

Agenda

Central Committee Meeting #12 – Monday, 20th May 2024

Time : 17:00

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

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
 - 1.2.1. Committee 2024/2025
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

- 2.1.

3. Confirmation of Previous Minutes

- 3.1. CCM #11

4. Proposals

- 4.1. Yearbook Proposal

5. Reports

- 5.1. Meet and Greet 2024 Report
- 5.2. Earth Week Report
- 5.3. International Student Survey Report
- 5.4. Mental Health Week Report
- 5.5. PR Visa Workshop Report

6. Other Business

- 6.1. Official Reprimand for Asawari Sahebrao Sirsat
- 6.2. Official Reprimand for Planet Sitthixay
- 6.3. Second Vote of No Confidence for Aksh Batra
- 6.4. International Student Cap & 485 Graduate Visa Policy

7. Next Meeting

Unconfirmed Minutes

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

Time : 17:00

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

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 31/39 members

Late with Apologies

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

Absent with Apologies

Directors: Hiranmayi RAMESH

Officers: Yashvi NARULA, Mansi RAWAT, Chenxi SONG (Vicky), Zijia ZHOU (Gia),
Megan Zouves WIRANTO (Megs)

Absent with No Apologies

Directors: Aksh BATRA

Officers: Asawari Sahebrao SIRSAT

Motion 1

Move that Standing Orders be adopted for CCM #11 at 5:05PM.

Mover : Christie DEANDRIA

Seconder : Christian VALERIAN

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #11 be adopted.

Mover : Qi Evelyn WANG (Evelyn)

Secunder : Luong Hien TAM (Tam)

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #10 be accepted and confirmed as a true and accurate record.

Mover : Coby CHEUNG

Secunder : Yuxuan LIU (Linda)

Motion Carried.

Motion 4

Move that the **Farewell Party 2024 Proposal** be accepted.

Mover : Rebecca CHRISTOPHER

Secunder : Rachel ZHOU

Budget Line : 3840 – General

Motion carried.

Motion 5

Move that the **ISA OB Bonding 2024 Report** be accepted.

Mover : Christopher MINN

Secunder : Kayven Claus SATRIO

Motion carried.

4. Other matters

- 4.1 Reminder for Election Period
- 4.2 Official Reprimand for Xinyuan Wang (Cynthia)
- 4.3 Official Reprimand for Coby Cheung
- 4.4 Official Reprimand for Tanveen Kaur
- 4.5 Official Reprimand for Madeline Sutanto

Motion 6

Move that Standing Orders for CCM #11 be suspended at 5:23PM.

Mover : Yuen Jie NG (Jason)

Secunder : Madeline SUTANTO

Motion carried.

Motion 9

Move that CCM #11 be adjourned at 5:23PM.

Mover : Jeslyn TANDYAJAYA

Secunder : Andrea MAKATITA

Motion carried.

Prepared by,

Yhi Zhen LIM (Ethan)
General Secretary 2023/24
UMSU International



Yearbook Proposal

Central Committee Meeting #12 – Monday, 20th May 2024

1. Introduction

To commemorate and celebrate the work of the committee during their 23/24 term EXCO are planning to make a yearbook for every committee member. It will showcase the moments of being a committee member, accomplishments, and testament to UMSU International.

2. Objectives

This event aims to:

- Celebrate the end of the term of 23/24 UMSU International committee.
- Showcase the work of UMSU International and the behind-the-scenes!

3. Event Details

Date : 23 August 2024
Venue : UMSU International Lounge, building 168
Number of Attendees : 39
Coordinators : Christian VALERIAN, Maddy SUTANTO
Manpower : 2 coordinators
Budget : \$1000

4. Event Overview

Main event would be the designing and distribution of the yearbook.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	May	Proposal	Writing and Passing proposal in CCM	Christian VALERIAN
-	June-July	Design	Designing and printing the yearbook, collecting photos from committee members	Christian VALERIAN, Maddy SUTANTO
Event Day				
-	August	Distribution	Distributing yearbooks	Christian VALERIAN

6. Budget

A total of **\$1000** have been allocated for this event, with the breakdown as listed below:



Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Yearbook printing	40	25	1000.00
TOTAL			1000.00

7. Conclusion

This concludes our proposal for the Yearbook Proposal 2024. Please do not hesitate to contact the Executive Committee should you have any queries.

Prepared by,

Christian VALERIAN
Cultural and Social Vice President 2023/24
UMSU International

Meat and Greet 2024 Report

Central Committee Meeting #12– Monday, 20th May, 2024

1. Introduction

This report summarises Meat and Greet 2024, which was held on 2nd May 2024. During this event, HR, and P&S worked alongside to bring the Meat and Greet to life. This event gave students a chance to socialise and make new connections, providing a safe, engaging platform for students to enjoy various kinds of food to release stress. The event consisted of BBQ, Popcorn and Hot Chocolate, providing a range of different food options for students to engage in.

2. Event Details

Date	: Thursday, 2nd May 2024 [actual event time: 11 am - 2pm] [9:00am - 4:00pm including set up and clean up]
Venue	: Amphitheatre
Number of Attendees	: 487
Coordinators	: Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
Manpower	: 8 Committee Members & 40 ISAs (including coordinators which consists of 8 Committee Members)
Budget	: \$3350

3. Event Overview

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques, drinks, cotton candy and popcorn. This Meat and Greet will be part of the Mental Health Week and collaborate with the Welfare Department.

4. Event Timeline and Event Flow

4.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	9th March 2024	Venue Booking	Book Amphitheatre	Cherry LAM
4	18th March 2024	Proposal	Creating Proposal and Presenting in CCM	Cherry LAM

2-9	9th March - 30th April 2024	Teamwork	Communicate with CME regarding the event	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
2-9	9th March - 30th April 2024	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Tam LUONG
2-9	9th March - 30th April 2024	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
Event Day				
9	30th April 2024	Pick up	Pick up Halal Meat	Cynthia WANG, Cherry LAM
9	2nd May 2024	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
Post Event				
9-10	2nd - 20th May 2024	Report	Writing the Report	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
11	20th May 2024	Present Report in CCM	Presenting the Report	Cherry LAM

4.2 Event Flow

Time	Activity/ Details	PIC
9 am - 11 am	Set up/ Collecting Order	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
11 am - 2 pm	Cooking/ Distributing free foods & drinks	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam

		LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
2 pm - 4 pm	Clean up	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG

5. Reflections

- The queue for the barbecues was quite long, due to the slow turnover rate for Beef Sausages
 - Chicken Sausages were taken by (presumably) UHT for their Dance Battle, resulting in less meat options.
- The hot chocolate had low popularity, due to:
 - The leakage of the machine made it seem less appealing.
 - The hot chocolate did not taste too good, as it was too sweet.
- The vegan chicken schnitzels were too frozen (despite moving it to the cool room the day before), hence additional time was required to defrost them for barbecue.

6. Feedback

Among 487 participants, 396 filled in the feedback form:

- Event Participation
 - Around 89% of participants had BBQ, 59% had hot chocolate and 41% had popcorn.
- Event Satisfaction:
 - 93.2% (369 people) of the students surveyed would like to join similar activities in the future, with an average event rating of 4.4.
- Event Satisfaction:
 - 42% of the students surveyed heard about the event via Instagram, and around 30% noticed the event on the day when walking by the venue.
- Other Feedback and Suggestions from Participants

Positive feedback

- Many appreciated our service and wanted more similar events.
- Participants liked the event idea and enjoyed the atmosphere.
- Appreciate the free food given.

Improvements

- The queue and wait time were too long so it was suggested to have 2 lines for vegan and non-vegan. Moreover, it is recommended to let those who want plant-based get the food first when beef or other options are running out.

7. Suggestions

Vegan Food Provider - The Kynd Butcher

- The plant-based chicken schnitzels were popular and delicious, and the vendor was nice and friendly, so we recommend collaborating with the vendor in future events.
- It took a long time for the plant-based chicken schnitzels to defrost. Therefore, for the future Meat & Greet event, the chicken schnitzels should be placed in the cold room once it is collected from the vendor (instead of the day before).
- The vegan food replacement from UMSU is delicious. It is recommended to reorder the satay skewers from the vendor for the future event.
- Contact: theyndbutcher@gmail.com
 - The vendor may take some time to reply to emails, so it is recommended to contact them earlier in advance.

Halal Meat Ordering

- 20 kg of beef sausage and 16 kg of chicken sausage were ordered, yet the other UMSU departments (presumably UHT) accidentally used the chicken sausages.
- It is suggested that halal sausages be labelled after UMSU has collected and placed them in the cold room.

Coles Orders

- If the bread arrives more than 2 business days before the event day, it is suggested to store it in the cold room to prevent it from getting mouldy.

The Venue - Amphitheatre

- The Amphitheatre is an open area and can attract students to participate in the event. Hence, the venue is highly recommended for future Meat & Greet. However, some additional requirements apply which are listed below:
 - **Booking Electrician**
 - An electrician must be booked **a week ahead** of the event to set up the electricity for the event, and this can be done through Teamwork.
 - **Booking Cleaner(s) and Bins**
 - Booking cleaners and bins were required by the university if we decided to host any event at the Amphitheatre. This required a minimum of 2-day notice.
- To reach out to a larger scale of audience, a larger speaker is recommended for the future Meat & Greet event.
- Hence, if any future events decide to be hosted at the Amphitheatre, we recommend the event coordinators book them in advance to avoid the negative impacts of the event.

Barricades

- As the barricades are located far away from the event venue, it took huge manpower and effort to transport them in and out.

Crowd Control

- We recommend that the starting line and traffic direction of the queue should still be maintained, in the sense that there should be a cut-off in the middle of the queue and then continue further back to prevent blockage of the street.
- We recommend future committees to change the queue for people who only want the BBQ and other complementarities, and people who want a combination of all three. We only had one queue, so the line was moving very slowly, particularly when people want to wait for their preferred type of meat.

Hot Chocolate Machine

- There was severe leakage in the hot chocolate machine, making the serving table messy. Therefore, it is recommended that we do not order from this vendor again.
- The chocolate provided by the vendor was too sweet, hence it is recommended not to purchase from this vendor again in the future.

Barbeque Grill

- Under the new UMSU SOP, the barbeques are required to be fully covered under a marquee.
- We were able to fit all 3 barbeques under the 2 UMSUi marquees, by stationing food serving tables, hot chocolate, and popcorn machine outside of the marquee.
- Weather concerns regarding such an allocation, as it is not ideal for food to be out in the open.
- Could potentially look into acquiring a third UMSUi Marquee (12x3? - or whatever size the NM marquees were)
 - As UMSU no longer have any white marquee in their storage room (at least we could not find it on the day)

Overall

- It is recommended for future committees to label all stocks and items being kept in UMSU Storage (Coolroom, Fridge etc.) to prevent the situation where another UMSU department takes our stocks.

8. Budget

A total of **\$3350.00** (\$3,200 + \$150) has been allocated for this event, and the total actual expenditure for this event is **\$3289.20** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
BBQ Hire	221.00	\$267.00
Coles Orders	600.00	\$646.60
Food Product - Madina Halal Meat	900.00	\$350.00
Food Product - Vegan Option	800.00	\$477.50
Popcorn Machine (from UMSU)	150.00	\$175.90
Hot Chocolate Machine	200.00	\$510.00
Miscellaneous	479.00	\$180.00 (for the bin)

		\$352.20 (Electricity Fee)
		\$330.00 (Casuals)
TOTAL	3,350.00	\$3289.20
Surplus		60.80

Note: As of now, we still have not received any invoice for our chicken sausages, so we are unsure whether it should be expensed under our budget. The actual expenditure may differ slightly depending on whether UMSU will absorb the cost for us.

9. **Conclusion**

We would like to thank all the committee members who helped out at the event. Meat & Greet 2024 was successful and the collaboration between HR and the P&S department was smooth and delightful.

This concludes our report for the Meat and Greet Report 2024. Please do not hesitate to contact the HR and P&S Department should you have any queries.

Prepared by,

Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATORIO
Human Resources Department 2023/24
UMSU International

Earth Week Report

Central Committee Meeting #12 – Monday, 20th May, 2024

1. Introduction

This report summarized the Earth Week 2024 (Week 8 of Semester 1 2024). Earth Week was held by the UMSU Intl Welfare department to promote sustainability and raise awareness towards current environmental issues in our communities. We will host events throughout the week that are relevant to topics ranging from sustainability to climate change. These events will range from pot painting to a trivia night for the education purposes. It is important to note that taking care of the environment will ultimately improve the welfare of students and the wider world.

2. Event Details

Date : Week 8

Venue : Arts Lab (Pot Painting event) & Malaysian Theatre (Trivia night)

Number of Attendees :

Coordinators : Yuxuan Liu, Planet Sitthixay, Evelyn Wang

Manpower : All the coordinators + 6 ISAs + 6 OBs

Budget : \$1000.00

3. Event Overview

Earth week is an initiative carried out over week 8 involving both engaging and educational activities. The event line-up includes pot painting and sustainability Trivia night. We have also ordered from sustainable and environmentally conscious vendors for International Brekkie during Earth Week to further promote the theme of sustainability.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	13/3	Planning and creating proposal	- Meeting to write proposal and finalize event ideas	Yuxuan Liu, Planet

				Sitthixay, Evelyn Wang
4	15/3 - 25/3	Purchasing items for pot painting	<ul style="list-style-type: none"> - Purchase pots, soil and plants/seeds - Ask CME for old newspaper as table clothes 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
4	15/3 - 25/3	Purchasing items for trivia night	<ul style="list-style-type: none"> - Purchase terrarium (prize) - Purchase vegan chips 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
6	25/3-30/30	Request ISAs & OB	<ul style="list-style-type: none"> - Create excel sign-up sheet - Request ISAs & OB 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
6	1/4-5/4	Prepare trivia questions	<ul style="list-style-type: none"> - Prepare 3 category environment/sustainability-related questions for trivia night - Make the slides for trivia questions 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
8	29/04	Feedback forms	<ul style="list-style-type: none"> - Create feedback forms for the different events throughout the week 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
Event Day				
10	25/04-29/04	Run events	<ul style="list-style-type: none"> - Monday: Set up pot painting session, including pot, paint, tablecloth, seeds/plants - Wednesday: set up table in the venue; Pizza delivered. 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
Post Event				
11	25/04-29/04	Feedback	<ul style="list-style-type: none"> - Collect feedback from participants after each event 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang

Event Day

- Earth day will run across three weekdays:

- Monday: Pot painting and planting
- Wednesday: Trivia night
- Sustainable vendor for International Brekkie throughout the week

5. Reflections

Pot Painting

- We expected 60 participants for the event. 48 of them showed up, with around 8 walk-ins. Overall, the event received a great turn-up.
- We provided one small cup to raise the brush, one palette, and 2-3 people to share the brushes. Arts supplies were provided by arts Lab.

Earth Week Trivia Night

- We expected around 20 participants for the Trivia Night. There were around 35 people for the final turned up. This was because of incentives to win Jellycats and free food, as well as well-designed posters and storied promotion for the event.
- In the future, we recommend ordering prizes like Jellycats at least two weeks in advance to ensure the prize will be delivered by the event day. Also, for an event like earth week, we recommend communicating with M&M department in advance to schedule out posting dates, including Instagram story. This is to ensure events run smoothly and living space for M&M to work on the design.

International Brekkie

- For this event, we linked our International Brekkie with Earth Week by providing either plant-based food options or vendors providing paper wrapped packaging options to reduce plastic waste for Monday, Wednesday, and Friday.
 - Monday: Give a Fork - plant-based food options.
 - Wednesday: Seoul Bong Toast - paper wrapped packaging.
 - Friday: Sloppy Joes – paper wrapped packaging.
 - Both brekkie days were well received and organized in advanced well.

6. Feedback & Suggestions

- Pot painting received a 4.92 out of 5 ratings overall, as participants find it enjoyable and relaxing. It was a great event to be held for Earth Week. We could provide smaller brushes too as participants suggest a larger variety of brushes would be great. The Arts Lab was a suitable place to hold arts events like this, though bear in mind the number of participants, as the maximum capacity of the room is around 25. We found a big squishy in the room where there were 20 people. Also, participants suggest longer session time would be better as some of them find one-hour long session was a bit rushing for them to finish painting the pot. Lastly, we suggest requesting more ISA for clean-up, as it took us a while to wash up everything.
- Trivia night received a 4.75 out of 5 ratings overall. We suggest making it more interactive, such as jeopardy or Kahoot style with some explanation of the topics.
- Brekkie options were new and tasty.
- In the future, we should aim to have more activities focused on interactive educating students about sustainability and specific environmental problems relevant today.
- Further, we should also focus on appreciating nature too. We could hold outdoor activities, such as hiking in nature, walking around Carlton gardens in the morning etc.

7. Budget

A total of **\$1000** have been allocated for this event, and the total actual expenditure for this event is **\$814.84** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Pots	20	5.00	100.00	200
Succulents	60	4.50	270.00	200
Trivia night – big prize	1	69.95	69.95	100
Trivia night - small prizes	2	49.95	99.90	100
Pizza(dominos)	12	20.00	240.00	300
Miscellaneous	1	34.99	34.99	100
TOTAL			814.84	1000
Surplus				185.16

We had a \$185.16 surplus from the event.

8. Conclusion

Through Earth Week, the Welfare Department aims to raise awareness for social responsibility and accountability towards the environment among the student body. As this is the second time for welfare department to host Earth Week, there were definitely improvements that could be made in the future. We hope to learn from these errors and have more adequate preparation next time around. However, this was a successful event. This concludes our report for the Earth Week Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,
Yuxuan Liu, Planet Sitthixay
Welfare Department 2023/24
UMSU International**

International Student Survey Report

Central Committee Meeting #12 – Monday, 20th May 2024

1. Introduction

This report summarizes the International Student Survey 2024 which was held from 18th of March 2024 to 26th of April 2024 and had the following objectives:

- Quantify and study the awareness level of international students regarding UMSU International.
- Investigate the academic difficulties faced by international students.
- Identify social issues of paramount concern regarding the overall welfare of international students.
- Study the health and safety status of international students.
- Examine the perception and experiences of international students in regard to current and future employment.
- Highlight and raise awareness of services provided or made available to students within the university.
- Identify services required by international students that are unavailable upon completion of data collection.
- Attend changes international students might suggest.

2. Event Details

Date	: March-May 2024 (Week 4-8)
Venue	: South Lawn and Amphitheatre (in-person promotions)
Number of Survey	: 2,407
Respondents	
Coordinators	: Andrea MAKATITA, Robertus INDRADJAJA, Tiffany AU YEUNG
Manpower	: 10 Committee Members & 24 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$4,728.02

3. Event Overview

The International Student Survey (ISS) will be open for students to fill out from week 4 to week 8 of Semester 1, 2024. The ISS includes the completion of an online survey, which will be distributed to students through a link to university emails or can be completed with the help of on-campus ISAs during the event duration. Throughout the entire ISS period, on-campus promotions will also be executed to raise awareness regarding the survey.

4. Sections of Survey

- General Information (pertaining to student details)
- University and Academic Experience
- Graduate Student Experience
- Work and Employment
- Financial Situation
- Accommodation

- Health, Safety and Inclusivity
- Umsu International Awareness and Perception

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	December 18, 2023	Survey Questions	Finalize survey questions	Andrea and Robertus
2	March 4, 2024	Gather Volunteers	Gather up ISAs and committee members for on-campus promotions	Tiffany
Event Day				
4	March 18, 2024	Survey Commencement	Send out survey link to student emails	Andrea and Robertus
4	March 18, 2024	In-Person Promotions	Begin in-person promotions and on-site filling out of forms	Tiffany
8	April 28, 2024	End of Survey	Close survey from all respondents	Andrea and Robertus
Post Event				
-	April 24, 2024 - Winter Break	Preliminary Analysis	Analyze survey responses and start building report	Andrea and Robertus
10	May 4, 2024	Collection of Giveaway Prizes		Andrea and Robertus
-	June 22, 2024	ISS Final Report	Publication of ISS final report	Andrea and Robertus

6. Reflections

Survey Responses

- Initially aiming for about 1500 survey responses, at the end of the survey period we received 2407 responses. However, after filtering through the data, we summarized 2085 valid survey responses.
- Many of the responses had duplicate emails, meaning that there may have been people who filled in the survey more than once. This is difficult to catch on during in-person promotions.
- Some invalid responses also came from domestic and/ or Trinity college students. It would be good to emphasize more that the ISS is for international students during in-person promotions.

In-Person Promotions

- It went very well! However, snacks were running out very quickly. Instead of giving out the snacks to anyone who scans the QR code, we could give out the snacks only to students who fill out the survey on the spot. This could help slow down the pace of snacks running out.
- Promoting during the International Brekkie was also a good decision! This should be done again in future ISS promotions.
- There were issues with promotion during the Employability Summit, as a lot of the ISAs were confused with their responsibilities.

- Though some ISAs were amazing at promoting, there were some who needed more support. Better briefing of ISAs during each promotion day could have been done.
- We should re-evaluate the location for promotion as well. Amphitheatre was a very good location, especially during lunch. South Lawn, however, was only a good location when certain classes were dismissed. Most of the time, it was generally empty. Timing promotions with other large-scale events is highly encouraged.

Online Promotions

- Many great reels and posts were made regarding the ISS. Online promotions were also regularly posted, so that helped a lot with the publicity of the survey.
- Reels were especially popular (lots of views).

7. **Suggestions**

- See whether Type Form has the option to unable duplicate email entries.
- Heavily promote the ISS as a survey for international students (put more emphasis), so that more international students are encouraged to fill out the survey.
- Promote during International Brekkie and other UMSUi events during the promotion period!
- Properly brief ISAs during EACH promotion day. Remind them of the goals of the ISS, tips on how to talk to students, and how they can incentivize students to fill out the survey (highlight the prizes).
- Promotion at the Amphitheatre around 11am-1pm is recommended during future ISS promotions. Other than South Lawn, future committees could think of other venues that may attract many international students (ex: Monash Road, Gate 6, area in front of Arts West). Having two booths at the Amphitheatre would also be a good option.
- Record more reels and work more closely with M&M regarding online promotions.
- Try and get vendors on-campus to become sponsors again.

8. **Expenditure**

A total of **\$6,750** have been allocated for this event, and the total actual expenditure for this event is **\$4,728.02** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
iPad	2	588.18	1176.36	3260.00
Sony Wireless Headphones	4	143.64	574.56	
Dyson V8	2	452.73	905.46	
Nutribullet Blender	5	51.82	259.10	
JB Hi-Fi Delivery	1	30	30.00	
Gift card	50	25	1136.36	1250.00
Coffee Gift Cards (Carte Crepes and Ho Ho's)	500	0	0.00	750.00
Typeform Subscription	2	99	198.00	460.00
Snacks – Smith's Snack Mix	4	6.81	27.27	250.00



Snacks – Cadbury Boxed Chocolate	24	10	240.00	
Snacks – Oreo Minis	27	6.7	180.91	
Printing	-	-	-	150.00
Miscellaneous	-	-	-	630.00
TOTAL			4,728.02	6,750
Surplus				2021.98

9. **Conclusion**

This concludes our report for the International Student Survey 2024. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,
Andrea MAKATITA
Education Department 2023/24
UMSU International

Mental Health Week Report

Central Committee Meeting #12 – Monday, 20th May, 2024

1. Introduction

This report summarises Mental Health Week 2024, which covered the period from 29th April - 3rd May, 2024 (Week 9 of Semester 1 2024). Mental Health Week was held by UMSUi Welfare Department with the aim to improve mental health for international students in the University. Several sub-events were included in this week, such as friendship bracelet making session, paint & sip night, and a mental wellness workshop. It was also run in conjunction with our International Brekkie (Mon, Wed, Fri).

2. Event Details

Date : Monday 29th April – Friday 3rd May
 Venue : Room 202 in Building 168
 Coordinators : Danielle CHEN, Robertus INDRADJAJA, Ella LIANG, Youn KIM
 Manpower : All coordinators & 7 ISAs
 Budget : \$2,956.04

3. Event Overview

Mental health week will be a week-long initiative with both engaging and educational events running throughout the week. Events included craft activities and a educational, interactive workshop.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
MIDSEM		Planning and creating proposal	<ul style="list-style-type: none"> Writing proposal 	Danielle CHEN
6		Wellness dogs planning	<ul style="list-style-type: none"> Contacting potential external therapy dog organisations Book venue for event 	Danielle CHEN, Youn KIM
6		Guest speakers/ wellbeing workshops planning	<ul style="list-style-type: none"> Contacting potential organisations for guest speakers Book venue 	Danielle CHEN
6		Planning for craft workshops	<ul style="list-style-type: none"> Finalising craft workshops events Booking venues for events Purchase supplies for events 	Danielle CHEN. Ella LIANG, Youn KIM
6		Request ISAs	<ul style="list-style-type: none"> Request ISAs for each event 	Danielle CHEN

8		Open ticketing	<ul style="list-style-type: none"> Open registrations for events 	Danielle CHEN
8		Feedback forms	<ul style="list-style-type: none"> Create feedback forms for the different events throughout the week 	Danielle CHEN, Youn KIM, Ella LIANG
Event Day				
9	29/4, 1/5, 3/5	International Brekkie	<ul style="list-style-type: none"> Run International Brekkie as per usual, with Peer Health Advocates from HPP present to promote the university's Digital Wellbeing Hub and other mental health related resources. Give out resources of our own 	Danielle CHEN, Youn KIM, Ella LIANG, Robertus INDRADAJA
9	29/4	Friendship Bracelet Making	<ul style="list-style-type: none"> Set up, run, and pack up event 	Youn KIM, Ella LIANG
9	2/5	Mental Wellness Workshop	<ul style="list-style-type: none"> Set up, run, and pack up event 	Danielle CHEN, Youn KIM
9	2/5	Paint & Sip Night	<ul style="list-style-type: none"> Set up, run, and pack up event 	Danielle CHEN, Ella LIANG
9	3/5	Journal Decorating Session	<ul style="list-style-type: none"> Set up, run, and pack up event 	Danielle CHEN, Robertus INDRADAJA, Youn KIM, Ella LIANG
Post Event				
9		Feedback	<ul style="list-style-type: none"> Collect feedback from participants after each event 	Danielle CHEN, Youn KIM, Ella LIANG
10		Report	<ul style="list-style-type: none"> Write and present report 	Danielle CHEN

Event Outline

- Mental Health Week ran across the entire week with the following events:
 - Mon ⇒ International Brekkie w/ Peer Health Advocates
 - Tues ⇒ Friendship bracelet making session
 - Wed ⇒ International Brekkie w/ Peer Health Advocates
 - Thurs ⇒ Guest speaker/workshop, Paint and sip night
 - Fri ⇒ International Brekkie w/ Peer Health Advocates, Journal decorating session

Event day flow

Friendship Bracelet Making

Time	Activity	Details	PIC
12:30-1pm	Set up	<ul style="list-style-type: none"> Set up tables Place bead boxes and elastics on each table 	Ella LIANG, Youn KIM
1-3pm	Event	<ul style="list-style-type: none"> Participants arrived and made friendship bracelets Ticked off names on sheet as people arrived 	Ella LIANG, Youn KIM
3-3:30pm	Pack up	<ul style="list-style-type: none"> Returned extra beads to respective boxes 	Ella LIANG, Youn KIM

		<ul style="list-style-type: none"> Cleaned up general table areas Stored leftover supplies in lounge 	
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International Brekkie with Peer Health Advocates

Time	Activity	Details	PIC
8:30-9am	Set up	<ul style="list-style-type: none"> Set up International Brekkie as usual Bring extra table for PHAs to place their resources on 	Danielle CHEN, Ella LIANG, Youn KIM
9-9:30am	Event	<ul style="list-style-type: none"> PHAs give out resources and talk to students 	Danielle CHEN, Ella LIANG, Youn KIM
9:30-10am	Pack up	<ul style="list-style-type: none"> Pack up International Brekkie event as usual 	Danielle CHEN, Ella LIANG, Youn KIM

Mental Wellbeing Workshop

Time	Activity	Details	PIC
1.45 - 2pm	Set up	<ul style="list-style-type: none"> Bring banner from lounge to room 202 Set up the room Meet Orygen 	Danielle CHEN, Ella LIANG, Youn KIM
2 - 3 pm	Workshop	<ul style="list-style-type: none"> Check in registrations Wellbeing workshop commences 	Danielle CHEN, Youn KIM
3 - 3:30	Muffins + post-event mingling	<ul style="list-style-type: none"> Hand out muffins to participants Collect feedback 	Danielle CHEN, Youn KIM
3:30 pm	Pack up	<ul style="list-style-type: none"> Pack up 	Danielle CHEN, Youn KIM

Paint and Sip Night

Time	Activity	Details	PIC
6:30-7pm	Set up	<ul style="list-style-type: none"> Set up tablecloths on tables for painting Placed out paint sets, brushes, palettes, water jars, and canvases Set up drinks station 	Danielle CHEN, Ella LIANG
7-9pm	Event	<ul style="list-style-type: none"> Participants arrived and painted their own canvases Ticked off names on sheet as people arrived 	Danielle CHEN, Ella LIANG
9-9:30pm	Pack up	<ul style="list-style-type: none"> Packed away extra paints, brushes, palettes etc Washed used brushes and palettes 	Danielle CHEN, Ella LIANG, Youn KIM

		<ul style="list-style-type: none"> Cleaned up general table areas 	
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Journal Decorating Session

Time	Activity	Details	PIC
12:30-1pm	Set up	<ul style="list-style-type: none"> Set up tables 	Danielle CHEN, Robertus INDRADJAJA
1-3pm	Event	<ul style="list-style-type: none"> Participants arrived and decorated notebooks Ticked off names on sheet as people arrived 	Danielle CHEN, Robertus INDRADJAJA, Youn KIM, Ella LIANG
3-3:30pm	Pack up	<ul style="list-style-type: none"> Returned extra supplies to respective boxes Cleaned up general table areas Stored leftover supplies in lounge 	Danielle CHEN, Ella LIANG, Youn KIM

5. Reflections

Attendance

- Attendance to Friendship Bracelet Making was rather low (~20 participants) despite the registration slots being fully booked, due to an error in the Trybooking confirmation email where it indicated that the event was on May 29th instead of April 29th.
- Out of 30 registrations, approximately 15-20 people showed up to Paint & Sip
 - Walk-in numbers were also very low, as the event was held at night from 7-9pm, so there were not many people around.
- Out of 37 registrations, approximately 20-25 people showed up to Journal Decorating
 - Promotion for this event was rather minimal as it was a last-minute substitution for another cancelled event.
- Out of 59 registrations, approximately 20 people showed up to the Mental Wellness Workshop
 - The number of available bookings for this event was set to 60, as discussion with HPP and experience from previous similar events lead us to believe that most people who sign up won't actually attend.
 - While we had originally wanted ~30 people to show up, 20 ended up being a good number based on the content of the workshop.
 - The workshop was aimed to be interactive, and attendees were often asked to share their thoughts on things (if they were comfortable doing so), some of which were relatively sensitive.
 - 20 people seemed to be a good amount where it didn't feel too empty, but it also wasn't too overwhelming/scary for people to speak up.
- Possibility that people forget about signing up since registrations were open a while before the event.

Event locations

- All events were run in Room 202 of Building 168

- The size and layout of the room is suitable for most events, whether it be a craft activity or a workshop
 - The tables are in island formation and are easily moved, so it is convenient to set up the room however may be most suitable for the event.
- However, as it is on Level 2 of Building 168, and is a room that people generally do not go in, there is not as much traction for walk-in participants as usually seen at these kinds of events.
- Being in Building 168, its close proximity to the lounge was extremely convenient, especially when we had lots of supplies to transport.

Supplies for craft workshop

- Beads and elastics for the Friendship Bracelet Making were purchased from Spotlight.
- These were of good quality, and they had a good variety of different beads to choose from
- Painting supplies for Paint & Sip were purchased from Creative Kids Wonderland (mini canvases, brushes), and we used paints leftover from previous events.
- These were also of decent quality and were suitable for our purposes.
 - We purchased 30 canvases (10 x 10 cm) and had 10 canvases surplus from last year's event.
 - The size of these canvases was good as they were not too big but were large enough for people to paint relatively detailed pictures within the timeframe provided.
- Stickers, tapes, and markers for Journal Decorating were purchased from Officeworks, and notebooks were purchased from Muji.
 - Muji Planted Tree Notebooks are ideal for decorating, as the surface of the notebooks are very easily drawn/written on and do not smudge as easily as plastic covers.
- There is a large surplus of supplies leftover, particularly from Friendship Bracelet Making and Journal Decorating
 - For future events, the quantity of supplies purchased can be decreased.
 - For Journal Making, some stickers are not as popular as others --> if running event again, consider which types of stickers people are more likely to want to use, as some sticker sheets were not even touched.
- For future craft events, the Arts Lab should also be able to lend us supplies such as paintbrushes.
 - This time, we didn't borrow from them because CME (JJ) took too long to reply to us, so we had already ordered our own brushes by the time he did.

Mental Wellness Workshop

- We reached out to Khalyce Washington at HPP, who put us in contact with Renee de Silva and Leanne Ngo --> we then primarily worked with them to organize the workshop.
- Working with HPP was very helpful in organizing the Mental Wellness Workshop
 - They helped us contact possible external speakers, and organized a gift for the speaker, which meant it didn't have to come out of our budget.
 - They also offered to help organize catering.

- The speaker was from an external organization called Orygen, which is a non-profit that specializes in youth mental health awareness.
- The talk was good, it had elements of interactiveness which made it more enjoyable and engaging for participants.
- The people from Orygen were also very easy to work with – they were really happy to hear our thoughts on what we wanted to achieve with the workshop and create their workshop plan accordingly.

Muffins from Glenroy Bakery

- People liked the muffins from Glenroy bakery.
- Good variety of flavours at affordable price point, but it would be helpful to consider gluten-free option.
- Only delivers in the morning – our delivery timeslot was ‘before 9am’ so it can be hard to gauge when exactly they will come and how long you have to wait for them.

Paint & Sip Night

- We had hot beverages including hot chocolate and tea with mini marshmallows, honey, and sweetener.
- There was no kettle in the 168 building, so we filled reuseable coffee cups we found in the lounge with boiling water from the sink.
- Having palettes and packs of mini paint sets was very suitable, as people were able to have easy access to a range of colours without having to share with too many people.

ISA numbers

- We had ISAs for each available shift for the craft workshop events.
 - 2 for 2x Friendship Bracelet Making shift
 - 3 for 1x Paint & Sip shift
 - No ISAs for the Journal decorating and Mental Wellness workshop.
- These were good numbers as we did not need too much help from the ISAs during the actual event - mostly only needed help with set up and pack up.

6. Feedback

Mental Wellness Workshop Feedback

- Feedback for this event was very positive overall, with an average satisfaction rating of 4.57, and an average 4.5 rating of how likely they would be to attend a similar event
- Was suggested to hold it at an outdoor setting
- Most people found it “informative” and “interesting”

Paint & Sip Night Feedback

- Feedback for this event was overwhelmingly positive
- Both satisfaction and likelihood of attending similar event ratings were 5/5

- People suggested “more art mediums” and “possibly free snacks”

7. **Suggestions**

Participation

- Could increase number of bookings available to around 50% greater than the expected capacity, as many participants who register do not end up showing up.
- Could also operate a separate waitlist registration system.
 - However, this could be difficult to use as most people who don’t show up won’t give prior notice, so there is not much time to notify waitlist participants.
- Send out reminder emails to people who have registered, so they don’t forget about the event.

Event Atmosphere

- Ensure that there is background music playing for each event, especially for craft workshops. It helps with the overall ambience.
- Would suggest that coordinators & ISAs frequently check up on and interact with participants more during events.

Paint & Sip Beverages

- A kettle or larger thermos would be extremely helpful in the beverage section of Paint & Sip
- Because we only had the coffee cups, which were not very big, we had to keep going to the sink and refilling them with hot water.
- It is also not very safe, as you can easily get splashed with the boiling water while filling up the cups/transporting them back to the room, and participants are also exposed to greater hazard due to spillage.

Mental Health Therapy Dogs

- Ensure to contact the vendor at least 6 weeks in advance, as both vendors (Miracle Paws and Delta Dogs) we contacted gave extremely late replies.
 - Both vendors were also unresponsive to follow-up emails and entirely unresponsive to phone calls
 - Miracle Paws did not reply until the week of the event and said they could do a session on the Thursday, but by that point we had already made alternate arrangements.
 - Would recommend trying to find and contact other therapy dog session providers, but this also proved rather difficult.

General Mental Health Week Awareness

- For future Mental Health Weeks, we could concentrate on being more proactive about sharing resources about the different aspects of mental health e.g. relevant articles on our social media.
 - We had PHAs at our brekkies this year to promote resources available at the university – this could be repeated for future MHWs.
- In general, focusing more on the educational/informative aspect of Mental Health Week (like the workshop)

8. Budget

A total of **\$3500.00** have been allocated for this event, and the total actual expenditure for this event is **\$2,956.04** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Therapy Dogs	1	\$0	\$0	\$2174
Guest Speaker/Workshop	1	\$0	\$0	\$100
Snacks/beverages	1	\$250	\$164.80	\$250
Journal Decorating	1	\$189.31	\$189.31	\$0
Craft workshop items	1	\$550	\$189.85	\$550
Miscellaneous	1	\$426	\$0	\$426
TOTAL			\$543.96	\$3500.00
Surplus				\$2,956.04

9. Conclusion

This concludes our report for the Mental Health Week Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Danielle CHEN
Ella LIANG
Youn KIM**

**Welfare Department 2023/24
UMSU International**

PR Visa Workshop Report

Central Committee Meeting #12 – Monday, 20th May 2024

1. Introduction

This report summarizes the PR Visa workshop 2024, which was held on the 22nd of April, with the following objectives:

- Offer international students information regarding the process and pathways of obtaining Permanent Residency or other forms of visas.
- Familiarize students with Australian migration policies & mechanisms.
- Clarify questions that international students may have on visa options, obtaining Permanent Residencies and/or migration mechanisms.

2. Event Details

Date	: Monday, 22nd April 2024 (5:00 pm – 6:30 pm, Melbourne time)
Venue	: PAR- Elizabeth Murdoch G06
Number of Attendees	: 65
Coordinators	: Tiffany AUYEUNG, Gia ZHOU
Manpower	: 2 Committee Members & 4 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$150

3. Event Overview

The PR/Visa Workshop will consist of two parts – an information session and a Q&A session. In the information session, the speaker will explain the Australian migration policy and offer advice for international students on obtaining Permanent Residency or working visas. There will be a short workshop afterwards about student rights and navigating relevant complications of the VISA process (e.g.: health issues, application for extension). After the information session, we will hold a Q&A session to create the chance for international students to ask questions for the speaker to answer.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 100 to 150, with a ticket registration limit of 200. Students who are interested in this workshop will need to register through a *try booking* link. Students who signed up will get the booking confirmation and will be emailed prior to the workshop.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				

3	March 11, 2024	Open Teamwork	Contact CME	Gia Zhou
3	March 14, 2024	Contact M&M	Contact M&M to help out with publicity	Gia Zhou
3				Natasya Wiraatmaja
4	March 21, 2024	Get the Speaker Contract	Contact CME regarding speaker contract	Tiffany Auyeung
6	April 1, 2024	Ticket Registration	Organize ticket registration with CME	Tiffany Auyeung
6				Gia Zhou
6	April 5, 2024	Create feedback form	Create feedback form questionnaire	Tiffany Auyeung
8	April 19, 2024	Print Feedback form	Print QR code, add QR code to slides	Gia Zhou

Pre-event

- Sort out payment with the speaker (how much he expects and decide how much we should pay the speaker).

Event Day

Event Flow

Time	Activity	Details	PIC
4:30pm - 5:00pm	IT preparation	Prepare speakers and any necessary IT on the day	All coordinators and speaker
5:00pm - 5:10pm	Introduction	Introduce the speaker, UMSU International and the event	Tiffany Auyeung
5:10pm - 5:20pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	Speaker from UMSU Disabilities
5:20pm - 5:45pm	Q&A session		Speaker from UMSU Disabilities
5:45pm - 5:55pm	Information session part 2: PR	About obtaining Permanent Residency	Speaker
5:55pm - 6:10pm	Q&A session		Speaker
6:10 pm - 6:20pm	Information session part 3: VISA	About obtaining to graduate or working VISA	Speaker
6:20pm - 6:30pm	Q&A session		Speaker
6:30pm	Wrap up	Ask attendees to fill in feedback form. Attendees can stay for a bit to talk to the speaker for questions related to personal cases	Gia Zhou

Post Event

- Compile responses from feedback form and create an event report.

5. Reflections

Attendance

65 attended, including 16 walk-ins. 84 people registered.

49/84 people registered attended, 58% show-up rate

6. Feedback

44 responses were collected.

Event Satisfaction

Out of the 44 responses collected, 61.4% of people rated the event a 5/5; 36.4% rated 4/5; 2.3% rated 3/5. The average event rating is 4.6/5.0.

Recommendations to Others

The exact trend applies for this question: 61.4% of people rated the event a 5/5; 36.4% rated 4/5; 2.3% rated 3/5. The average event rating is 4.6/5.0.

Publicity

The attendees hear about the event from these media (top 3): Instagram (47.7%), UMSU website (25%), friend/family (18.2%).

7. Suggestions

- Better quality of explanation
- Venue needs to be larger.
- More interaction: allowing for questions as each topic is completed, instead of at the end.
- A recording to those who registered
- More time should be given for detailed explanation of the slides
- More specific details on pathway
- Food/snacks after workshop
- A banner showing speaker information

8. Budget

A total of **\$150** have been allocated for this event, and the total actual expenditure for this event is **\$100** with the breakdown as listed below:


Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for speaker	1	100	100.00
TOTAL			100.00
Surplus			\$50.00

9. Conclusion

This concludes our report for the PR/VISA workshop 2024. Please do not hesitate to contact the Education Department should you have any queries.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSUINTL** *Care for, Act for, Stand for International Students*

Prepared by,

Gia ZHOU, Tiffany AUYEUNG
Education Department 2023/24
UMSU International



6. Other Business

- 6.1 Official Reprimand for Asawari Sahebrao Sirsat
- 6.2 Official Reprimand for Planet Sithixay
- 6.3 Second Vote of No Confidence for Aksh Batra
- 6.4 International Student Cap & 485 Graduate Visa Policy

7. Next Meeting

CCM #1

Date : Week 2, Semester 2 2024 (Date TBC)

Venue : TBC