

## **Agenda**

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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Time : 17:00

Venue : PAR-260-L1-101A-101 & 102 Combined (Melbourne School of Health Sciences)

### **1. Procedural Matters**

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

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

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

**3.1.** CCM #11

### **4. Proposals**

- 4.1. Exam Pack Giveaway Sem 1 2025 Proposal

### **5. Reports**

- 5.1. Get Certified Sem 1 2025 Report
- 5.2. Snack and Seek Sem 1 2025 Report
- 5.3. Buddy Up Sem 1 2025 Report
- 5.4. PR Visa Workshop Sem 1 2025 Report
- 5.5. Meet and Greet Sem 1 2025 Report

### **6. Other Business**

## 7. Next Meeting

### Unconfirmed Minutes

Central Committee Meeting #11 – Tuesday, 4<sup>th</sup> May 2025

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Time : 17:00

Venue : PAR-263-L2-217-Flexible Learning Space (Kwong Lee Dow)

#### 1. Procedural Matters

- 1.1. **Acknowledgement of Indigenous Owners**
- 1.2. **Official Welcome**
- 1.3. **Attendance and apologies**
  - Attendance – 30 members

#### Absent with Apologies

EXCO: Seoyoun KIM

Directors: Shruthi Tharmia PRABHUSHANKAR

Officers: Isabelle HII, Kathryn WANG, Alyssa RESWARI, Jeasy CHUNN, Pavitra RAVI, Qawiemah LEONG, Olivia LIN, Momoka HONDA

#### Motion 1

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

Mover : Yuxuan LIU

Seconder : Korakot SAINGAM (Kayden)

**Motion Carried.**

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

#### Motion 2

Move that the **Agenda for CCM #11** be adopted at **5:12PM**

Mover : Tiffany AUYEUNG

Seconder : Yuxuan LIU

**Motion Carried.**

### **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 : Ashley OETOMO

Seconder : Isaac HII

**Motion Carried.**

#### Motion 4

Move that the **PR VISA Workshop Sem 1 2025 Proposal** be accepted.

Mover : Aerizqa RAKHMADANI

Seconders : Shreemukta ADHIKARI

**Motion Carried.**

#### Motion 5

Move that the **ISA Graduation and Winning House Dinner (July & August 2024 Intake) Proposal** be accepted.

Mover : Suhas AGARWAL

Seconders : Kaelyn MIRANDA

**Motion Carried.**

#### Motion 6

Move that the **Employability Summit Sem 1 2025 Report** be accepted.

Mover : Vinaya WIHARSA

Seconders : Zhao He KOK

**Motion Carried.**

### **4. Other matters**

#### Motion 7

Move that **Standing Orders** be suspended at **5:34PM**

Mover : Ella LIANG

Seconders : Cornelius SALIM (Cornel)

**Motion Carried.**

Motion 8

Move that **CCM #11** be adjourned at 5:35PM

Mover : Shamika SHARMA

Seconders : Kaelyn MIRANDA

**Motion Carried.**

**Prepared by,**

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

## **Exam Pack Giveaway Sem 1 2025 Proposal**

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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### **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 amount 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	: Monday 2 <sup>nd</sup> June [11:00 AM - 2PM]
Venue	: Amphitheatre
Number of Attendees	: 600-800 students
Coordinators	: Yuxuan LIU, Aerizqa Aisyah RAKHMADANI
Manpower	: 7 OBs (from Welfare) & 14 ISAs
Budget	: \$ 8,000

### **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
<b>Pre-event Preparations</b>				
7	Week 6	Venue booking	– Reached out to CME to book Amphitheatre	Yuxuan LIU, Aerizqa A. RAKHMADANI
7	07/05	Planning/Budgeting	– Initial meeting to plan out budget and items to purchase	Yuxuan LIU, Aerizqa A. RAKHMADANI
8	07/05	Contact sponsors	– Reach out to sponsors to ask for event support/sponsorship	Ella LIANG, Laavanya YADAV, Yuxuan LIU, Aerizqa A. RAKHMADANI
9	07/05	Contact M&M	– Discuss with M&M on promotions	Aerizqa A. RAKHMADANI
10	07/05	Request ISAs	– Ask HR for ISAs	Aerizqa A. RAKHMADANI
11	13/05	Event planning	– Write and present proposal – Finalising event details	Yuxuan LIU, Aerizqa A. RAKHMADANI
12	20/05	Logistics	– Start finalising and ordering items to be included in the giveaway	Yuxuan LIU, Aeri Aisyah RAKHMADANI

13	30/05	Collect stock	<ul style="list-style-type: none"> <li>- Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered</li> </ul>	Whole Welfare Team
14	31/05	Feedback forms	<ul style="list-style-type: none"> <li>- Create feedback forms for the event</li> </ul>	Aerizqa A. RAKHMADANI
<b>Event Day</b>				
15	02/06	Run event	<ul style="list-style-type: none"> <li>- Set up tables and marquees</li> <li>- Give out items to students</li> </ul>	Whole Welfare Team
16	02/06	Pack up	<ul style="list-style-type: none"> <li>- Put away equipment and throw out rubbish</li> </ul>	Whole Welfare Team

### **Pre-event**

- ✗ Book venue
- ✗ Contact possible sponsors
- ✗ Order items
- ✗ Request ISAs
- ✗ Create feedback form

### **Event Day**

### **Event Flow**

Time	Activity	Details	PIC
10AM - 11AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Whole Welfare
11AM - 2PM	EPG	Event will be run between 11am -2pm	Whole Welfare
2 - 3PM	Pack up	Clean up rubbish, returning equipment,	Whole Welfare



		and collecting leftover items and storing them.	
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### Post-event

- Collect feedback
- Write and present report

## 6. Budget

The total allocated budget for this event is \$8,000

ITEM	WHERE TO BUY	UNIT PRICE	QUANTITY	TOTAL PRICE
Cap type pens 0.38mm (10PK) – BLACK	Muji	22.5	10	225
Cap type pens 0.38mm – BLUE BLACK	Muji	2.5	100	250
Cap type pens 0.5mm (10PK) – BLACK	Muji	22.5	10	225
Cap type pens 0.5mm (10PK) – BLUE BLACK	Muji	22.5	10	225
Knock type pens 0.5mm (10PK) – BLACK	Muji	22.5	20	450
Knock type pens 0.5mm – BLUE BLACK	Muji	2.5	100	250
Mechanical Pencil with Rubber Grip	Muji	2.5	180	450
Grid notebook A6	Muji	1.5	150	225
Planting Tree Paper Notebook - B5 (5PK)	Muji	7.5	96	720
Indomie (5PK)	Coles	3.95	160	632
Up & Go (12PK)	Coles	17.5	58	1015
Carman's Oat Slices (5PK)	Coles	6.2	150	930
Oreo Original Mini Cookies (10PK)	Coles	5	70	350
Smiths Mix Variety (20PK)	Coles	8.9	10	89
Red Rock Deli Variety (10PK)	Coles	8.9	20	178

Pocky (8PK)	Coles	7.5	50	375
Cadbury Favourites (520g)	Coles	11	10	160
Kit Kat Chunky Confectionery Bar	PFD	382.32	2	764.64
Smiths SC&C Grain Waves (21PK)	PFD	23.7	10	237
<b>Miscellaneous</b>				249.36
<b>TOTAL</b>				8000

## 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,**

**Yuxuan Liu,**

**Aerizqa Aisyah RAKHMADANI,**

**Welfare Department 2024/25**

**UMSU International**

## Get Certified Sem 1 2025 Report

Central Committee Meeting #12 – Tuesday, 20th May 2025

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### 1. Introduction

This report summarises the Get Certified 2025, which covers the period of 26-27<sup>th</sup> April and 9<sup>th</sup>-11<sup>th</sup> May 2025. This event was 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.

### 2. Event Details

Date	: 26-27 <sup>th</sup> April, 9 <sup>th</sup> -11 <sup>th</sup> May
Venue	: CBD College and Short Course Australia
Number of Attendees	: 128/170 (RSA: 40/50) (Barista 48/60) (FA 40/60)
Coordinators	: Irina ANANDA, Olivia LIN, Yuxuan LIU
Manpower	: 3 OBs
Budget	: \$10,760

### 3. Event Overview

Get Certified was held over three days, focusing on providing students with certification courses in barista, first-aid, RSA training. The first day kicked off with the barista certification, with the following two days offering all three qualifications. The specifics on the three certifications are as follows:

1. Responsible Service of Alcohol (RSA)
  - Provider: Short Course Australia
  - Provided subsidised prices to 50 students (25 students each for 2 sessions)
  - 4-hour course
2. Accredited Barista Training
  - Provider: CBD College
  - Provided subsidised prices to 60 students (20 students each for 3 sessions)
  - 5-hour course
3. First-Aid Plus CPR
  - Provider: CBD College
  - Provided subsidised prices to 60 students (20 students each for 3 sessions)
  - 3-hour course

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5	2 April 2025	Planning Event	- Meeting to discuss what courses we want to provide	Irina ANANDA, Linda LIU, Olivia LIN
5		Research and negotiations	- Research & contact course providers - Negotiating with vendors for group discounts.	Irina ANANDA, Olivia LIN

5		Making bookings	- Finalising course providers and booking courses based on targets	Irina ANANDA, Olivia LIN
7		Proposal	- Writing proposal	Irina ANANDA, Olivia LIN
7		Publicity	- Advertise event on social media	Irina ANANDA, Linda LIU, Olivia LIN
7		Open registrations	- Release Trybooking links for students to book courses	Irina ANANDA, Linda LIU, Olivia LIN
7		Event Coordination with Provider	- Collecting participant details and sending them to providers	Irina ANANDA, Olivia LIN
<b>Event Day</b>				
Mid sem	25 <sup>th</sup> -27 <sup>th</sup> April	RSA	Participants undergo RSA training at Complete Hospitality Training	Irina ANANDA, Linda LIU, Olivia LIN
9	9 <sup>th</sup> – 11 <sup>th</sup> May	First Aid	Participants undergo First Aid training at CBD College	Irina ANANDA, Linda LIU, Olivia LIN
9	9 <sup>th</sup> – 11 <sup>th</sup> May	Barista	Participants undergo Barista training at CBD College	Irina ANANDA, Linda LIU, Olivia LIN
Mid sem	25 <sup>th</sup> -27 <sup>th</sup> April 9 <sup>th</sup> – 11 <sup>th</sup> May	Feedback	Collect feedback from participants after each course	Irina ANANDA, Linda LIU, Olivia LIN

Post Event				
10		Payments to vendor	- Acquiring invoices and making sure they are paid	Irina ANANDA, Linda LIU, Olivia LIN
10		Certificates	- Making sure the participants have received their course certificates.	Irina ANANDA, Linda LIU, Olivia LIN

### **Pre-event**

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

### **Event Day**

- Registration
- Supervise event
- Provide QR code for feedback forms

### **Event Flow**

#### **26<sup>th</sup> April – RSA**

RSA

Time	Activity	Details	PIC
10am-5pm	Session runs	Barista session will be run by providers	Irina ANANDA
30min	Break		

#### **27<sup>th</sup> April – RSA**

RSA

Time	Activity	Details	PIC
10am-5pm	Session runs	Barista session will be run by providers	Olivia LIN

30min	Break		
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### 9<sup>th</sup> May- Barista and First Aid

#### Barista

Time	Activity	Details	PIC
8am-11am	Barista Course	Barista session will be run by providers	Pavitra RAVI
TBD	Break		
12pm-2pm	Coffee Art	Session run by providers	Pavitra RAVI

#### First aid

Time	Activity	Details	PIC
8.30am-11.30am	Session runs	First aid session will be run by providers	Linda LIU

### 10<sup>th</sup> May – Barista and First Aid

#### Barista

Time	Activity	Details	PIC
8am-11am	Session runs	Barista session will be run by providers	Tiffany AUYEUNG
TBD	Break		
12pm-2pm	Coffee Art	Session run by providers	Tiffany AUYEUNG

#### First aid

Time	Activity	Details	PIC
8.30am-11.30am	Session runs	First aid session will be run by providers	Irina ANANDA

### 11<sup>th</sup> May – Barista and First Aid

#### Barista

Time	Activity	Details	PIC
8am-11am	Session runs	Barista session will be run by providers	Chloe LIN
TBD	Break		
12pm-2pm	Coffee Art	Session run by providers	Chloe LIN

#### First aid

Time	Activity	Details	PIC
8.30am-11.30am	Session runs	First aid session will be run by providers	Linda LIU

#### **Post Event**

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

#### 5. **Feedback**

52 responses were recorded.

#### **Event satisfaction**

Out of the 52 responses, the average rating for event satisfaction was 4.83/5 (9 rated 4, 43 rated 5)

The average rating for participants who would attend a similar event in the future was 4.81/5 (1 rated 3, 8 rated 4, 43 rated 5)

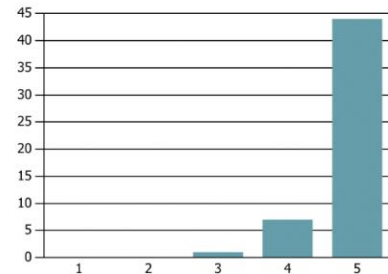


8. How satisfied were you with the overall organisation of the event? (1= very dissatisfied, 5= very satisfied)

[More Details](#)

[Insights](#)

**4.83**  
Average Rating



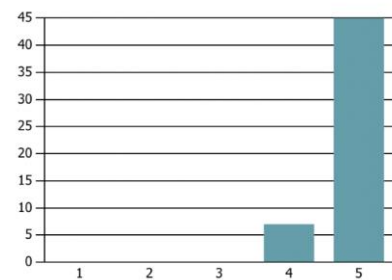
The average satisfaction rating for overall event organisation was 4.83/5 for participants (1 rated 3, 7 rated 4, 44 rated 5)

9. How satisfied were you with the overall course content? (1= very dissatisfied, 5= very satisfied)

[More Details](#)

[Insights](#)

**4.87**  
Average Rating



The average satisfaction rating for the overall course content was 4.87/5 (7 rated 4, 45 rated 5)

The average rating for how useful participants found the completed course for employment was 4.67/5 (1 rated 2, 2 rated 3, 10 rated 4, 39 rated 5)

**Main feedback from participants includes opening more spots over more days to accommodate for participant's schedules and more Get Certified Events across the semester.**

## 6. Reflections and Suggestions:

- This was the first time we booked Short Course Australia for RSA Course; We thought the venue was decent and the price are more affordable compared to Complete Hospitality. We recommend using the venue for the future.
- The course duration for First Aid was perfect as it used to be a full day long course but the trainer indicated that students absorb the information better when its 3 hours long.
- Barista courses remain popular; we could consider opening more slots and days in the future.
- Get Certified in general could be allocated more budget towards having more sessions as the feedback was consistent throughout the past year, where students consistently asking for more slots.
- Keep having just one PIC for the event day would be sufficient.
- The attendance could be improved by sending out confirmation text (students respond faster to text and its easier for communication purposes) to the participants whether they will come to the session next day. If not, we could put students in the waitlist for the session next day. The list of student's names and their relevant information needs to be emailed to the venue prior to the event day to ensure that they grant permission for the students from the waitlist to attend the session.
- We could ask specific reason with the students who rate our event less satisfactory (with rating 1/5, or 2/5) to see if we have areas for improvement.

## 7. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
RSA Course	50	\$46	2300	2500
First-Aid Course	60	\$79 original \$99	4740	3792
Barista Course	60	\$99 original \$199	5940	7128
Ticket for Barista	60	-\$20	-1200	-\$1440
Ticket for RSA	50	-\$10	-500	-\$500
Ticket for First-Aid Course	60	-\$15	-900	-\$720
<b>TOTAL</b>			<b>10,380</b>	<b>10,760</b>

Surplus	380
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## 8. Conclusion

This concludes our report for the Get Certified 2025. Overall the event went well, received great feedback and many attendees expressed interests for future events. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Olivia LIN , Yuxuan Liu**

**Education Department 24/25**

**UMSU International**

## **Snack & Seek Sem 1 2025 Report**

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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### **1. Introduction**

This report summarizes the Snack & Seek: A Cultural Game Fest 2025. The event, hosted by the Graduate Department, aimed to connect international students through cultural games from various countries and shared culinary experiences of desserts. It took place on **Thursday, 15<sup>th</sup> May 2025 at Market Hall (Building 189)**. Traditional games from the respective countries, local dessert snacks, and a vibrant multicultural atmosphere offered a platform for students to relax, interact and bond.

### **2. Event Details**

Date	: Thursday, 15 <sup>th</sup> May 2025 [12 p.m. - 2 p.m. AEST]
Venue	: Market Hall (Building 189)
Number of Attendees	: 200-250 students
Coordinators	: Evelyn Wang, Shruthi Tharmia Prabhushankar, and Smruti Mhalgi
Manpower	: 2 Committee Members & 10 ISAs
Budget	: \$2000

3. Event Overview

Snack & Seek was designed as a cross-cultural game fest where students could engage in traditional games from different cultures and win authentic snacks. The event featured several country-themed game stalls from Mexico, India, Indonesia, Germany and Italy. Students participated in games and won cultural treats, contributing to a highly interactive and joyful experience. Non-winning participants also received a chance to participate in lucky draw was held at the end. Prizes were awarded including 38 Gong cha drinks, 7 cute pins from Beekeeper Parade and 4 Kalmko flasks with storage. OBs engaged with students to hear about their university experience and collect feedback.

4. Event Timeline

Pre-event preparations started on 2nd April 2025 with planning and budgeting. Teamwork coordination and departmental briefings followed. The proposal was presented on 15th April, and vendor finalisation concluded by 30th April. The event was held on 15th May 2025, with setup starting at 10:30 a.m. and clean-up finishing by 3:15 p.m.

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	2 <sup>nd</sup> April	Initial planning	Initial draft of approach + details  Rough budget estimates	Shruthi and Evelyn

2	10 <sup>th</sup> April	Teamwork	Creation of activities on Teamwork and briefing respective departments on the tasks needed	Shruthi
3	15 <sup>th</sup> April	Proposal	Present proposal at CCM 10	Smruti
4	15 <sup>th</sup> April	Vendor reach out	Various vendor reach out and proposal request	Shruthi
5	17 <sup>th</sup> April	ISAs reach out	ISAs help out reach out to the HR department	Shruthi and Smruti
6	19 <sup>th</sup> April	Partnership	Secured collaboration partnership with Tamil Sangam	Shruthi and Ella
7	30 <sup>th</sup> April	Vendor finalization	8 different vendors had been reached out and finalized	Shruthi
7	11 <sup>th</sup> May	Promotion	Event being promoted on UMSU International Instagram page	Alyssa
<b>Event Day</b>				
8	15 <sup>th</sup> May 12:00 PM – 02:00 PM	Snack & Seek	<p>Pre-event setup including table, food, giant games and board games at every table. Also at the collaborator's table</p> <p>Main event starts at 12 PM. Students entering the Market hall were given coupons that can be claimed at stalls to play games. Once they win at a stall, desserts from the respective countries can be claimed at food stall.</p> <p>Feedback forms were presented for students to fill it and they can enter in a lucky draw competition to win various prizes. Promotion of the event was done by MnM department.</p> <p>ISAs and coordinators on crowd engagement</p>	Shruthi, Smruti and ISAs

			and crowd control.	
			Event packs up by 2 PM, followed by cleanup.	
<b>Post Event</b>				
9	16 <sup>th</sup> May	Report	Write up report w Feedback + suggestions for future committee	Shruthi and Smruti
10	20 <sup>th</sup> May	Presentation	Presenting the outcome of the event along with feedback, reflections and suggestions for the next committee at CCM#12	Shruthi and Smruti

### Pre-event

- Difficult to manage and reach out to different vendors to match our very limited budget and timeline
- Collaborators were reached out, but no proper response and interest was received.
- Marketing and ISAs help was reached out to respective departments.

### Event Day

- Posters printed out were put up outside the venue i.e. Market Hall as an additional measure to help people navigate to the new venue easily.
- Market hall music system was set up to give an additional vibe to the environment.

### Event Flow

Time	Activity	Details	PIC
10 am to 10.30 am	Pre-event setup	<ul style="list-style-type: none"> <li>- ISA assembling and briefing</li> <li>- Venue setup</li> </ul>	Shruthi, Smruti and all ISAs

		- Stalls set up with games	
10.30 am to 11 am	Food collection from the vendor	Collect food from Brunetti, and deliveries from Madras Mirchi and Diana's kitchen	Shruthi, Smruti and 4 ISAs
12 pm to 2 pm	Event Time	Cupcakes, Martabak, Brunetti desserts, Samosa chaat, and churro (food) were served to students who won games. All coordinators and ISAs crowd engagement and crowd control. Survey forms are being scanned and responses collected to enter lucky draw competition.	Shruthi, Smruti and ISAs
2:15 pm to 3:00 pm	Clean-up	Clean up and tidy the venue	Shruthi, Smruti and ISAs



## 5. Reflections

### **Attendance**

- The turnout was as expected (around 200 – 250). Although we could have expected a better turnover if the event was held in prior weeks, but the event proceeded smoothly with a comfortable crowd.
- Around 200 responses were collected through the digital feedback form and the event received great response from all students.
- Overall feedback was highly positive, with suggestions for more dessert options and longer game time.

### **Engagement**

- Students participated actively in playing and experiencing local games from different countries and board games. The OBs received valuable feedback about the students' university experience, which will be useful for future events and initiatives.

### **Challenges**

- There were several logistical challenges pre-event.
  - Amazon purchases experienced delays due to issues with UMSU finance approvals. There was a period of uncertainty regarding whether the event could proceed.
  - Gong Cha confirmed bulk orders later than expected, which delayed some planning.
  - Some vendors were located farther away, resulting in extended travel times for order pickup.
- Collaborations with Unimelb cultural clubs didn't go as planned. As, several clubs were reached out and only one replied. Set up were all done by the coordinators and ISAs.

## 6. Feedback

- 175 responses were collected using the feedback form
- Of the 175 responses, 55% (96 responses) were Graduates, 33% (58 responses) were undergraduates 4% (7 responses) were PhD students and 8.3% (14 responses) were others.
- 90% of the students appreciated the food being served. The students loved the games as well.
- Other feedback was good atmosphere, chill vibes, welcoming hosts, fun games station, fun people.
- Although, some students experienced wait time and suggested having decors or flags to represent the countries. Some also requested for more countries to be represented.

## 7. Suggestions

- Planning should have been started at least two months prior to allow time for promotions and acquiring sponsorships.
- Better vendor negotiations - in terms of availability of food variety etc.
- **Location Considerations:** Market Hall worked well for this event, but larger attendance might require a more spacious venue like the Amphitheatre.
- Create a Teamwork prior to the event to allow for better communication between the committee and CME, and to avoid confusion
- If there are leftover food and drinks, it would be better to distribute them after the event has been concluded to avoid misunderstanding from participants

## 8. Budget

A total of **\$2000** have been allocated for this event, and the total actual expenditure for this event is **\$1878** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Cannoli, cheesecakes and eclairs from Brunetti	50	4.30	215	215.00
Martabak manis from Diana's Kitchen	4*10	30	135	150.00
Churros from Spanish Doughnuts	200	2	75	75.00

Samosa chaat from Madras mirchi	35	7	260	200.00
Cupcakes from SC cookie cupcaker corner	36	33	100	100.00
Club partnership with Tamil Sangam	1	100	100	100.00
Amazon games delivery	7	-	320	370.00
Kalmko Flasks	4	75	300	300.00
Beekeeper Parade	7	17	108	100.00
Gong cha	38	7.50	265	285.00
Miscellaneous				100
<b>TOTAL</b>			<b>1878.00</b>	<b>1995.00</b>
<b>Surplus</b>				<b>120.00</b>

## 9. Conclusion

This concludes our report for the Snack & Seek Event 2025. Please do not hesitate to contact the Graduate Department should you have any queries.

**Prepared by,**

**Shruthi Tharmia Prabhushankar**

**Smruti Mhalgi**

**Graduate Department 2024/25**

**UMSU International**

## Buddy Up #1: Bites and Boards Picnic Sem 1 2025 Report

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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### 1. Introduction

This report summarises Buddy Up#1: Bites and Boards 2025, which was held on Friday, 7<sup>th</sup> March, 2025. The UMSUi Welfare Department hosted a picnic with board games, charcuterie boards, and banh mi to help students connect and engage in meaningful conversations. We aimed to create a space that would help them feel more at home during their first week of university. The goal was to establish a comfortable, inclusive atmosphere where students could unwind, share experiences, and build lasting connections.

### 2. Event Details

Date	: Friday, 7 <sup>th</sup> March 2025 [4-6pm]
Venue	: South Lawn Southwest
Number of Attendees	: 27 attendees (registered + walk-ins)
Coordinators	: Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah MATAKIM LEONG
Manpower	: 6 committee members + 21 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$1000

### 3. Event Overview

Buddy Up #1: Bites and Boards 2025 took place at South Lawn Southwest, featuring a fun board game session and delicious snacks. Participants joined during their allocated time slots or as walk-ins, enjoying a relaxed and engaging atmosphere throughout the event.

#### Event Timeline

Wk #	Date	Activity	Descriptions	PIC

Pre-event Preparations				
0		Proposal	Writing Proposal	Yuxuan LIU, Aerizqa A. RAKHMADANI
0		Planning Event	Meeting to discuss possible event ideas	Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah Matakim LEONG
0		Supplies order	- Place order for charcuterie board + ingredients + board games + Banh mi	Isabelle Hung Ching HII, Kathryn WANG, Yuxuan LIU, Qawiemah Matakim LEONG
		Ticketing	- Collaboration with uni on Cvent platform	Yuxuan LIU
		Request ISAs	- Ask HR for ISAs	Isabelle Hung Ching HII
0		Feedback forms	- Create feedback forms for the event	Kathryn WANG
Event Day				
1	7 <sup>th</sup> March	Run event	- Set up - Run event (board games + food)	Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah Matakim LEONG
Post Event				
1	7 <sup>th</sup> March	Feedback	- Gather feedback from participants after event	Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah Matakim LEONG
4	14 <sup>th</sup> March	Report		Isabelle Hung Ching HII, Kathryn WANG

### Pre-event

- Ordered ingredients and boards for charcuterie boards
- Ordered Banh Mi
- Ordered board games
- Request MnM for design
- Requested ISA

### **Event Day**

- € Board games session

### **Event Flow**

Time	Activity	Details	PIC
3pm- 4pm	Set up	Set up tables, board games, charcuterie boards, banhmi	Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah Matakim LEONG
4pm-6pm	Event	Board games, charcuterie boards, banhmi	Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah Matakim LEONG
6pm- 6:30pm	Pack up	Pack up/ Clean up	Yuxuan LIU, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah Matakim LEONG

### **Post event**

- Collected feedback from attendees
- Pack up

#### 4. Reflection

Overall, it was a very successful event, and all the participants enjoyed both the food and events.

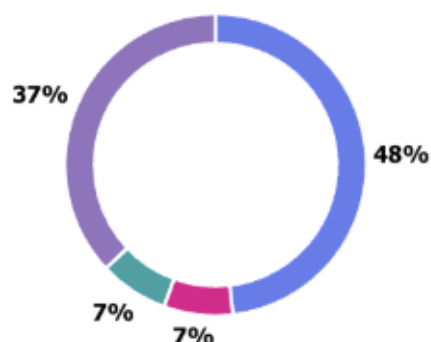
- There was a small issue with some of the participants who signed up, not attending. However, the number of walk-ins we had was able to fill in the empty spots and more, as South Lawn was quite a popular location where a lot of pedestrians and passers-by expressed interest in this free event that we were holding.
- The food was very much enjoyed, and the charcuterie boards was more or less finished, with only crumbs and small parts of food left behind.
- A lot of international students came, making up about 78% of the total participant number.
- The vibes were also very good, and everyone was laughing and chatting and playing games and having fun and the atmosphere seemed like a good one for making friends.

#### 5. Feedback

5. How did you find out about this event?

[More details](#)

Instagram, Facebook, etc	13
University Social Media/Website/Email	2
UMSU website/newsletter	2
Word of Mouth (ie. from a friend)	10





6. How would you rate your satisfaction with this event on a scale of 1-5? (1 = very dissatisfied --> 5 = very satisfied)

[More details](#)



7. How likely would you be to attend a similar event in the future? (1 = very unlikely --> 5 = very likely)

[More details](#)



## 6. Suggestions

- There's not too much we could've done to encourage participants who have signed up to actually attend, without enforcing some sort of punishment or deposit.
- Charcuterie board was quite popular, however maybe another food would have been a good idea as well in order to ensure that their hands aren't sticky to play board games with.
- Adding more options for people have dietary requirements would be ideal. E.g. As indicated in one of the feedback items we received, adding Halal options would have been good
- A lot of the improvements recommended was regarding food, so potentially new food options would be good to look into too.

## 7. Budget

A total of **\$1,000** had been allocated for this event, and the total actual expenditure for this event is **\$556.69** with the breakdown listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Boards + board games	1	\$189.95	\$189.95	\$300
Charcuterie Board ingredients + Banh Mi	1	\$353.46	\$353.46	\$750
Miscellaneous (Decorations + Jars)	1	-	-	\$50.00
<b>TOTAL</b>			<b>\$543.41</b>	<b>\$1,000</b>
<b>Surplus</b>			<b>\$456.69</b>	

## 8. Conclusion

This concludes our report for Bites and Boards 2025. Overall, the event received positive feedback and was successful in creating a fun space where students could come and destress.

Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

Isabelle Hung Ching HII

Kathryn WANG

**Welfare Department 2024/25**

**UMSU International**

## Buddy Up#2: Voguing Workshop 2025 Report

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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### 1. Introduction

This report summarises Buddy Up#2: **Voguing Workshop** 2025, which was held on Friday, 28<sup>th</sup> March 2025. The UMSUi Welfare Department hosted a voguing dance to create a safe space for students to dance and make new friends. The aim of this event is to make students release their stress away through voguing with the help of the dance instructor.

### 2. Event Details

Date	: Friday, 28 <sup>th</sup> March 2025 [4-6 pm]
Venue	: Arts & Cultural Building, Rehearsal Room
Number of Attendees	: 20 attendees
Coordinators	: Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI
Manpower	: 4 committee members, 3 ISA
Budget	: \$1000

### 3. Event Overview

Buddy Up #2: Voguing Workshop 2025 took place in Arts & Cultural Building in Rehearsal Room. Participants joined their allocated time slots or walk-ins, enjoying a relaxed and engaging atmosphere throughout the event.

### Event Timeline

Wk #	Date	Activity	Descriptions	PIC

Pre-event Preparations				
0		Proposal	- Writing Proposal	Yuxuan LIU, Aerizqa A. RAKHMADANI
2		Planning Event	- Meeting to discuss possible event ideas	Yuxuan LIU, Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI
2		Supplies order	- Place order for drinks	Cornellius SALIM
		Instructor	- Contacting the instructor – Wenny	Aerizqa A. RAKHMADANI
		Ticketing	- Collaboration with university on event platform	Jeasy CHHUN
		Request ISAs	- Ask HR for ISAs	Jeasy CHHUN
		Request MnM for design	- Poster design	Cornellius SALIM
2		Feedback forms	- Create feedback forms for the event	Daakshayani NEGI
Event Day				
4	28 <sup>th</sup> March	Run event	- Set up - Run event	Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI
Post Event				
4	28 <sup>th</sup> March	Feedback	- Gather feedback from participants after event	Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI

4	14 <sup>th</sup> March	Report		Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI
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### **Pre-event**

- Ordered drinks
- Contacted the instructor - Wenny
- Request MnM for design
- Requested ISA

### **Event Day**

### **Event Flow**

Time	Activity	Details	PIC
3:30pm- 4pm	Set up	Set up tables, drinks	Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI
4pm-6pm	Event	The Workshop starts	Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani NEGI
6pm- 6:30pm	Pack up	Pack up/ Clean up	Aerizqa A. RAKHMADANI, Jeasy CHHUN, Cornellius SALIM, Daakshayani



			NEGI
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**Post event**

- Collected feedback from attendees
- Pack up

#### 4. Reflection

Overall, it was a very successful event, and all the participants enjoy the drinks and event!

- A few students who are not from the University of Melbourne joined this event because this is a collaborative event with the dance instructor.

#### 5. Feedback



- There was an unanimously positive consensus from participants, with averages above 4.9 for both their satisfaction with the event and likelihood of attending a similar event in the future
- Most participants gave positive feedback and stated no changes, but some commented on wanting bigger venue or smaller groups and more similar events in the future (i.e. more queer and dance events)

#### 6. Suggestions

##### Participation

- Since the event was niche, participants who signed up were passionate about the workshop and we don't think we would need a \$5 fee to encourage attendance in the future.
- Some people booked last minute, and one person couldn't access the ticketing page after 4pm, but still paid the \$5 to keep things fair for everyone. Maybe in the future, we could keep the ticketing page open for 30 minutes after the event starts.
- 20 people attended the event, 3 did not come despite paying the ticketing.

### Event

- Drinks were liked by participants after workshop, could be improved by having small snacks along with drinks
- The size of the Arts & Cultural Building Rehearsal Room was perfect for the event, and similar ones could definitely be held there in the future

### ISA allocation

- We had 3 ISAs, but they mostly didn't have much to do after registering the participants. The workshop ran late, so the ISAs left at 6pm when their shift ended, and the PIC took care of the pack-up and feedback forms.
- Next time, we stick to just 2 ISAs to keep things more manageable

## 7. Budget

A total of **\$1000** had been allocated for this event, and the total actual expenditure for this event is **\$467.18** with the breakdown listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Pocari Sweat Can 340ml x 24 (9kg)	1	\$72.18	\$72.18	\$100
Vita Lemon Tea Drink 6x250mL	5	\$9.00	\$45.00	\$100
Instructor fee	1	\$350.00	\$350.00	\$350.00
<b>TOTAL</b>			<b>\$467.18</b>	<b>\$1000</b>
<b>Surplus</b>			<b>\$532.82</b>	



## 8. Conclusion

This concludes our report for Voguing Workshop 2025. Overall, the event received positive feedback and was successful in creating a fun space where students could come and destress.

Please do not hesitate to contact the Welfare Department should you have any queries.

### **Prepared by,**

Jeasy CHHUN

Cornellius SALIM

Daakshayani NEGI

**Welfare Department 2024/25**

**UMSU International**

## **Buddy Up #3: Sip and Paint 2025 Report**

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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### 1. Introduction

This report summarises Buddy Up#3: Sip and Paint 2025, which was held on Thursday, 17<sup>th</sup> April, 2025. The UMSUi Welfare Department hosted relaxed paint-by-numbers sessions with a variety of drinks to help students connect and engage in meaningful conversations. We aimed to help students unwind before the mid-semester break. The goal was to establish a comfortable, inclusive atmosphere where students could unwind, share experiences, and build lasting connections.

### 2. Event Details

Date : 17<sup>th</sup> April 2025

Venue : Student Kitchen @ Student Pavillion

Number of Attendees : 30

Coordinators : Aerizqa A. RAKHMADANI, Isabelle Hung Ching HII, Kathryn WANG, Daakshayani NEGI

Manpower : 4 committee members and 5 ISAs

Budget : \$1000

### 3. Event Overview

Buddy Up #3: Sip and Paint 2025 took place at Student Kitchen at the Student Pavillion, featuring a paint by number session and delicious drinks. Participants joined during their allocated time slots or as walk-ins, enjoying a relaxed and engaging atmosphere throughout the event.

#### Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0		Proposal	Writing Proposal	Yuxuan LIU, Aerizqa A. RAKHMADANI,
		Planning Event	Meeting to discuss possible event ideas	Aerizqa A. RAKHMADANI, Isabelle Hung Ching HII, Kathryn WANG, Daakshayani NEGI
		Supplies order	- Place order for paintings and drinks	Kathryn WANG, Daakshayani NEGI
		Ticketing	- Collaboration with university on event platform	Aerizqa A. RAKHMADANI
		Venue	- Book Student Kitchen	Isabelle Hung Ching HII
		Request ISAs	- Ask HR for ISAs	Aerizqa A. RAKHMADANI
		Feedback forms	- Create feedback forms for the event	Isabelle Hung Ching HII

Event Day				
	17 <sup>th</sup> April	Run event	<ul style="list-style-type: none"> <li>- Set up</li> <li>- Run event (painting + drinks)</li> </ul>	Aerizqa A. RAKHMADANI, Kathryn WANG, Daakshayani NEGI
Post Event				
	7 <sup>th</sup> March	Feedback	<ul style="list-style-type: none"> <li>- Gather feedback from participants after event</li> </ul>	Aerizqa A. RAKHMADANI, Kathryn WANG, Daakshayani NEGI
4	14 <sup>th</sup> March	Report		Isabelle Hung Ching Hii, Kathryn Wang, Daakshayani NEGI

### **Pre-event**

- Request MnM for design
- Requested ISA
- Ordered drinks
- Ordered paint sets

### **Event Day**

### **Event Flow**

Time	Activity	Details	PIC
11:00am – 11:30am	Set up	Pick up drinks Set up tables, drinks painting sets	Aerizqa A. RAKHMADANI, Daaksha NEGI, Kathryn WANG
11:30am – 13:00pm	Event	<ul style="list-style-type: none"> <li>• Check in registered participants</li> <li>• Registered walk-ins</li> <li>• Gave them a seat</li> </ul>	Aerizqa A. RAKHMADANI, Daaksha NEGI, Kathryn WANG

		<ul style="list-style-type: none"> <li>Gave drinks</li> <li>Made sure the space is clean</li> </ul>	
13:00pm – 13:30	Pack up	Pack up/ Clean up	Aerizqa A. RAKHMADANI, Daaksha NEGI, Kathryn WANG

### **Post event**

- Collected feedback from attendees
- Pack up

#### 4. Reflection

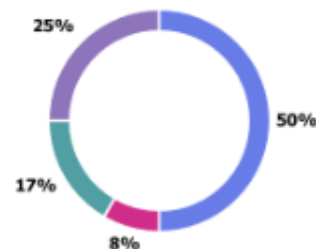
- Overall such a lovely and wholesome event, with a lot of people giving feedback during the session as well, saying how they loved this event!
- The venue was so so so good because the big floor to ceiling windows on two sides gave us really good lighting, and it made the entire event look really bright and wholesome
- There was an issue with people turning up late (some turned up towards the end of the event) because they thought that booking a ticket meant their place was reserved for the whole time, whereas we gave their spots away after 15 minutes because we assumed they were not coming. So this issue of miscommunication, ended up with us not having enough paint and sip materials for people who turned up late with bookings, and so we had to apologise and send them away. We then asked MnM to post a warning on the UMSUi story that participants' spots will be given away after 15 minutes for future events!
- The iced chocolate and matcha also ended up running out a lot faster than the coffee, which wasn't as popular
- No one finished their paintings and everyone took it with them to complete at home --> which means that the paintings were too complicated and also they needed more time

#### 5. Feedback

##### 3. Year of study

[More details](#)

● First year	6
● Second year	1
● Third year	2
● Post-graduate studies	3



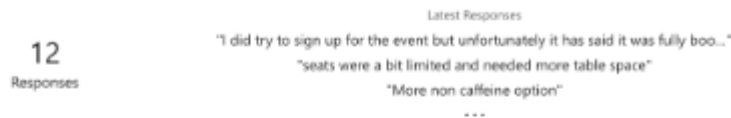
5. How would you rate your satisfaction with this event on a scale of 1-5?  
(1 = very dissatisfied --> 5 = very satisfied)

[More details](#)


6. How likely would you be to attend a similar event in the future?  
(1 = very unlikely --> 5 = very likely)

[More details](#)

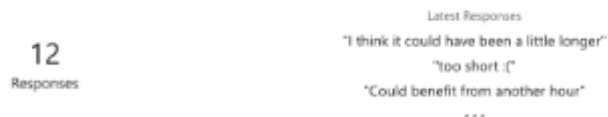

8. What is something that could be improved / changed?

[More details](#)


2 respondents (17%) answered option for this question.



9. What did you think about the length of time for each event session?

[More details](#)


7 respondents (58%) answered longer for this question.



## 6. Suggestions

- According to the feedback, the main things to improve for this event is to make the session length longer so that people had more chances to connect and also finish their paintings
- There was also an initial idea where we were collaborating with CAFE club, but the goal and vision for the event are different, CAFE would like this to be a big event which facilitated more members from CAFE, whereas we wanted a small and intimate scale event. We didn't end up collaborating due to different interest.
- But we think small scale event align with the goal of Buddy Up more, which is to make connections that it will last longer. This kind of event did create the environment and space to it to happen. As one of the feedback was "please do more cute and intimate events like this!! I connect w people actually, not just small talk"
- We should also take into consideration that not a lot of people actually drink coffee / caffeinated drinks and offer more choices like juice (as the matcha and chocolate ran out first!)
- Make sure that it is clear that there is a 15 minute limit on reserving spots for participants who have booked a spot, and after it will be opened up to walk-ins.

## 7. Budget

A total of \$1000.00 had been allocated for this event, and the total actual expenditure for this event is \$722.00 with the breakdown listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Paint By Numbers Painting Materials	30	\$15	\$450.00	\$450.00
Iced Matcha Latte (Hareruya Pantry)	12	\$8	\$96.00	
Iced Cafe Latte (Hareruya Pantry)	12	\$6.50	\$78.00	
Iced Chocolate (Hareruya Pantry)	11	\$8.00	\$88.00	
Miscellaneous (Hareruya Pantry Service Fee)	1	\$10	\$10.00	
<b>TOTAL</b>			<b>\$722.00</b>	<b>\$1000</b>
<b>Surplus</b>				<b>\$278.00</b>

## 8. Conclusion

This concludes our report for Sip and Paint 2025. Overall, the event received positive feedback and was successful in creating a fun space where students could come and destress.

Please do not hesitate to contact the Welfare Department should you have any queries.

### Prepared by,

Isabelle Hung Ching HII

Kathryn WANG

Daaksha NEGI

Aerizqa A. RAKHMADANI

**Welfare Department 2024/25**

**UMSU International**

## **Buddy Up #4: Letter Lounge 2025 Report**

Central Committee Meeting #12 – Tuesday, 20<sup>th</sup> May 2025

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### 1. Introduction

This report summarises Buddy Up#4: Letter Lounge 2025, which was held on Friday, 9th May 2025. The UMSUi Welfare Department hosted a letter writing sessions where students were able to write letters and enjoy free food and drinks. This event allows students to release stress by writing a letter and making new friends.

### 1. Event Details

Date : 9<sup>th</sup> May 2025

Time : 3 – 5 pm

Venue : Rowden White Library

Number of Attendees : 40



Coordinators : Yuxuan LIU, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG

Manpower : 4 committee members, 3 ISA

Budget : \$1,000

## 2. Event Overview

Buddy Up #4: Letter Lounge 2025 took place in Rowden White Library. Participants joined their allocated time slots or walk-ins and enjoyed a relaxed and engaging atmosphere throughout the event.

## 3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0		Proposal	- Writing Proposal	Yuxuan Liu, Aeri Rakhmadani
6		Planning Event	- Meeting to discuss possible event ideas	Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG
6		Supplies order	- Place order for drinks and pastries - Order a customized stamp and letters	Cornellius SALIM, Jeasy CHHUN
		Ticketing	- Collaboration with uni on Cvent platform	Jeasy CHHUN

		Venue	- Book Rowden White Library for the session	Qawiemah MATAKIM LEONG
		Request ISAs	- Ask HR for ISAs	Jeasy CHHUN
6		Request MnM for design	- Poster design	Cornellius SALIM
8		Feedback forms	- Create feedback forms for the event	Jeasy CHHUN
<b>Event Day</b>				
9	9 <sup>th</sup> May	Run event	- Set up - Run event	Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG
<b>Post Event</b>				
9	9 <sup>TH</sup> May	Feedback	- Gather feedback from participants after event	Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG
10	14 <sup>th</sup> May	Report		Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG

### **Pre-event**

- Ordered drinks and pastries
- Ordered materials: stamps and letters
- Booked a venue – Rowden White Library
- Request MnM for design
- Requested ISA

## **Event Day**

### **Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
2:30 pm – 3:00pm	Set up	Pick up drinks and pastries Set up tables, drinks and pastries	Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG
3:00pm – 5:00pm	Event	Session 1 started at 3:00pm <ul style="list-style-type: none"> <li>• Check in registered participants</li> <li>• Registered walk-ins</li> </ul> Session 2 started at 4:00pm <ul style="list-style-type: none"> <li>• Check in registered participants</li> <li>• Registered walk-ins</li> </ul>	Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG
5pm – 5:30pm	Pack up	Pack up/ Clean up	Yuxuan Liu, Cornellius SALIM, Jeasy CHHUN, Qawiemah MATAKIM LEONG

### **Post event**

- Collected feedback from attendees
- Pack up

#### 4. Reflection

An overall very successful event, and all the participants enjoyed the food and event

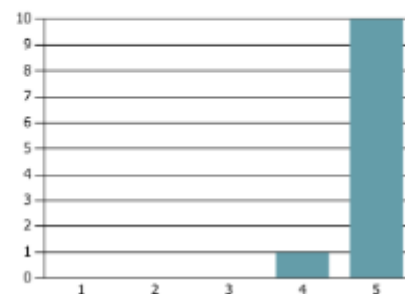
- Some participants who signed up for the first session did not attend. But we had a lot of walk ins who knew about the event because of the Instagram story promoting the event. Because of that, we reached out to the second session participants who signed up with a reminder email. Hence, second session had greater turn out from participants who signed up.
- Everyone enjoyed the food and drinks, with some students going for seconds as there were a few leftovers.
- Participants expressed excitement for the cute stationary we had, especially the wax seal stamp with many participants choosing to seal their letters with the stamp.
- Everyone also enjoyed the calming atmosphere, and it was very relaxing. Most people came with their friends and were very supportive of each other writing letters.
- We ran out of paper towards the end as some participants wrote more than 1 letter, but we were able to find some plain paper for them to use

#### 5. Feedback

6. How would you rate your satisfaction with this event on a scale of 1 to 5 ( 1: very dissatisfied → 5: very satisfied)

[More Details](#)
[Insights](#)

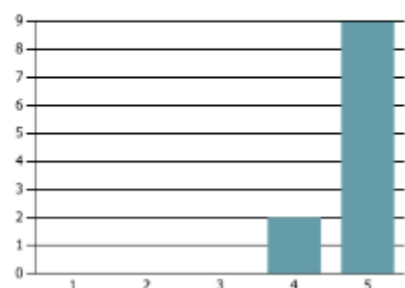
4.91  
Average Rating



7. How likely would you be to attend a similar event in the future? (1: very unlikely → 5: very likely)

[More Details](#)
[Insights](#)

4.82  
Average Rating



- There was an unanimously positive consensus from participants, with averages above 4.91 for both their satisfaction with the event and likelihood of attending a similar event in the future

- Most participants gave positive feedback overall, but some told that we ran out of papers

## 6. Suggestions

### Participation

- Reminder emails may be helpful to remind participants of their sign up

### Event

- A greater variety of stationery might have been nice to allow greater creativity, such as providing stickers and a greater variety of paper designs

### ISA allocation

- The ISAs were particularly helpful during set up of the event due to the number of food and drinks we had. However, the number of committee members was sufficient for the rest of the event. Perhaps fewer ISAs will be required for similar future events

## 7. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
<b>Materials: Stamp</b>				
Wax Seal Stamp-customise	1	\$105	\$105	
Glue Gun for Sealing Wax	2	\$22	\$44	
Flexible Sealing Wax - Light Blue ( 1 stick)	3	\$5	\$15	

Flexible Sealing Wax - Bright Blue Pearl (5 sticks)	1	\$23	\$23	
Delivery		\$15	\$15	
<b>Total:</b>			<b>\$202</b>	<b>\$250</b>
<b>Materials: Letter card</b>				
Larson-Juhl A5 Elation Writing (10 sheets of paper, 10 envelopes)	4	\$22.49	\$89.96	\$100
<b>Food - Agathe (Pastries)</b>				
Pandan flan	\$8.1818	5	\$36.82	
Pandan croissant	\$8.1818	15	\$110.46	
Matcha croissant	\$8.1818	10	\$65.45	
Chocolate chip croissant	\$7.2727	15	\$106.37	
Almond croissant	\$8.1818	10	\$73.64	
<b>Total (include GST and 10% discount)</b>			<b>\$432</b>	<b>\$450</b>
<b>Drinks - Bottari</b>				
Ferrero latte	\$8.50	8	\$68.00	
Original orange	\$5.50	8	\$44.00	
Earl grey iced peach tea	\$7.00	8	\$56.00	
Strawberry matcha latte	\$9.00	8	\$72.00	

Mocha	\$6.00	8	\$48.00	
Donut latte	\$7.50	8	\$60.00	
<b>Total (including GST)</b>			<b>\$348</b>	<b>\$200</b>
<b>TOTAL</b>			<b>\$1,071.96</b>	<b>\$1000</b>
<b>Deficit</b>			<b>\$71.96</b>	

## 8. Conclusion

This concludes our report for Letter Lounge 2025. Overall, the event received positive feedback and was successful in creating a relaxing space where students could come and de-stress.

Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Yuxuan LIU**

**Cornellius SALIM**

**Jeasy CHHUN**

**Qawiemah MATAKIM LEONG**

**Welfare Department 2024/25**

**UMSU International**

## PR Visa Workshop Sem 1 2025 Report

Central Committee Meeting #12 – Tuesday, May 20<sup>th</sup>

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### 1. Introduction

This report summarises the PR Visa workshop 2024, which was held on the 26<sup>th</sup> August, with the following objectives:

- Provide information to international students regarding the processes and various pathways of obtaining Permanent Residency or other forms of visas.
- Inform students about the updates made to Australian migration policies and subsequent changes in the Permanent Residency and Visa application processes.
- Address questions that international students may have about the new policies, Visa options, obtaining Permanent Residency and/or migration mechanisms.

### 2. Event Details

Date	: Thursday, 8 <sup>th</sup> May 2025 (5.30 pm – 7.00 pm, Melbourne time)
Venue	: Carillo Gantner Theatre, Sidney Myer Asia Centre
Number of Attendees	: 95
Coordinators	: Tiffany AUYEUNG, Pavitra RAVI
Manpower	: 2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$490



### 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 updated 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 (eg: 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
<b>Pre-event Preparations</b>				
	Apr 16 2025	Open Teamwork	Contact CME	Tiffany
	Apr 16 2025	Contact M&M	Contact M&M to help out with publicity	Pavitra
	Apr 16 2025	Contact the speaker	Email speaker from an agency regarding their availability	Tiffany
	May 6	Get the Speaker Contract	Contact CME regarding speaker contract	Tiffany
	May 1	Ticket Registration	Organize ticket registration with CME	Tiffany
	May 1	Request ISAs	Request ISAs with HR	Pavitra
	May 3	Create feedback form	Create feedback form questionnaire	Pavitra
	May7	Print Feedback form	Print QR code, add QR code to slides	Pavitra
<b>Event Day</b>				
	May 8	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Tiffany & Pavitra
<b>Post Event</b>				
	May 8	Feedback form	Ask attendees to fill it out	ISAs
		Complete report		Tiffany &

			Pavitra
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### **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**

5:00pm - 5:30pm	IT preparation	Prepare speakers and any necessary IT on the day	
5:30pm - 5:40pm	Introduction	Introduce the speaker, UMSU International and the event	
5:40pm - 5:55pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	
5:55pm - 6:05pm	Q&A session (10 mins)		
6:05pm - 6:20pm	Information session part 2: PR	About obtaining Permanent Residency	
6:20pm - 6:30pm	Q&A session (10 mins)		
6:30 pm - 6:45pm	Information session part 3: VISA	About obtaining to graduate or working VISA	
6:45pm - 6:55pm	Q&A session (10 mins)		
6:55pm – 7:00pm	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	

### **Post Event**

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

## Attendance

95 attended, including 21 walk-ins.

74/160 people registered attended, 46% show-up rate

## 5. Feedback

32 responses were collected.

## Event Satisfaction

Out of the 32 responses collected, the average event rating is 4.33/5, higher than last year. 56% of students rated it 5 out of 5, 34% rated it 4 out of 5.



## Content Usefulness

56% of the students found the content extremely useful, and only 2 students found the content moderately useful.



## Recommendation

According to the feedback, 56% of students said that they are very likely to attend the event again, and only 1 student said that they are highly unlikely to attend again.

# 4.31

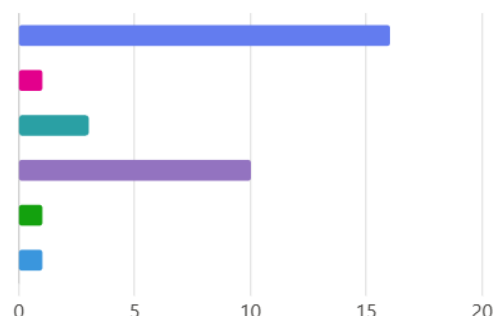
Average Rating

Level 5  18Level 4  10Level 3  1Level 2  2Level 1  1

## Publicity

Instagram was the most common source, with 16 responses, followed by UMSU's website with 10. Fewer people heard about it through friends or family (3), while Facebook, email/newsletters, and other sources each accounted for only 1 response. This suggests that Instagram and UMSU's website are the most effective channels for outreach.

Instagram	16
Facebook	1
Friend/Family	3
UMSU's Website	10
Email/Newsletter	1
Other	1



## 6. Suggestions from feedback form

### • Anything we can improve on:

- o One student felt that directions to the venue could be clearer, as few attendees entered through the back (from behind the screen), which disturbed the speaker, and they did not register since the registration desk was outside the main entrance. This could also be due to the lift leading to the back entrance.
- o We suggest closing off alternate entrances or having ISAs in front of all entrances to direct attendees.
- o One student felt that the event timings were not followed. This was because the speaker finished sooner than expected, and QnA did not go on for long.
- o Few students asked for the pizza to be served earlier, but this might be since the session was over sooner, making it seem like the pizza was late, when in reality the food arrived on time.

### • Any future topic to cover:

- o **Suggestions for future topics include** info regarding TR (many students suggested this), Partner visa, Changes related to PR policy, Visas 485 and 190, and study majors and occupations for PR.

## 7. Suggestion from Education Department

- **Pizza is a good incentive if you need more sign up and attendees**
- **Pizza pick up/delivery can be 30 mins before ending time**
  - o The session ended at 6:30 even if we started 5:40. This was because there was not a lot of questions asked during the Q&A. We suggest that pizza should arrive 30 mins before intended end time to avoid delay.
- **Carillo Gantner Theatre is a good venue in terms of layout and capacity**
  - o However, it may be a bit harder to find since its in the basement, so we need assigned an ISA on the ground floor to guide attendees
- **Feedback form was not presented by the speaker**

- o Remind the speaker to present the feedback form qr code at the end of his presentation so we can have more people fill it. Instead, we asked participants to fill it when lining up for pizza, but some participants had already left.

8. Budget

A total of \$490 have been allocated for this event, and the total actual expenditure for this event is \$490 **with the breakdown as listed below:**

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for speaker	1	100	100.00
Miscellaneous	1	50	50.00
Food – Domino’s Pizza	24	14	340
TOTAL			490.00

9. Conclusion

This concludes our report for the PR/VISA workshop 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Tiffany AUYEUNG, Pavitra RAVI  
Education Department 2024/25  
UMSU International

## Meat and Greet Sem 1 2025 Report

Central Committee Meeting #12– Tuesday, 20th May, 2025

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### 1. Introduction

This report summarises the Meat and Greet 2025. During this event, HR & P&S worked alongside to bring the Meat and Greet to life. This event gave students the chance to socialise and make new connections, providing a safe, engaging platform for students to enjoy fun games, food release stress.

### 2. Event Details

Date	Tuesday, 29th April 2025 [actual event time: 11 am - 2pm] [8:30am - 4:30pm including set up and clean up]
Venue	Amphitheatre
Number of Attendees	550+
Coordinators	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
Manpower	8 Committee Members & 40 ISAs (including coordinators which consists of 8 Committee Members)
Budget	\$3200

### 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, brownies, popcorn and ice creams.



## 4. Event Timeline

### 4.1 Meet and Greet

Wk #	Date	Activity	Descriptions	PIC	
Pre-event Preparations					
1		4th March 2025	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
1		6th March 2025	Venue Booking	Book Amphitheatre	Kayven Claus SATRIO
1-8		6th March - 29th April 2025	Teamwork	Communicate with CME regarding the event	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
1-8		6th March - 29th April 2025	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas

					AGRAWAL, Jasmine LOW, Laavanya YADAV
1-8		6th March - 29th April 2025	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Coles	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Sahas AGRAWAL, Jasmine LOW, Laavanya YADAV
<b>Event Day</b>					
8		28th April 2025	Pick up	Pick up Halal Meat	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Sahas AGRAWAL, Jasmine LOW, Laavanya YADAV
8		28th April 2025	Meat and Greet	Set up, Cooking/Distri buting free food and drinks, Clean up	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO,

				(Written in Event Flow)	Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
<b>Post Event</b>					
9-10		30th April - 9th May 2025	Report	Writing the Report	Kayven Claus SATRIO
11		13th May 2025	Present Report in CCM	Presenting the Report	Kayven Claus SATRIO

### **Event Day**

#### **Event Flow for Meet and Greet**

<b>Time</b>	<b>Activity/ Details</b>	<b>PIC</b>
9 am - 11 am	Set up/ Collecting Order	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
11 am - 1:30 pm	Cooking/ Distributing free foods & drinks	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
1:30 pm - 2 pm	Clean up	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV

## 5. Reflections

### Meat & Greet

- Coles order arrived the day before on the scheduled time, all breads were checked beforehand and all are in good condition.
- The Halal vendor was approachable, and came on time as scheduled. We recommend having more beef sausages than chicken sausages as students mostly line up for the beef sausage.
- The vegan vendor is nice and approachable. The vegan sausages taste well and students were satisfied. Therefore, we would suggest purchasing vegan options from the same vendor.
- We recommend having 3 grills and 3 casuals helping out during this event as it cuts down the waiting time. Revising the ISA task sheet time could be done by removing the 3-4 pm shift.
- We recommend having drinks instead of Zooper Dooper (ice cream) as suggested by students from the feedback form, most students end up picking the brownies instead of the alternative. We recommend distributing either popcorn or brownies/alternative foods and drinks.
- Due to the high number of students and their preferences, more beef sausages, less chicken sausages should be ordered, and fish options should also be considered in the future events.
- There was an error in accessing the feedback form which significantly reduces the number of feedback we receive in comparison to last year. Hence, we strongly urge future committee to re-check and see if it is working prior to the event.

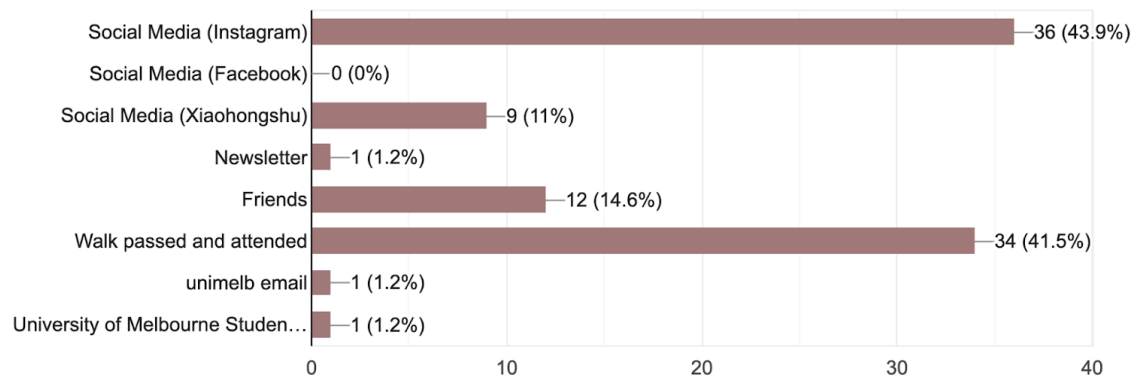
## 6. Feedback

Among 650 participants for meats and 428 for popcorn, brownies, and ice cream, 82 people filled in the feedback form:

- Event Recognition
- 54.9% participants know about Meat and Greet through social media (Instagram, FaceBook, Xiaohongshu).

### How did you know about the event?

82 responses

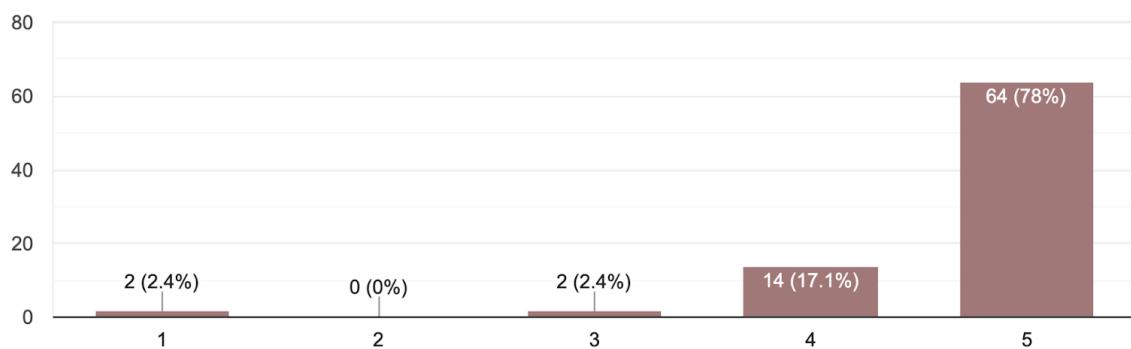


- **Event Satisfaction**

- 64 students rated 5 and 14 students rated 4 which indicate the majority enjoyed the event

### Did you enjoy the event?

82 responses

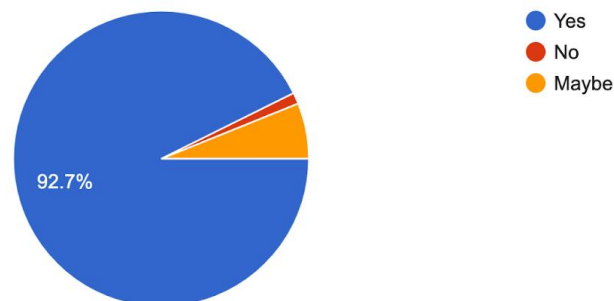


- **Returning Participants**

- 92.7% of the participants claimed that they will rejoin a similar event in the future.

Would you join a similar event in the future?

82 responses

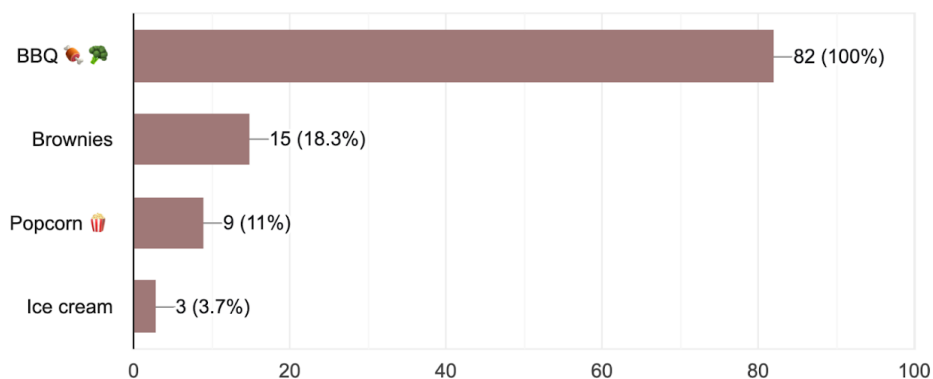


### • Food Options

- 82 participants had BBQ, 15 had brownies, 9 had popcorn, and 3 had ice cream
- Beef sausages ran out faster so people were a little hesitant to try chicken sausages and vegan options

What did you have for today?

82 responses



### • Other Feedback and Suggestions from Participants

#### **Positive feedback**

- Students quote that the event is amazing and they would like more events like this, they also appreciate having both halal and vegan as the meat option.

#### **Improvements**

- Allergen should be included in all of the meats and snacks we distribute, students also suggest having drinks instead of ice cream.

## 7. Budget

A total of **\$3,200** have been allocated for this event, and the total actual expenditure is **\$2869.53** with the breakdown as listed below:

Items	Total Cost (AUD)	Total Actual Cost (AUD)
UMSU BBQ Hire and Trestle Table	267.00	267.00
Coles Orders	600.00	548.80
Food Product - Halal Meat	900.00	371.63
Food Product - Vegan Options	800.00	264.00
Popcorn Machine (from UMSU)	150.00	175.90
Brownies	200.00	380.00
Miscellaneous	283.00	862.20
<b>TOTAL</b>	<b>3200.00</b>	<b>\$2,869.53</b>
<b>Surplus</b>	<b>\$330.45</b>	

## 8. Conclusion

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

This concludes our report for the Meat and Greet Report 2025. Please do not hesitate to contact the HR and P&S Departments should you have any queries.



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

## **6. Other Business**

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## **7. Next Meeting**

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AGM

Date : TBD

Venue : TBD``