Agenda

Central Committee Meeting #11 – Monday, 6th May 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 #10
4. **Proposals**
	1. Farewell Party 2024 Proposal
5. **Reports**
	1. ISA OB Bonding 2024 Report
6. **Other Business**
	1. Reminder for Election Period
	2. Official Reprimand for Xinyuan Wang (Cynthia)
	3. Official Reprimand for Coby Cheung
	4. Official Reprimand for Tanveen Kaur
	5. Official Reprimand for Madeline Sutanto
7. **Next Meeting**

Unconfirmed Minutes

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 and apologies**
		* + Attendance – 32/39 members

Late with Apologies

Directors: Ying Yu CHEN (Danielle)

Officers: Qi Evelyn WANG (Evelyn), Kayven Claus SATRIO, Yuxuan LIU (Linda), Soudaphone SITTHIXAY (Planet), Seoyoun KIM (Youn)

Leaving Early with Apologies

Officers: Sol KWON, Mansi RAWAT, Asawari Sahebrao SIRSAT

Absent with Apologies

Directors: Hiranmayi RAMESH

Officers: Ella LIANG, Zijia ZHOU (Gia), Tiffany Au YEUNG

Late with No Apologies

EXCO:  Madeline SUTANTO

Absent with No Apologies

Directors: Tanveen KAUR

Officers: Rebecca CHRISTOPHER, Gurshan Singh NANDA

Motion 1

Move that Standing Orders be adopted for CCM #10 at 5:10PM**.**

Mover : Robertus Jonathan INDRADJAJA

Seconder : Coby CHEUNG

CARRIED without contention.

 **1.5. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #10 be adopted.

Mover : Christopher MINN

Seconder : Yashvi NARULA

CARRIED without contention.

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

Motion 3

Move that the minutes of CCM #9 be accepted and confirmed as a true and accurate record.

Mover : Christie DEANDRIA

Seconder : Asawari Sahebrao SIRSAT

**Motion Carried.**

Motion 4

Move that the International Hangout 2024 Proposal be accepted.

Mover : Jeslyn TANDYAJAYA

Seconder : Jesslyn ANDRIONO

Budget Line : 3840 – Food and Beverage

**Motion carried.**

Motion 5

Move that the Exam Pack Giveaway Proposal be accepted.

Mover : Christie DEANDRIA

Seconder : Coby CHEUNG

Budget Line : 3839 – Exam Support

**Motion carried**.

Motion 6

Move that the Semester 1 2023 ISA Appreciation Night and Winning House Dinner (July & August 2023 Intake) Proposal be accepted.

Mover : Sol KWON

Seconder : Aksh BATRA

Budget Line : 3840 - General

**Motion carried.**

Motion 7

Move that the **SWOTSNACC Semester 1 2024 Proposal** be accepted**.**

Mover : Andrea MAKATITA

Seconder : Megan Zouves WIRANTO (Megs)

Budget Line : 3839 – Exam Support

**Motion carried.**

Motion 8

Move that the GetCertified Report be accepted.

Mover : Madeline SUTANTO

Seconder : Ying Yu CHEN (Danielle)

**Motion Carried.**

Motion 9

Move that the Employability Summit Report be accepted.

Mover : Yuen Jie NG (Jason)

Seconder : Qi Evelyn WANG (Evelyn)

**Motion Carried.**

Motion 10

Move that the Symphonies of Nations Report be accepted.

Mover : Seoyoun KIM (Youn)

Seconder : Luong Hien TAM (Tam)

**Motion Carried.**

Motion 11

Move that the Sport Carnival Report be accepted.

Mover : Yhi Zhen LIM (Ethan)

Seconder : Christopher MINN

**Motion Carried.**

Motion 12

Move that the Central Committee Bonding Dinner #3 Report be accepted.

Mover : Christian VALERIAN

Seconder : Yashvi NARULA

**Motion Carried.**

Motion 13

Move that the President's Report March/April 2024 be accepted.

Mover : Soudaphone SITTHIXAY (Planet)

Seconder : Natasya Jestine WIRAATMAJA

**Motion Carried.**

1. **Other matters**
2. 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.
3. Caution for external parties promoting at UMSU International Events
4. Election Nomination Reminder

Motion 14

Move that the Motion to approve reimbursement to Aksh Batra be accepted.

Mover : Xinyuan WANG (Cynthia)

Seconder : Yuen Jie NG (Jason)

Budget Line : 3840 - General

**Motion Carried.**

Motion 15

Move that Standing Orders be suspended at 6:16PM

Mover : Yuxuan LIU (Linda)

Seconder : Kayven Claus SATRIO

**Motion carried.**

Motion 16

Move that CCM #10 be adjourned at 6:17PM

Mover : Rachel ZHOU

Seconder : Christie DEANDRIA

**Motion carried.**

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**General Secretary 2023/24
UMSU International**

Farewell Party 2024 Proposal

Central Committee Meeting #11 – Wednesday, 6th May 2024

1. **Introduction**

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

1. **Objectives**

This event aims to:

* Recognise and acknowledge the hard work, time, and effort of the UMSU International 2023/24 Committee Members.
* Set a precedent for celebrating and rewarding outstanding efforts, encouraging future excellence within the organisation.
* Create an environment that Committee Members can interact with one another.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Week 5, Friday, 23rd August 2024 [(19:00 – 23:00 - Melbourne time)]  |
| Venue  | :  | Party Boat Cruises – Citrus Lady (131 Harbor Esplanade, Docklands)  |
| Number of Attendees  | :  | Max 39  |
| Coordinators  | :  | Yhi Zhen LIM (Ethan)  |
| Manpower  | :  | 6 Committee Members  |
| Budget  | :  | $6500  |

1. **Event Overview**

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

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| **Pre-event Preparations**  |   |
|  -  | May  | Event Preparation  | Come up with venue suggestion and confirm number of attendees  | Ethan  |
| -  | June  | Backdrop   | Design backdrop and research on vendors  | Christian  |
| July-August  | Logistics  | Order food, decor pieces and other event needs (i.e. lenses)  | Ethan  |
| **Event Day**  |   |
| -  | 23 Aug 2024  | Cruise Party  | Committee Appreciation Event with food and drinks  | Ethan  |
| **Post Event**  |   |
|   | August  | Report   | Report presentation during next CCM  | Ethan, Next Secretary |

**Event Day**

* Check in 30 minutes before cruise starts, should anyone be late, coordinator is not responsible to ensure that the boat will wait for any latecomers.

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity**  | **Details**  | **PIC**  |
| 06:30-07:00 PM  | Check In  | Attendees comes to docklands (131 Harbor Esplanade, Docklands) need to check in with coordinator  | Ethan  |
| 07:00-11:00PM  | Event time  | Attendees are welcomed to enjoy the food and drinks provided and commemorate the work they have put in their term  | Ethan  |
| 11:00PM-12:00AM  | Clean Up  | Every OBs are expected to help with clean up   | Ethan  |

1. **Budget**

A total of **$6500** have been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items**  | **Quantity**  | **Unit Cost (AUD)**  | **Total Cost (AUD)**  |
|  Boat Hire  | 1  | 750   | $825.00   |
| Basic drinks package  | 39  | 95   | $3,705.00   |
| Food  | 1  | 1045  | $1,045.00   |
| Entertainment & Decor  | 1  | 727.99  | $727.99  |
| Miscellaneous  | 1  | 197.01  | $197.01  |
| **Total**  | **$6,500.00**  |

* Note for budget: subject to change depending on boat hire supplier in regards to potential security fees.
* Budget are also subjected to number of attendees RSVP.

1. **Conclusion**

This concludes our proposal for the Farewell Party 2024 Proposal. Please contact the Executive Committee if you have any queries.

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**General Secretary 2023/2024**

**UMSU International**

ISA OB Bonding 2024 Report

Central Committee Meeting #11– Monday, 6th May, 2024

1. **Introduction**

This report summarises the ISA OB Bonding 2024, which is held on 13th April 2024. The ISA-OB Bonding event serves as an opportunity for International Student Ambassadors to foster friendship with the current Office Bearers.  This event includes multiple minigames with points to collect that require coherent teamwork between ISAs and OBs. Afterwards, a leisure “picnic style” activity with food and drinks will be catered to conclude this event.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date  | :  | Saturday, 13th April 2024 [actual event time: 11 am - 1:30 pm] [11am - 2:00 pm including set up and clean up] |
| Venue  | :  | South Lawn   |
| Number of Attendees  | :  | 63  |
| Coordinators  | :  | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| Manpower  | :  | 5 Committee Members  |
| Budget  | :  | $1500  |

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #**  | **Date**  | **Activity**  | **Descriptions**  | **PIC**  |
| **Pre-event Preparations**  |   |
| 5  | 27th March 2024  | Proposal  | Creating Proposal and Presenting in CCM  | Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 5  | 27th March 2024  | Games Planning   | Brainstorm interactive games and gather relevant materials   | Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 5  | 5th April 2024  | Finalising food vendors  | Brainstorm various food vendors, look for picnic style food  | Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 6  | 10th April 2024  | Game Planning  | Confirm attendees, allocate them into groups, and game related administration  | Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| **Event Day**  |   |
| 6  | 13th April 2024  | ISA/OB Bonding   | Set up games, food station, lead the event, food handling and clean up   | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| **Post Event**  |   |
| 8  | 22nd April  | Report  | Writing the Report  | Gurshan SINGH,  Tam LUONG  |
| 10  | 6th May 2024  | Present Report in CCM  | Presenting the Report  | Gurshan SINGH,  Tam LUONG  |

**Event Flow for the ISA OB Bonding**

|  |  |  |
| --- | --- | --- |
| **Time**  | **Activity/ Details**  | **PIC**  |
| 11 am - 11:30 am   | Set up at South Lawn   | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 11:30 am - 12:30 pm   | Play games   | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 12:30 pm - 1:00 pm  | Lunch and socialise   | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 1:00 pm - 1:30 pm   | Final game   | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |
| 1:30 - 2:00 pm  | Clean-up  | Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO  |

1. **Reflections**

**4.1 Games**

* 75% showed up rates (84 participants voted going but only 63 showed up, excluding 5 HR members)
* It was efficient to have an ice breaking (human bingo) when half of the participants showed up, to keep everyone engaging while waiting for the rest to come
* The games were greatly enjoyed by the participants with no injuries incurred
* As the games were operating in a rotation basis, there were some delays for some teams who finished their games earlier and had to wait for their next turn

**4.2 Food**

* Sufficient food is provided for the participants
* Baguettes were more preferred than wraps

1. **Suggestions**

**5.1 General Suggestions**

* Mic and speaker shall be used to deliver messages to the event participants effectively under outdoor condition
* Participants shall be reminded to bring sun protection products and wear sporty outfits for the outdoor bonding events
* Spare pens should be prepared for the bingo activity
* Chit-chat sessions shall be included in the event. HR should encourage the OBs to communicate more with the ISAs

**5.2 Games**

* The games were mostly relay races and cooperative games involving physical energy, hence, more problem-solving games shall be included to cater the ones who are not interested in sportive activities

**5.3 Food**

* Drinks are recommended, can be soft drinks, water or juice
* Given the ordering complexity, other restaurant options for catering would be suggested.
* Subway has requested to place future orders at least 2 weeks before hand to avoid rostering problems

1. **Budget**

A total of **$1,500** have been allocated for this event, with the breakdown as listed below:

|  |  |
| --- | --- |
| ​​**Items**  | **​Total Cost (AUD)**  |
| ​Kmart order  | ​$22.00  |
| ​Food (Subway)  | ​$1,000.93  |
| **​TOTAL**   | **​$1,022.93**  |
| **​Surplus**  | **​$477.07**​  |

1. **Conclusion**

We would like to thank all the committee members who have participated in the event and engaged with the ISAs.

This concludes our report for the ISA OB Bonding 2024. Please do not hesitate to contact the HR Department should you have any queries.

**Prepared by,**

**Human Resources Department 2023/24,**

**UMSU International**

6. Other Business

1. Election Reminder
2. Official Reprimand for Xinyuan Wang (Cynthia)
3. Official Reprimand for Coby Cheung
4. Official Reprimand for Tanveen Kaur
5. Official Reprimand for Madeline Sutanto

7. Next Meeting

CCM #12

Date : Monday, 20th May 2024 (17:00)

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