   | 450  | $2  | 900.00  |
| Muji 0.5mm knock type pen (10PK)  | 45  | $22.5  | 1012.50  |
| Muji 0.5mm cap type pen (10PK)  | 25  | $22.5  | 562.50  |
| Highlighters  | 250  | $2.5  | 625.00  |
| Pencils (5PK)  | 50  | $1  | 50.00  |
| Erasers (2PK)  | 100  | $3.65  | 365.00  |
| Chips (21PK)  | 30  | $16.38  | 491.40  |
| Protein bars (10PK)  | 20  | $11.9  | 238.00  |
| Oat slices (5PK)  | 80  | $4.6  | 368.00  |
| Noodles (5PK)  | 280  | $4  | 1120.00  |
| Chocolate  | 1  | $1044  | 1044.00  |
| Up & Go (12PK)  | 50  | $17.5  | 875.00  |
| Fruit snacks (5PK)  | 70  | $6  | 420.00  |
| Transportation  | 1  | $100  | 100.00  |
| Miscellaneous  | 1  | $328.6  | 328.60  |
| **TOTAL**  | **$8,500.00**  |

**7. Conclusion**

The Welfare department understands the stressful examination period and empathises with the struggles that students may go through during these hard times. We would like to provide support and connect with them through giving out exam packs to all UniMelb students. We hope to enhance students’ well-being and prepare them for upcoming exams by providing necessities to students and boosting their mental strength.

This concludes our proposal for the Exam Pack Giveaway. Please do not hesitate to approach the Welfare Department for any enquiries or suggestions regarding this proposal.

**Prepared by,**

**Danielle CHEN**

**Robertus INDRADJAJA**

**Welfare Department 2023/24**

**UMSU International**

ISA Appreciation Night and Winning House Dinner
(July & August 2023 Intake) Proposal

Central Committee Meeting #10 – Monday 22nd April 2024

1. **Introduction**

The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it opens a space for more meaningful interactions between ISAs and the committee members, which they may not have been able to do in the past.

The ISA Program has introduced the house point system to motivate them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood, or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

1. **Objectives**

This event aims to:

* Celebrate with the graduating ISAs upon the end of their terms
* Reward the graduating ISAs as an expression of our gratitude
* Create an environment where different ISAs can interact easily with one another and the committee members.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Coordinators  | :  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| Manpower  | :  | 4 Committee Members & 3 onshore ISAs   |

1. **Budget Breakdown**

|  |  |  |
| --- | --- | --- |
| **Event**  | **Date** (might change depending on the availabilities of venues)  | **Budget (AUD)**  |
| ISA Appreciation Night  | May 20th, 2024  | $3500.00  |
| ISA Winning House Dinner  | May 23rd, 2024  | $850.00  |
| **Total**  | **$4350.00**  |

1. **Events**

**5.1. Appreciation Night**

|  |  |  |
| --- | --- | --- |
| Date & Time  | :   | 19:00-21:30, May 20th, 2024  |
| Venue  | :  | In person - to be decided (we are searching for venues that have enough space for our participants)   |
| Number of Attendees (expected for the venue celebration)  | :  | 32 ISAs (excluding HR committee members but including 3 ISAs helping the event)  |

***5.1.1. Event Overview***

This is a celebratory event for all ISAs in the July and August 2023 Intake who have graduated, while providing an environment for them to interact with others and all the committee members.

***5.1.2 Event Timeline***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Time**  | **Activity**  | **Descriptions**  | **People In Charge (PIC)**  |
| **Pre-event Preparations**  |
| 22/4-19/5    | Event Preparation  | Come up with venue suggestions, and themes, confirm the attendees   | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO   |
| Contact the M&M department  | Discuss with the M&M department about the design of certificates, medals, trophies, and ordering merch.   |
| Google form application for ISAs  | Create a google form for ISAs to apply for the planning team  |
| Contact UMSU  | Submit the venue chosen through Teamwork to get UMSU’s approval and request for attendance and deposit assistance  |
| 2/5-8/5  | Confirm Attendance  | Send out the attendance form to confirm the number of participants  |
| **Event Day**  |
| 18:00-18:30, 20th May 2024  | Conduct ISA Appreciation Night in person  | Coordinators and the ISA Planning Team go to the venue and prepare the event.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, ISAs  |
| 18:30-19:00, 20th May 2024   | Event Commence  | Graduating ISAs meet up at the venue and commence with an introduction.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 19:00-19:30, 20th May 2024   | Games  | Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.  | ISAs  |
| 19:30-20:30, 20th May 2024   | Dinner  | All participants have their dinners.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 20:30-21:00 20th May 2024   | Certificate & Prize Distribution  | Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 21:00-21:30 20th May 2024  | Event Departure  | The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| **Post Event**  |
| 24th May 2024  | Certificate Distribution (continue)  | The HR department will send out the certificates to all ISAs through email.  | Wun Tung (Cherry) LAM  |

***5.1.3. Budget***

A total of **$3500** has been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Cost (AUD)**  |
| Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)  | 32  | 10  | 320.00  |
| Games Preparation  | 1  | 200  | 200.00  |
| Dinner  | 37  | 65  |  2,405.00  |
| Miscellaneous  | 1 | 575.00  | 575.00  |
| **TOTAL**  | **3500.00**  |

**5.2. Winning House Dinner**

|  |  |  |
| --- | --- | --- |
| Date & Time  | :   | 18:00-20:00, 23rd May, 2023  |
| Venue  | :  | In person - to be decided (we are searching for venues that have enough space for our participants)  |
| Number of Attendees (expected)  | :  | 12 ISAs & 5 HR Members  |

***5.2.1. Event Overview***

This is a dinner for the winning house of the ISA July and August 2023 Intake to celebrate their achievement and interact with house members in person.

***5.2.2 Event Timeline***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Time (Week #)**  | **Activity**  | **Descriptions**  | **People In Charge (PIC)**  |
| **Pre-event Preparations**  |
| 22/4-19/5      | Event Preparation  | Come up with venue suggestions and confirm the attendees   | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| From 2/5   | Contact UMSU  | Submit the venue chosen through Teamwork to get UMSU’s approval  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| **Event Day**  |
| 17:30-18:00 23rd May, 2024  | Meet up  | Coordinators go to the venue and check if there is any potential issue.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 18:30-20:00 23rd May, 2024  | Dinner  | All participants have their dinners.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 20:00 23rd May, 2024  | Departure  | The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.  | Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |

***5.2.3. Budget***

A total of **$850** has been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Cost (AUD)**  |
| Dinner  | 17  | 50  | 850.00  |
| Miscellaneous  | -  | -  |   |
| **TOTAL**  | **850.00**  |

1. **Conclusion**

This concludes our proposal for the ISA Appreciation Night and Winning House Dinner (July & August Intake) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

**Prepared by,**

**Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO**

**Human Resources Department**

**UMSU International 2023/24**

SWOTSNACC Semester 1 2024 Proposal

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

SWOTSNACC will be held over three days during the week of SWOTVAC. This event aims to offer conducive study environments with a diverse selection of snacks and beverages to alleviate the pressure on international and local students in their quest for a comfortable study spot during SWOTVAC.

We are dedicated to ensuring that the duties of participating officers are kept to a minimum, recognizing that all officers involved will have demanding study schedules throughout the event. Their tasks will primarily entail registration, setting up and packing up refreshments, as well as tidying the room.

1. **Objectives**

This event aims to:

* Provide study spaces for students to study during SWOTVAC
1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date | : | Monday, 27th May 2024; Tuesday, 28th May 2023; Wednesday, 29th May 2023 [Duration: 3 days] |
| Venue | : | TBD |
| Number of Attendees | : | 50 students per day, 150 students in total |
| Coordinators | : | Natasya Jestine WIRAATMAJA & Rachel Zhou |
| Manpower | : | 6 Committee Members & 18 ISAs  |
| Budget | : | $ 1400  |

1. **Event Overview**

The event will simply involve students getting access to study spaces on campus to prepare for exams. To ensure that they can study well, we will make sure to keep the area quiet while also providing an assortment of refreshments for the students while studying for their exams and final assignments.

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #** | **Date** | **Activity** | **Descriptions** | **PIC** |
| **Pre-event Preparations** |   |
| 8 | 22 April 2024 | Proposal | Present the proposal at CCM  | Rachel  |
| 8 | 22 April 2024 | Room booking  | To be booked  | Natasya |
| 11 | 13 May 2024 | Allocation of ISAs/OBs | Getting ISAs from HR and OBs, setup for the time slots | Rachel |
| 12 | 17 May 2024 | Purchasing Refreshments | Buying snacks and drinks | Natasya |
| **Event Day** |   |
| SV | 27 May 2024 | Set Up | Bring snacks, drinks, dispensers, tables to the rooms | Natasya & Rachel |
| SV | 27 May 2024 | Study sessions | Give out food and drinks, study if nothing is happening | Natasya & Rachel |
| SV | 27 May 2024 | Feedback | Ask students to fill in the form | Natasya |
| SV | 27 May 2024 | Cleanup | Bring remaining snacks, drinks and also return dispenser to international lounge | Natasya & Rachel  |
| **Post Event** |   |
| - | 31 May 2024 | ISA Hours | Send ISA hours to HR | Rachel |
| - | 31 May 2024 | Reimbursement  | Reimburse money spent for snacks, drinks, etc. | Natasya |
| - | 1 June 2024 | Report | Complete Swotsnacc report | Natasya & Rachel |

**Pre-event**

* Purchasing snacks and drinks might be combined with purchasing goods for exam pack giveaway; this is not confirmed

**Event Day**

* Execute Swotsnacc and distribute snacks and refreshments, ensuring that the study spaces remain quiet

**Event Flow**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Details** |
| 9.30 a.m. - 10.00 a.m. | Setup | Set up. First OBs/ISAs arrive with food and drinks. QR code and appliances are set up etc.   |
| 10.00 a.m. - 14.00 p.m. | Study sessions | Study session commences. Notes: 1. Students will be advised to converse minimally during the event.
2. If food or drinks run out it is the responsibility of the OB in charge to replenish them (this will be unlikely).
3. At 1.55 pm, OBs will signal the end of the event.
 |
| 10.00 a.m. - 16.00 p.m. | Feedback | Ask participants throughout the event to fill in feedback form. |
| 16.00 p.m. - 16.30 p.m. | Cleanup | Pack up.1. Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge.
2. Wipe the tables used.
 |

1. **Budget**

A total of **$ 1400** have been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Quantity** | **Unit Cost (AUD)** | **Total Cost (AUD)** |
| Snacks and drinks (estimated per person) | 150 | 8.1 | 1230 |
| Transportation | 1 | 20 | 20 |
| Rubbish bins | 1 | 60 | 60 |
| Miscellaneous  | 2 | 45 | 90 |
| **TOTAL** | **1400** |

1. **Conclusion**

This concludes our proposal for the Swotsnacc Semester 1 2024 Proposal. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Natasya Jestine WIRAATMAJA & Rachel Zhou**

**Education Department 2023/24**

**UMSU International**

GetCertified Report

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

This report summarises the GetCertified 2024, which covers the period of 4th to 6th April, 2024. This event aimed 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.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Thursday 4th, Friday 5th, & Saturday 6th September 2024   |
| Venue  | :  | Various external locations  |
| Number of Attendees  | :  | 128 participants across the 3 different courses  |
| Coordinators  | :  | Ella LIANG, Seoyoun KIM  |
| Manpower  | :  | 5 OBs  |
| Budget  | :  | $8810.01 |

1. **Event Overview**

Get Certified will be run over the course of 3 days, with each day offering a different qualification. We have finalized three courses for this iteration of Get Certified - they will be:

1. **Event Timeline**

|  |
| --- |
| **Pre-event preparations**  |
| **Wk #**  | **Date**  | **Activity**  | **Description**  | **PIC**  |
|  0  | 20/2/24  | Planning event  | * Meeting to discuss what courses we want to provide
 | Ella LIANG, Nikita GOYAL  |
| 0  | 20/2/24   | Research and negotiations  | * Research on & contacting course providers
* Negotiating with vendors for group discounts.
 | Ella LIANG, Nikita GOYAL   |
| 0-1  | 7/3/24   | Making bookings  | * Finalising course providers and booking courses based on targets
 | Ella LIANG, Nikita GOYAL   |
| 0-1  | 28/2/24  | Proposal  | * Writing proposal
 | Ella LIANG, Nikita GOYAL   |
| 1-2  | 8/3/24  | Reach out to food vendor for event  | * Reach out to vendor to provide pizza for event days
 | Ella LIANG, Nikita GOYAL   |
|  4  | 20/3 - 28/3  | Publicity  | * Advertise event on social media
 | Ella LIANG, Nikita GOYAL   |
| 4  | 20/3 - 28/3  | Open registrations  | * Release Trybooking links for students to book courses
* Collect dietary requirements
 | Ella LIANG, Nikita GOYAL   |
| 5  | 30/3  | Order Food for the event  | * Reach out to pizza vendor and place order
 | Ella LIANG  |
|  5  | 3/4/24  | Event Coordination with Provider  | * Collecting participant details and sending them to providers
 | Ella LIANG, Nikita GOYAL   |
| **Event Day**    |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| Mid-sem Break  | 4th-5th April  | Responsible Service of Alcohol (RSA) Trainings  | * Participants undergo RSA training at Complete Hospitality Training
 | Ella LIANG, Seoyoun KIM   |
| Mid-sem Break  | 6th April  | First Aid Training  | * Participants undergo First Aid training at CBD College
 | Ella LIANG, Seoyoun KIM   |
| Mid-sem Break  | 5th-6th April  | Accredited Barista Training   | * Participants undergo Barista training at CBD College
 | Ella LIANG, Seoyoun KIM   |
| Mid-sem Break  | 4/4/24 5/4/24 6/4/24  | Feedback  | * Collect feedback from participants after each course
 | Ella LIANG, Seoyoun KIM   |
|    | **Post-event**  |
| 6 | 18/4/24  | Payments to vendor  | * Acquiring invoices and making sure they are paid
 | Ella LIANG, Seoyoun KIM    |
|  6 | 20/4/24  | Certificates  | * Making sure the participants have received their course certificates.
 | Ella LIANG, Seoyoun KIM    |

**Pre-event**

* Book providers
* Place pizza order for event day catering
* Place soft drink order for event day catering
* Open registrations
* Send participant info to providers for first aid & barista training as they require registrants to do a pre-course online assessment

**Event Day(s)**

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

**Event Flow**

**4th April - RSA**

RSA

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 10am - 2pm  | Session runs  | First RSA session will run from 9am - 1pm  | Ella LIANG, Seoyoun KIM   |
| 2 pm  | Break  | Serve food & drink in break  |   |

Barista

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 9am - 3:30pm  | Session runs  | Barista session will be run by providers  | Ella LIANG, Seoyoun KIM    |
|   | Break  | Serve food & drink in break  |   |

**5th April – Barista and RSA**

First aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 9am - 3:30pm  | Session runs  | First aid session will be run by providers  | Ella LIANG, Seoyoun KIM    |
|   | Break  | Serve food & drink in break  |   |

RSA

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 10am - 2pm  | Session runs  | First RSA session will run from 9am - 1pm  | Ella LIANG, Seoyoun KIM   |
| 2 pm  | Break  | Serve food & drink in break  |   |

**6TH April – Barista and First Aid**

Barista

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 9am - 3:30pm  | Session runs  | Barista session will be run by providers  | Ella LIANG, Seoyoun KIM   |
|   | Break  | Serve food & drink in break  |   |

**Post-event**

* Collect feedback
* Process payments

1. **Reflections**

**Attendance**

* Barista - 24 participants registered for each session.
* RSA - 25 people registered for each session. 21 attended the first session and 20 attended the second session.
* First Aid: 30 participants registered for the event.

1. **Feedback**

Barista:

* Willingness to attend future sessions: 4.78/5
* Attendee satisfaction: 4.67/5
* Event organisation: 4.22/5
* Provider satisfaction: 4.56 /5
* Confidence in the skills taught after the session: 100% of attendees said yes

RSA:

* Willingness to attend future sessions: 4.81/5
* Attendee satisfaction: 4.81/5
* Event organisation: 4.88/5
* Provider satisfaction: 4.84/5
* Confidence in the skills taught after the session: 100% of attendees said yes

First Aid: Lack of feedback received from the attendees possibly due to tiredness after an extended period of learning.

* Willingness to attend future sessions: 4.57/5
* Attendee satisfaction: 4.50/5
* Event organisation: 4.36/5
* Provider satisfaction: 4.5/5
* Confidence in the skills taught after the session: 100% of attendees said yes

Nearly 90% of the participants found out about this event through UMSUi social media.

1. **Suggestions**
* Barista: More slots were mainly requested. There were also suggestions for additional courses such as longer latte arts classes.
* RSA: More slots and more availability were mainly requested. Some also said that learning period was hard to sit through. In the future, more breaks can be taken. Also, there was a delay due to the vendor's technical issue. In the future, we can ask vendors to be fully prepared before the session.
* First aid: More slots were requested for multiple availability.
* For future sessions, it would be great if more tickets were made available with a proper waitlist in case some people don't show up, especially for the barista course which was in high demand. Additionally, it will be helpful to clarify that attendees cannot reschedule or get a refund if they do not show up on the scheduled date. Additionally, we could arrange for additional OBs to assist during future sessions for better organisation.

1. **Budget**

A total of **$9202** have been allocated for this event, and the total actual expenditure for this event is **$8810.01** with the breakdown as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Actual Cost (AUD)**  | **Allocated Budget (AUD)**  |
| RSA Course  | 50  | 50 (20% discount)  | $2000 \*minimum 25 learners attendance hence absence was charged for  | $2000  |
| Barista Course  | 48  | $99  | 4752  | 4752  |
| First Aid Course  | 30  | $79  | 2370  | 2370  |
| Snacks and Beverages  | 1  | $958.01  | 958.01  | 1200  |
| Miscellaneous  | 1  | $500  | 0  | 500  |
| Ticketing (barista)  | 48  | -15  | -720  | -1620    |
| Ticketing (rsa)  | 50  | -5  | -250  |
| Ticketing (first aid  | 30  | -10  | -300  |
| **TOTAL**  | **8810.01**  | **9202**  |
| **Surplus**  | **$391.99**  |

1. **Conclusion**

This concludes our report for the Get Certified 2024. Overall, the event went well, received great feedback and many attendees expressed interests for future events. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Ella LIANG**

**Seoyoun KIM (Youn)**

**Welfare Department 2023/24**

**UMSU International**

Employability Summit Report

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

This report summarizes the Employability Summit 2024 which was held on the 26th of March 2024 and had the following objectives:

* Mediate international students’ struggles with feelings of stress and worry that comes with employment
* Inform international students regarding Melbourne’s employment opportunities
* Provide a platform where international students can network and directly reach out to experts

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Tuesday, 26th March 2024 (11.00-15.00 - Melbourne time)  |
| Venue  | :  | Melbourne Connect  |
| Number of Attendees  | :  | 400  |
| Coordinators  | :  | Andrea MAKATITA, Asawari SIRSAT, Gia ZHOU, Mansi RAWAT, Rachel ZHOU, Robertus INDRADJAJA  |
| Manpower  | :  | 6 Committee Members & 8 ISAs (including coordinators which consists of 6 Committee Members)   |
| Budget  | :  | $ 8,697.50  |

1. **Event Overview**

Recognizing the intricate challenges faced by international students in securing employment in Australia, the employability summit is envisioned as a comprehensive solution, addressing the nuances of the job market and facilitating practical connections.

The summit's focal point will be informative sessions designed to provide a nuanced understanding of Melbourne's employment market. By delving into the complexities and trends with technology, we aim to equip our fellow students with a strategic advantage in their career pursuits. Beyond theoretical knowledge, the summit will feature networking sessions and a panel discussion focused on soft skills, offering a unique platform for interaction with businesses, recruitment agencies, and distinguished speakers; as well as building up an essential toolkit in the career readiness of fellow students.

The summit will also feature a LinkedIn photo booth which aims to enhance the professional profiles of our attendees. We will be inviting professional photographers to the event, to offer participants the opportunity to capture high quality and industry appropriate headshots that can be integrated into their LinkedIn profiles. This aims to empower our international students with a polished and impactful online presence, further contributing to their career advancement.

Employability Summit aspires to foster a supportive community for international students. By providing a platform for shared experiences and collaborative growth, the summit seeks to establish enduring connections that extend beyond this event, hence a networking session will be held before the conclusion of the event.

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| **Pre-event Preparations**  |   |
| -  | 20 January, 2024  | Photographer booking  | Sourcing photographer for the photoshoot session of the summit  | Rachel  |
| -  | 26 January, 2024  | Room booking  | Rooms at Melbourne Connect will be booked for the event -TBC  | Gia  |
| -  | 26 January, 2024  | Submission of proposal  | Present the proposal at the e-CCM  | Andrea  |
| 2  | 6 March, 2024  | Allocation of ISAs  | Getting ISAs from HR and setting up the time slots  | Rachel  |
| 2  | 8 March, 2024  | Purchase of food and refreshments   | -  | Gia  |
| **Event Day**  |   |
| 5  | 26 March 2024  | Set up   | Set up AV and prepare company + speaker booths  | All  |
| 5  | 26 March 2024  | MC  | -  | Andrea  |
| 5  | 26 March 2024  | Feedback  | Ask participants to fill out feedback form  | All  |
| 5  | 26 March 2024  | Clean up  | -  | All  |
| **Post Event**  |   |
| 6  | 1 April, 2024  | ISA hours  |   Record ISA hours  | Rachel  |
| 6  | 3 April, 2024  | Reimbursement  | Sort out reimbursements  | Gia  |
| 6  | 5 April, 2024  | Report  | Finish writing report  | All  |

**Event Day**

* Company booths and LinkedIn photo booth will be opened outside all throughout
* Stick feedback form QR code around the room and ask participants to fill out

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| **0830**  | UMSU INTL arrives at Melbourne Connect  | Final checks and set ups  | Robertus Indradjaja and Andrea Makatita  |
| **0900**  | Loading Dock access for Exhibitors  | **See separate Loading Dock Access schedule**  | Robertus Indradjaja  |
| **0930**  | Exhibitors Arrive for set up  | Booth/Stall set ups  | Exhibitors  |
| **1000**  | Atlantic Catering Arrives  | Catering Set up  | Gia Zhou and Atlantic  |
| **1030- 1100**  | Exhibitors Morning Tea  | Morning Tea is served for Exhibitors  | Atlantic  |
| **1100 - 1500**  | Employability Summit Opens  | Introductions, Acknowledgement of Country, remind participants that feedback form QR code is posted around the room  | Everyone  |
| **1105-1145**  | “Industry Panel and Networking”  | Panel Discussion  | Speaker and Stint  |
| **1130**  | Atlantic Catering served  | Light snacks, coffee and tea Till food runs out  | Atlantic  |
| **1145 -1230**  | Networking Session  | Networking with speakers and whichever individual who doesn’t have their own company booth. Snacks and drinks will be available   | Stint  |
| **1240 - 1325**  | "Skills for Sucess Keynote”  | Keynote Speaker  | Speaker and Stint  |
| **1335-1410**  | “Intro to Startups”  | Keynote Speaker  | Speaker and Asawari Sirsat  |
| **1420 -1455**  | “Visa Pathways”  | Keynote Speaker   | Speaker and Stint  |
| **1450 - 1500**  | Summit Finishes  | Closing remarks + thanking all speakers, companies and agencies + reminder about feedback form  | Robertus Indradjaja and Andrea Makatita  |
| **1500 - 1600**  | Bump Out  | UMSU INTL, Exhibitors, Atlantic bump out  | -  |

**Post Event**

* Record ISA hours
* Ask participants to fill in feedback form
* Send LinkedIn headshots to participants
1. **Reflections**

**Publicity and Registration**

* More publicity could have been done further in advance (we only had less than 2 weeks for publicity). Make sure that company logos are advertised more, while also getting clearance from the companies to use their logos.
* There were issues with ticketing, as we wanted to add separate ticketing options for the speaker sessions; however, we did this quite last minute so CME could only add the speaker sessions in the description of the ticketing site. Having all information complete when first requesting ticketing from CME is recommended.

**Attendance**

* There were over 750 tickets booked for the event.
* About 400 participants took part in the event; however, we did expect slightly more participants to be in attendance.
* There may have been less participants due to a clash in scheduling, as there were classes occurring at the same time as our event.
* Human error in using the counter to sum up how many participants attended may have also been possible.

**Speakers**

* Speakers were very well chosen.  The Grant Thornton speaker during the panel discussion was especially popular, as many people came up to him after the session to ask questions. ￼
* One issue that occurred was with the VISA speaker, as she arrived late to her session. However, many participants did take part and listen to her session.

**Company Expo and Companies**

* Though we had lots of great companies, and the company expo was generally successful, we faced disagreements with UMSU’s ethics registry when inviting companies to attend our event. Future committees may need to take note of this ethics registry when drafting companies to invite.
* Contacting companies way in advance could have been done to combat the issues we had with the ethics registry and with getting more companies to be in attendance.
* Many companies that we contacted also could not make it to the event as they were given too short of a notice (contacting them at least a month in advance would have been better)

**Collaborator (Stint)**

* Though our collaboration was generally a success, we did face a lot of issues communicating with Stint. There were time delays, and we had to persistently contact them to plan our event. This should be kept in mind if future committees were to collaborate with Stint on this event.
1. **Feedback**

Feedback was collected through a feedback form post-event. In total, we received 33 responses.

**Event Satisfaction:**

55% of response rate the event 5/5. Another 32% rate the event a 3-4 out of 5. 1 response rated the event 1 out of 5.

**Most Helpful Part of the event:**

The top 3 most helpful part of the event are: company booth (30.3%), panel discussion about networking (30.3%), and networking session (21.2%). The speaker sessions and the photobooth in general received less positive feedback.

**Other companies wanted by participants**

The top companies wanted are technology/finance companies, as well as requests for health field companies. The top request is Deloitte.

**Event satisfaction(sectionalized)**

39.4% of responses rated the company booth a 5 out of 5.

48.5% of responses rated the speaker sessions a 5 out of 5.

50% of responses rated the networking session a 5 out of 5.

40% of responses rated the catering a 5 out of 5.

**Timing**

83.9% of responses thought the event timing was just right, while 12.9% thought it ran too long.

**Other feedbacks**

Requests for more credible company booths

1. **Suggestions**
* Invite more companies, as the company expo was the highlight of our event.
* Give ourselves more time to contact companies and run them through the ethics registry.
* More technology/ finance companies, as well as health field companies.
* Make the event short; having it around 2-3 hours would have been better.
* Re-evaluate collaborations with other organizations. Being able to plan and manage the event on our own would be a better option.
* Ask speakers to arrive 10-15 minutes early so that we can get them and the AV system ready for their session.
* Have at least 2 ISAs and 1 OB count how many people are in attendance (using the counter).
* Work together with University representatives who have shown interest in our Employability Summit.

1. **Expenditure**

A total of **$10,000** have been allocated for this event, and the total actual expenditure for this event is **$8,697.50** with the breakdown as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Actual Cost (AUD)**  | **Allocated Budget (AUD)**  |
| Bakery Items - Pies  | 60  | 11.82  | 780.12  | 4,100  |
| Savory Muffins  | 650  | 5.45  | 3896.75  |
| Scones – Jam, Cream  | 180  | 5.45  | 1079.10  |
| Tea & Coffee  | 30  | 5.45  | 179.85  |
| Assorted Juice  | 60  | 4.00  | 264.00  |
| Catering Service Charge  | 3  | 40.91  | 135.00  |
| Venue Hire (Forum + Launch Pad)  | 1  | 0.02  | 0.02  | 4,050  |
| After-Hours Loading Dock Access  | 4  | 70.00  | 308.00  |
| Event Cleaning  | 4  | 45.00  | 198.00  |
| Set Up and Pack Down  | 3  | 85.00  | 280.50  |
| LinkedIn Booth Photographer  | 1  | 590  | 590.00  | 590  |
| Pinboards   | 13  | 65.40  | 850.19  | -  |
| Name Tags  | 1  | 35.97  | 35.97  | -  |
| Speaker Payment- Andrew Hobbs  | 1  | 100  | 100.00  | -  |
| Miscellaneous  | -  | -  | -  | 1,260  |
| **TOTAL**  | **8,697.50**  | **10,000**  |
| **Surplus/ Deficit**  | **1,302.50**  |

1. **Conclusion**

This concludes our report for the Employability Summit 2024. Please do not hesitate to contact the Education or Graduate Department should you have any queries.

**Prepared by,**

**Andrea MAKATITA, Asawari SIRSAT, Gia ZHOU, Mansi RAWAT, Rachel ZHOU, Robertus INDRADJAJA**

**Education and Graduate Department 2023/24**

**UMSU International**

Symphonies of Nations Report

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

This report summarises the Symphonies of Nations 2024, which was held on Wednesday, 6th March 2024. Symphonies of Nations was an event in collaboration with the Engineering Music Society, showcasing different music from different countries in an instrumental arrangement. The aim of the event was to introduce a new type of event for UMSU International and promote cultural appreciation of worldwide music.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Wednesday, 6th March 2024 [(18.30 - 21.00)]  |
| Venue  | :  | Union House Theatre  |
| Number of Attendees  | :  | 160  |
| Coordinators  | :  | Robertus INDRADJAJA, Danielle CHEN  |
| Manpower  | :  | 7 Committee Members & 11 ISAs (including coordinators which consists of 2 Committee Members)  |
| Budget  | :  | $4167.59  |

1. **Event Overview**

Symphonies of Nations was an event that aimed to highlight the diversity of cultures present at the University of Melbourne through music. This event consisted of performances from three different ensembles, courtesy of the Engineering Music Society (EMS), each playing instrumental pieces of different cultures. Post-event, there was also time for attendees to mingle and enjoy free finger food and drinks.

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| **Pre-event Preparations**  |   |
|   |   | Reaching out to EMS  | * Liasing with EMS about them performing
 | Robertus INDRADJAJA, Danielle CHEN  |
|   | Jan 23rd  | Meeting with CME  | * Kick-off meeting with CME to discuss details
 | Robertus INDRADJAJA, Danielle CHEN  |
|   | Jan 25th  | Meeting with UHT  | * 6-week meeting with UHT Production Manager
 | Robertus INDRADJAJA, Danielle CHEN  |
|   | Jan 27th  | Proposal  | * Present proposal
 | Robertus INDRADJAJA  |
|   | Week commencing Feb 5th  | Meeting with UHT  | * 4-week meeting with UHT Production Manager
 | Robertus INDRADJAJA, Danielle CHEN  |
|   |   | Open bookings  | * Open ticketing for event
 | Robertus INDRADJAJA, Danielle CHEN  |
| 0  | Week commencing Feb 19th  | Meeting with UHT  | * 2-week meeting with UHT Production Manager
 | Robertus INDRADJAJA, Danielle CHEN  |
| 0  | Feb 19th  | Request ISAs  | * Fill out HR ISA request form
 | Ella LIANG, Evelyn WANG  |
| 0  |   | Sound & lighting training  | * Partake in training to operate sound and lighting systems
 | Ella LIANG, Evelyn WANG  |
| 0  |   | Catering  | * Reach out to vendor for catering on event day
 | Ella LIANG, Evelyn WANG  |
| 1  |   | Feedback  | * Create feedback form
 | Ella LIANG, Evelyn WANG  |
| 2  | Mar 5th  | Event preparations (in venue)  | * Venue induction
* Orchestra layout check
* Audio setup & line check
 | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG   |
| **Event Day**  |   |
| 2  | Mar 6th  | Event preparations  | * Soundcheck
* Technical rehearsals
 | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG  |
| 2  | Mar 6th  | Performance  | * Ensembles perform
	+ Stage Band
	+ Symphonic Ensemble
	+ Clarinet Ensemble
* Post-event food and mingling
 | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG  |
| **Post Event**  |   |
| 2  | Mar 6th  | Bump out  | * Pack up venue
 | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG   |
| 2  |   | Record ISA hours  | * Record hours for ISAs
 | Ella LIANG, Evelyn WANG  |
| 3  |   | Feedback  | * Collect and collate feedback
* Complete UHT post-event survey
 | Robertus INDRADJAJA, Danielle CHEN  |
| 6  | Apr 8th  | Report  | * Present report
 | Robertus INDRADJAJA, Danielle CHEN  |

**Pre-event**

* Complete production schedule, risk assessment, set plan, lighting plan, and audio plan for UHT by their respective deadlines
* Meet with UHT team to discuss details
* Finalise and confirm EMS ensembles’ repertoires
* Undertake lighting and audio operation training
* Open bookings for event
* Create feedback form
* Contact and confirm with vendor for catering
* Venue induction, sound checks, technical rehearsals

**Event Day**

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 11AM – 12:30PM  | Soundcheck  | Testing sound and making necessary adjustments to venue  | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG  |
| 12:30PM – 3:30PM  | Technical rehearsals  |   | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG  |
| 3:30PM – 4:30PM  | Meal break  |   |   |
| 4:30PM - 6PM  | Pre-event preparation  | Company call, FOH call & induction, showing people to seats  | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG   |
| 6PM – 7:30PM  | Performance  |   | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG  |
| 7:30PM – 8:30PM  | Post-performance mingling  | Serve finger-food and drinks   | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG  |
| 8:30PM  | Bump out  | Clean up and pack up venue, lock up  | Robertus INDRADJAJA, Danielle CHEN, Ella LIANG, Evelyn WANG   |

**Post Event**

* Bump out of venue
* Collect feedback
* Complete UHT debrief survey
* Write report

1. **Feedback**





* As you can see from the feedback form results, most people were satisfied with the event and would attend a similar event in the future

1. **Reflections**

**Attendance**

* Out of 200 purchased tickets, 160 people came on the day (80% attendance)
* A number of people were late at the start and could only enter the venue after the intermission

**Engineering Music Society**

* EMS was pretty good to work with, but for future events would recommend getting them to have more of an input in the event planning as there were some miscommunications
* Only bands were available to perform from EMS, so no ensembles with string instruments
* The size of their stage band and symphonic band are suitable for this kind of event – the amount of set up required isn’t too bad

**Length of performance**

* The performance lasted around 1.5 hours, with a 15 minute intermission in the middle
* This intermission was mostly to accommodate a change in set up between the stage band and clarinet ensemble/symphonic band

**Food & Drink**

* Food was ordered from Olive & Thyme
* We had a decent amount of food left over, so can possibly order less in the future, or offer more to the performing ensemble (if the same company)
	+ Some people have mentioned that the wraps were relatively dry
	+ A lot of the performers were already leaving by the time we offered them food
* Drinks were acquired from UMSU – standard soft drinks

**ISAs**

* We requested 6 ISAs for backstage crew
	+ This was definitely enough people, a lot of the time there wasn’t too much for them to do, particularly during the show
* We also requested 6 ISAs for front of house crew

1. **Suggestions**
* Set a clearer delegation of roles, primarily with the performing ensemble. Instead of having both the stage manager and production manager both from UMSUi, it’s best if the stage manager to be from the club that performs.
* Try and convince the club to keep doors open so if people are late, they can still come in but just quietly – between songs
* Keep the performance short, ideally around 1 hour. If that is the case, you don’t need an interval.
* Don’t use the same catering company, use others that are better.
* For backstage team, they don’t have to stay a long time during the preparation. As long as they help bump in and bump out, and remember the arrangement of the seating and instruments, they should be fine.
* Start promoting earlier and ask for help from UHT. Keep tickets at 5 dollars as it is a low enough amount to get people to come but still valuable enough so that most don’t become no shows.

1. **Budget**

A total of **$4750** have been allocated for this event, and the total actual expenditure for this event is **$4167.59** with the breakdown as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Cost (AUD)**  | **Allocated Cost (AUD)** |
| Catering  | 1  | 1,769.08  | 1,769.08  | 3,000.00  |
| Drinks  | 1  | 343.20  | 343.20  |
| EMS fee  | 1  | 1600  | 1600.00  | 1,600.00  |
| Ticketing  | 200  | -5  | -1000.00  | -750.00  |
| Staff fee  | 1  | 1400  | 1455.31  | 0  |
| Miscellaneous | 1 | 1150 | 0  | 900.00  |
| **TOTAL**  | **4167.59**  | **4,750.00** |
| **Surplus/Deficit**  | **582.41**  |

1. **Conclusion**

This concludes our report for the Symphonies of Nations Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Robertus INDRADJAJA**

**Danielle CHEN**

**Welfare Department 2023/24**

**UMSU International**

Sport Carnival Report

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

This report summarises the Sports Carnival 2024, which covers the period from 18th March till 21st March. The UMSU International Welfare Department believes that striking a balance between both mental and physical well-being is extremely crucial for all international students across campus. Therefore, in week 3, we will be holding an UMSUi Sports Carnival, where students will be given the opportunity to participate in various sports throughout the week. Through this event, we hope to encourage and inspire international students to adopt a healthier lifestyle by incorporating enjoyable sporting activities into their routine, which may help with better managing academic stress and overall well-being.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date   | :   | Monday 11th March – Thursday 14th March 2024 (Week 3)   |
| Venue   | :   | Nona Lee Sports Centre, The Oval  |
| Number of Attendees   | :   | 150  |
| Coordinators   | :   | Robertus INDRADJAJA, Danielle CHEN, Linda LIU, Evelyn WANG, Seoyoun KIM, Planet SITTHIXAY  |
| Manpower    | :   |

|  |  |
| --- | --- |
| **Day 1**   Badminton   | **OB:** 3 (+ 3 event coordinators)  **ISA:** 10  * 2 set up, 2 pack down
* 2 each session (6 in total)
 |
| **Day 2**  Volleyball   | **OB:** 3 (+ 3 event coordinators)  **ISA:** 10  * 2 set up 2 pack down
* 2 each session (6 in total)
 |
| **Day 3**  Table Tennis   | **OB:** 3 (+ 3 event coordinators)  **ISA:** 12  * 3 set up 3 pack down
* 2 each session (6 in total)
 |
| **Day 4**  Basketball    | **OB:** 3 (+ 3 event coordinators)  **ISA:** 10  * 2 set up 2 pack down
* 2 each session (6 in total)
 |

  |
| Budget   | :   | $736.37  |

1. **Event Overview**

The Sports Carnival is an engaging and inclusive event designed to encourage healthy sportsmanship and promote physical wellbeing through a series of team sports. Students can participate with friends or have the opportunity to foster new connections through a joint appreciation for sport.

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**   | **Date**   | **Activity**   | **Descriptions**   | **PIC**   |
| **Pre-event Preparations**   |    |
|    | Jan 23rd   | Meeting with CME   | * Kick-off meeting with CME
 | Robertus INDRADJAJA, Danielle CHEN   |
|    |    | Venue booking   | * Book Nona Lee for all days of event
 | Robertus INDRADJAJA, Danielle CHEN   |
| 0   |    | Purchase equipment   | * Order any necessary sporting equipment i.e. rackets and balls
 | Robertus INDRADJAJA, Danielle CHEN   |
| 1   | Feb 26th   | Request ISAs   | * Complete HR ISAs request sheet
 | Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG   |
| 1   |    | Open bookings   | * Open registrations for the different sports and sessions
 | Robertus INDRADJAJA, Danielle CHEN   |
| 2   |    | Create feedback form   | * Create feedback form for participants to fill out
 | Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG   |
| **Event Day**   |    |
| 3   | Mar 11th   | Run event (Badminton)   | * Set up registration area and badminton nets
* Run event (3x1 hour sessions)
 | PIC on day   |
| 3   | Mar 12th   | Run event (Volleyball)   | * Set up registration area and volleyball nets
* Run event (4x45min sessions)
 | PIC on day   |
| 3   | Mar 13th   | Run event (Table tennis)   | * Set up registration area and table tennis tables
* Run event (3x1 hour sessions)
 | PIC on day   |
| 3   | Mar 14th   | Run event (Basketball)   | * Set up registration area and basketballs
* Run event (3x1 hour sessions)
 | PIC on day   |
| **Post Event**   |
| 4   |    | Feedback   | * Collect feedback from participants
 | Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG   |
|    |    | Report   | * Present report
 | Robertus INDRADJAJA, Danielle CHEN, Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG   |

**Pre-event**

* Book venue
* Request ISAs
* Make it clear to encourage students to bring their own rackets and paddles (and table tennis balls/shuttlecocks if possible) through our socials and the newsletter
* Notify students again through social media of time and location
* Create feedback form

**Event Day**

**Event Flow - Day 1 Badminton**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**   | **Activity**   | **Details**   | **PIC**   |
| 1:30PM - 2PM   | Set up    | Set up nets and equipment for the event   | PIC on day     |
| 2PM - 3PM   | Session 1    | 1 ISA present as a referee   | PIC on day     |
| 3PM - 4PM   | Session 2   | 1 ISA present as a referee   | PIC on day     |
| 4PM - 5PM   | Session 3   | 1 ISA present as a referee   | PIC on day     |
| 5PM – 5:30PM   | Pack up    | Pack up nets and ensure area is clean   | PIC on day     |

* Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

**Event Flow - Day 2 Volleyball**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**   | **Activity**   | **Details**   | **PIC**   |
| 1:45PM – 2PM   | Warm-up and set up   | * Setting up nets
* Leading participants of first session in a warm-up
 | PIC on day     |
| 2PM – 2:45PM   | Game 1   | 1 ISA present as a referee   | PIC on day     |
| 2:45PM – 3:30PM   | Game 2   | 1 ISA present as a referee   | PIC on day     |
| 3:30PM – 4:15PM   | Game 3   | 1 ISA present as a referee   | PIC on day     |
| 4:15PM - 5PM   | Game 4   | 1 ISA present as a referee   | PIC on day     |
| 5PM – 5:30PM   | Pack up   | Pack up nets and ensure area is clean   | PIC on day     |

* Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

**Event Flow - Day 3 Basketball**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**   | **Activity**   | **Details**   | **PIC**   |
| 1:30PM - 2PM   | Warm up   | * Setting up nets
* Leading participants of first session in a warm-up
 | PIC on day   |
| 2PM - 3PM   | Session 1    | 1 ISA present as a referee   | PIC on day     |
| 3PM - 4PM   | Session 2   | 1 ISA present as a referee   | PIC on day     |
| 4PM - 5PM   | Session 3   | 1 ISA present as a referee   | PIC on day     |
| 5PM – 5:30PM   | Pack up   | Pack up and ensure area is clean   | PIC on day     |

**Event Flow - Day 4 Table Tennis**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**   | **Activity**   | **Details**   | **PIC**   |
| 1:30PM - 2PM   | Set up    | Set up nets and equipment for the event   | PIC on day     |
| 2PM - 3PM   | Session 1    | 1 ISA present as a referee   | PIC on day     |
| 3PM - 4PM   | Session 2   | 1 ISA present as a referee   | PIC on day     |
| 4PM - 5PM   | Session 3   | 1 ISA present as a referee   | PIC on day     |
| 5PM – 5:30PM   | Pack up    | Pack up nets and ensure area is clean   | PIC on day     |

* Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

**Post Event**

* Gather Feedback from students by encouraging them to fill in the feedback form provided by the end of the session via scanning through QR code.

1. **Reflections**

**Attendance**

* Monday 18th :  37 participants (19, 9, 9 for each session)
* Tuesday 19th : 29 participants (14, 8, 7 for each session)
* Wednesday 20th : 11 participants (9, 2 for each session)
* Thursday 21st : 16 participants (4, 3, 9 for each session)

1. **Feedback**

* Willingness to attend future sessions: 4.78/5
* Attendee satisfaction: 4.67/5
* Overall, the majority of participants have expressed their satisfaction with the event.
* Nearly 60% of the participants discovered this event through UMSUi's social media, while 30% heard about it through word of mouth.
* Nearly 70% of the participants were international students, while the remaining 30% were domestic students.

1. **Suggestions**
* Badminton: it was the most popular session, and more courts were mainly requested.
* There were also suggestions for better shuttles and rackets. In the future, it will be helpful to check the condition of equipment before the session.
* Some attendees answered that they would prefer afternoon sessions. In the future, we can offer more diverse scheduling options.
* It would be helpful to consider a variety of sports, including suggestions such as soccer, pool, and darts.
* Volleyball: Participants overall was satisfied with the event and multiple have expressed that they would love to attend more events like this one – wanting us to host more in the future.
* Basketball: Participants suggested that we could run this more in a regular basis if we can and also suggested that we should make the site more clearly mention in our posts

1. **Budget**

A total of **$1,000** have been allocated for this event, and the total actual expenditure for this event is **$736.37** with the breakdown as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items**   | **Quantity**   | **Unit Cost (AUD)**   | **Total Actual Cost (AUD)**   | **Budgeted Cost (AUD)** |
| Sporting Equipment | 1 | 600.00 | 0   | 600.00   |
|  |  |  | 0   | 400.00   |
| West Stadium   | 2  | 230.45  | 460.9   | 0   |
| Outdoor Basketball Court  | 1  | 70.91  | 70.91  | 0   |
| Squash Court 3  | 1  | 40.91  | 40.91  | 0   |
| Squash Court 1,2,4  | 3  | 54.55  | 163.65  | 0   |
| **TOTAL**   | 736.37  | 1000.00   |
| **Surplus** | **263.63** |

1. **Conclusion**

This concludes our report for the Sport Carnival Report. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Evelyn WANG**

**Seoyoun KIM**

**Linda LIU**

**Planet Sitthixay**

**Welfare Department 2023/24**

**UMSU International**

Central Committee Bonding Dinner #3 Report

Central Committee Meeting #10 – Monday, 22nd April 2024

1. **Introduction**

This report summarizes the 3rd committee bonding dinner which was held on 18th March 2024 which had the following objectives:

* Fostering a sense of community among the UMSU International Committees
* Showing appreciation to committee members for the work they have done

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | 18th March 2024  |
| Venue  | :  | D’Penyetz & D’Cendol Carlton (HALAL) (112-114 Lygon St, Carlton VIC 3053)  |
| Number of Attendees  | :  | 35  |
| Coordinators  | :  | Yhi Zhen LIM (Ethan)  |
| Budget  | :  | $1,000  |

1. **Event Timeline**

|  |  |  |
| --- | --- | --- |
| **Date**  | **Activity**  | **Additional Details**  |
| **Pre-event Preparations**  |
| 4 March 2024  | Confirmation from OBs  | Confirming how many OBs will be going  |
| 4-15 March 2024  | Booking Venue  | A lot of back and forth between multiple restaurants. Spent multiple days contacting restaurants online and going in-person to restaurants.  |
| Confirmation for Menu  |
| **Event Day**  |
| 18 March 2024  | Bonding and Dinner  |   |
| **Post Event**  |
| CCM #10 22 April 2024 | Present Report in CCM  |   |

1. **Reflection**

A variety of cuisine and restaurants were provided by committee members, and the suggestions were used when searching for a suitable restaurant. It may seem like I did not take any of the suggestions, but I will outline a few reasons below:

* Chinese and Korean Cuisine were not considered as we have had them in our previous dinners.
* For some cuisines, it was hard to find a restaurant that serves dishes for sharing, that fits within our budget. While for some cuisines, it was hard to order for our group as there were just too many items on their menu and many unfamiliar dishes.
* Some of the restaurants suggested either cannot cater for our group (Yes, I’ve checked), are way over budget, or have closed down.
* I have approached multiple Italian restaurants (both in-person & online), and even created order lists for them. But some either cannot cater for us due to existing bookings, or required us to get their set menu, which is over our budget.

Restaurant:

David’s Hotpot

* Approaches were also made for several hotpot restaurants. It was initially confirmed that we are going to David’s Hotpot, after getting confirmation from their manager that they can do Online Credit Card Payment.
* I even went to the restaurant on 3 separate occasions to create our order list (especially annoying when it comes to hotpot since it was hard to estimate). Furthermore, I had to change the order 2-3 times because the restaurant kept on changing the agreed seating and table arrangement, since feedback from the previous dinner stated that the distribution of dishes across tables should be the same to ensure that everyone can enjoy all dishes.
* 4 days before the bonding dinner, I went in-person again to get a final confirmation. They then informed me that they are not able to do online credit card payment, despite the initial agreement.

Additional Notes

* I had 1 day to find and confirm another restaurant, as a request for payment needs to be lodged by Friday for it to be processed on Monday.

D’Penyetz & D’Cendol

* They were one of the restaurants I phoned up as I was speed-walking from restaurant to restaurant on Thursday.
* Initially, they were unwilling to take us due to the size of the group, however, upon learning that we were from UMSU International they decided to take us in and help us create a set menu, while agreeing to make 3 portions of vegetarian menu.
* Original menu:
* Kerupuk Bawang (Onion Crackers)
* Whole Fish with Special Sweet Balinese Sauce
* Singapore Chilli Pipis
* Ayam Penyet
* Indonesian Gado-Gado
* Sambal Squid Balado
* Stir Fry Mixed Vegetables (Chap Chay)
* Steam Rice
* Teh Kotak (Free)
* Vegetarian menu:
* Kerupuk Bawang (Onion Crackers)
* Indonesian Gado-Gado
* Stir Fry Mixed Vegetables (Chap Chay)
* Crispy Mushroom Seaweed
* Tahu
* Soy Beancurd Penyet
* Nasi Goreng Veggie
* Teh Kotak (Free)
	+ The manager was really kind and gave us a $260 discount to fit the $1,000 budget, while giving us a free teh kotak drink for everyone.
	+ Overall, the team at D’Penyetz were really helpful both during booking and during the dinner.

 Feedback:

* + Insufficient vegetarian options, and mix-up between non-vegetarian sauces.
	+ Request for different cuisine, more variety of dishes, and vegan friendly options.

1. **Budget**

A total of **$1,000** have been allocated for this event, while the actual cost was **$1,028.16** due to transaction cost:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Actual Cost (AUD)**  | **Allocated Cost (AUD)**  |
| Foods and Drinks  | TBC  | TBC  | 1,028.16  | 1,000  |
| **Total**  | **1,028.16**  | **1,000.00**  |
| **Deficit**  | **-28.16**  |

1. **Conclusion**

This concludes the Central Committee Bonding Dinner #3 Report. Please contact the General Secretary if you have any queries.

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**General Secretary 2023/24**

**UMSU International**

President’s Report March/April 2024

Central Committee Meeting #10 – Monday, 22nd April 2024

**University Meetings and Reputation**

Recently, UMSU International’s advocacy spearheaded by me have been recognized by the university via our invitation to some key executive meetings: the Provost’s Advisory Committee and the University Executive meetings, which have all the senior members of university. This allows us to foresee what the university’s strategic vision is for the short and long-term as it provides us a better idea of what sort of events we should be running in the future as well as oppose any initiatives that we feel would be detrimental to international students well before it trickles down to operational teams.

Every single member of our Central Committee has been working hard in making all of our events bigger and better, from the International Students Survey to the Night Market. I made it a decisive point for the university to understand the scope of work that we do, as this allows the university to acknowledge how big UMSU International’s impact is towards our constituents.

The Night Market’s VIP Reception comprised of the following guest list:

* Gregor Kennedy, Deputy Vice Chancellor (Academic)
* Joanne Ligouris, Academic Registrar
* Jamie Evans, Pro Vice Chancellor (Students and Education)
* Elaine Wong, Pro Vice Chancellor (People and Equity)
* Karen Farquharson, President of the Academic Board
* Tim Brabazon, Director of Students Academic and Scholarly Services
* Michael Wesley, Deputy Vice Chancellor (Global Culture and Engagement)
* Sara Pheasant, CEO of UMSU

All University staff members have expressed their gratitude and content regarding the efforts we’ve been putting in for our events and until recently, a lot of them do not know a lot about what we offer as an organization. So, this was a good opportunity for us to expand their knowledge and subsequently increase our own reputation amongst university staff. As a result of this, talks about furthering our own events and collaborations with the university have been initiated.

**Employability**

The University has acknowledged the work of our Summit and the need for events focusing on graduate employability for international students specifically. Opportunities have been extended by the Students and Scholarly Services, Michael Wesley (Deputy Vice Chancellor of Global Culture and Engagement) and the Associate Dean of the Faculty of Engineering and Information Technology.

Robertus and I will be working tightly on this as this is an area that we’ve identified as something the university needs to direly improve upon, given the current state of the job market and its implications to international student graduate employability. With this, we hope to improve the quality of future UMSU International Summits as well as collaborating with the university more on these styles of events.

**Cost of Living Crisis**

Another key issue that the university has been trying to focus on, along with other groups, is dealing with the rising cost of living crisis. UMSU International has its own critiques about how the university is handling this, but generally we’ve made some critiques to the university about the way that they are approaching this issue, as well as assessing whether their impacts are significantly improving student conditions. We’re working with the University to try and address prices of vendors on campus, as well as getting the university to commit to more actionable plans to alleviate the cost-of-living crisis for students, including but not limited to, the increase of food programs or at least funding of them.

**Other Working Groups**

Currently, I’m focusing my work on the Scam Working Group which is a group focusing on the prevention and increase of awareness of scams and fraudulent services that target international students, in collaboration with Students and Scholarly Services. As far as I’m aware, UMSU International and this working group are the only two parties that are seeking to address this issue seriously.

With this report, I want to flag that if any of you, UMSU International Committee members, get news of any sort of student-focused scams, please forward this information with any pictures/videos that you can get, along with any necessary translations. This is an issue that the university is starting to focus tightly on, and so it’s a smart strategic decision for UMSU International to align ourselves as the vanguard to combat it.

1. **Conclusion**

This concludes the President’s Report for March/April 2024. Please do not hesitate to contact me should you have any queries, or any issues you would like brought up.

**Prepared by,**

**Richard Ha**

**President 2023/24**

**UMSU International**

6. Other Business

1. To approve reimbursement of $38.80 from budget line 03-60-695-3840 Tag General to Aksh Batra for the purpose of transporting oil purchase for the Night Market event.
2. Caution for external parties promoting at UMSU International Events
3. Election Nomination Reminder

7. Next Meeting

CCM #11

Date : Monday, 6th May 2024 (17:00)

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre