



Agenda

Central Committee Meeting #12 – Monday, 22nd May 2023

Time : 17:00 PM

Venue : PAR-Building 168-416 (Steve Howard Theatre)
& Zoom (only for committee members that were excused)

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 2023
- 4.2. Academic Skills Workshop Proposal
- 4.3. UMSU International WinterFest Merchandise Proposal
- 4.4. Central Committee Bonding Dinner #3 Proposal

5. Reports

- 5.1. Night Market 2023 Report
- 5.2. Earth Week Report
- 5.3. Mental Health Week Report
- 5.4. PR/Visa Workshop Semester 1 2023 Report
- 5.5. International Hangout Report
- 5.6. Central Committee Merchandise
- 5.7. UMSU International Lanyard Report



6. Other Business

6.1. Staff Account Expiration Email

6.2. Short Form Content

6.3. Uber not possible for reimbursement (everything but Uber)

6.4. Contact Information for Next Committee

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #11 – Monday, 8th May 2023

Time : 17:00 PM

Venue : Zoom Meeting

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance

- Attendance – 31/35 Members

Absent with Apologies

EXCO: Jaqueline MARSHIELA

Director: Allan THOMAS

Officers: Rio FIERIS, Jodis TJUNTORO

Motion 1

Move that **Standing Orders** be adopted for **CCM #11** at **5:03 PM**

Mover : Tarish KADAM

Secunder : Richard HA

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #11** be adopted at **5:04 PM**

Mover : Robertus INDRADJAJA

Secunder : Aurelia ISKANDAR

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 : Christopher PRAWIRA

Seconder : Yee Hang Shea LAW

Motion Carried.

Motion 4

Move that the **Central Committee Bonding Dinner #2 Report** be accepted.

Mover : Ying Yu CHEN (Danielle)

Seconder : Chien CHEN (Amanda)

Motion Carried.

4. Other matters

Motion 5

Move that **Standing Orders** be suspended at **5:14 PM**

Mover : Ella LEE

Seconder : Jeslyn TANDYAJAYA

Motion Carried.

Motion 6

Move that **CCM #11** be adjourned at **5:15 PM**

Mover : Jodis TJUNTORO

Seconder : Thi Ngoc Trinh NGUYEN

Motion Carried.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International



Exam Pack Giveaway 2023

Central Committee Meeting #12 – 22th May 2023

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 stationary 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. This will minimize the waste produced by students and will also maximize our outreach as students do not need to collect items they do not want, therefore reducing 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 a variety of snacks and beverages

3. Event Details

Date	: Wednesday 31st May [11:00 AM - 15:00 PM]
Venue	: Concrete Lawn (TBC)
Number of Attendees	: 600 students
Coordinators	: Elsa DAI, Ojas CHOPRA, Audrey CHEUNG, Shea LAW
Manpower	: 18 ISAs
Budget	: \$5000

4. Budget

The total allocated budget for this event is \$5000

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Notebooks	600	\$1	600.00
Sticky Notes	600	\$0.50	300.00
Highlighter	600	\$1	600.00
Muesli Bars	600	\$1	600.00
Noodles	1200	\$0.90	1080.00
Energy Drinks	600	\$1	600.00
Coffee Sachets	1200	\$0.30	360.00
Tea Sachets	1200	\$0.30	360.00
Miscellaneous	N/A	\$500	500.00
TOTAL			\$5000.00

4. Event Timeline

We will be using Deakin Court and South Court as our main venues.

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
11	10/05	Contact redbull	Reach out to Redbull to ask for event support/sponsorship	Richard HA, Elsa DAI
11	16/05	Venue booking	Booked venue through CME for Concrete Lawn	Shea LAW
11	16/05	Meeting	Write proposal and event planning	Elsa DAI
11	18/05	Logistics	Send finalized item list to Treasurer to order and get delivered	Elsa DAI
12	26/05	Collect stock	Remain present on campus to receive delivery of all EPG giveaway materials	Audrey CHEUNG



12	26/05	Feedback survey	Preparing the feedback survey for students to scan	Ojas CHOPRA
Event Day				
SWOTVAC	31/05	Exam Pack Giveaway	Event day	EVERYONE

Pre-event

- Bookings and walk in
- QR code to scan and fill out a form asking about the items students chose and a feedback at the end (to maintain a record of participants and the items given out).
- We will be allowing 400 registrations with a capacity of 100 registrations per hour
- We will be allowing 200 walk ins, with a capacity of 50 walk ins per hour
- Students that do not show up to their designated time slot will give up their spot to walk ins

Event Day

Event Flow

Time	Activity	Details	PIC
10:00AM-11:00AM	ISAs and OBS come to set up	2 x Marquee, tables, chairs, and banners	Elsa DAI, Ojas CHOPRA
11:00AM - 3:00PM	EPG	EPG will be occurring between 11am-3pm. ISAs will be taking 2 hour slots (can take multiple shifts). ISAs will check registered students in as well as taking walk ins	Shea LAW, Audrey CHEUNG, Ojas CHOPRA, Elsa DAI
3:00PM-4:00PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Audrey CHEUNG, Shea LAW

6. Conclusion

The Welfare department understands the stressful examination period and empathizes 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,

**Ojas CHOPRA
Audrey CHEUNG
Shea LAW
Elsa DAI**

**Welfare Department 2022/23
UMSU International**



Academic Skills Workshop Proposal

Central Committee Meeting #12 – 22th May 2023

1. Introduction

International students face a range of difficulties upon commencing their studies here in Melbourne. On the one hand, they find themselves in an unfamiliar environment, far from their friends and family, and try to seek new social connections. They might be faced with financial stressors, or unfavourable living arrangements. Amongst all this, it is easy to forget the reason for their arrival; to pursue an education at one of Australia's most prestigious and competitive universities. University degrees are certainly challenging for everyone, but even more so when they are being delivered in a foreign language, and new teaching methods. This workshop aims to introduce international students to the Academic Skills Team of the university, who provided a multitude of services throughout the semester, which aim to support students in their studies. These services include but are not limited to; study tips workshops and English courses focusing specifically on the type of language skills required for a degree.

2. Objectives

This event aims to:

- Introduce students to the services provided by the Academic Skills Team of the University of Melbourne
- Provide help for their academic journey in Melbourne

3. Event Details

Date	: Monday, 24 th July, 2023 (Week 1, Semester 2, 4.00pm to 5.00pm)
Venue	: Sidney Myer Asia Ctr-106 (Yasuko Hiraoka Myer Room)
Number of Attendees	: 50-100
Coordinators	: Zina MAIZA, Rio FIERIS
Manpower	: 2 OBs, 2 ISAs
Budget	: <\$300

4. Event Overview

This event will serve as an introduction to the Academic Skills Team at the University of Melbourne, who runs multitude of workshops throughout the semester, some of whom are specifically targeted towards international students. ISS data showed that deposited this, many international students who struggle academically, are not aware of the kinds of help offered to them by the university. This event intends to change that, by inviting a speaker from the Academic Skills Team to present their different workshop models and streams, as well as

answering questions that students might have regarding their service. Registrations for this event will open at the end of Semester 1.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
Week 2	8 th March 2023	Contacting Academic Skills Team	An initial email was sent out to ask for a potential collaboration on this event	Zina
Weeks 4-12		Meetings to Work out more Details	More meetings to work out the details of the event	Zina
Week 11		Promotional Designs	Contacts & Coordinate with M&M	Rio
Week 12 or after		Ticketing	Open registrations for ticketing	Zina
Event Day				
1, Sem 2	24 th July	Academic Skills Workshop		Zina & Rio

Event Flow

Time	Activity	Details	PIC
TBA	Setup	Mics, audio, screen	Zina & Rio (ISA?)
	Introduction	Introducing the event & speaker	Zina & Rio
	Presentation	Introducing all the different serves offered by Academic Skills Team	Speaker
	Q&A Session	Students get to ask question	Speaker
	Closing & Thank You	Closing remarks, thanking the speaker & attendees	Zina & Rio



Post Event

Participants will be sent a feedback form after the event, as well as a link to sign up for more workshops by the Academic Skills Team.

6. Budget

A total of **\$300** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Miscellaneous	1	300	300.00
TOTAL			300.00

7. Conclusion

This concludes our proposal for the 2023 Academic Skills Workshop Proposal. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Zina MAIZA
Education Department 2022/23
UMSU International



UMSU International WinterFest Merchandise Proposal

Central Committee Meeting #12 – Monday, 22nd May 2023

1. Introduction

The Media and Marketing department (M&M) will be designing bags for WinterFest 2023. We intend to have a giveaway event during WinterFest, so making the bags is necessary.

2. Objectives

This event aims to:

- Hold a giveaway event during WinterFest
- Increase awareness of UMSU International amongst new students

3. Event Details

Date : May 2023 - July 2023

Coordinators : Christopher PRAWIRA

Budget : \$3,250.00

4. Event Overview

M&M will design the bag, get approval from CME, then put in the order through our approved supplier. Once the supplier receives the order and ships the merchandise, M&M will work with C&S and E&W to choose what we want to include in the giveaway.

Bag design:

5. Event Timeline

Month	Activity	Descriptions	PIC
May-June	Design process and ordering	<ul style="list-style-type: none"> Communicate with Bluegum (supplier) about order – design & quantity included Receive and pay invoice (Treasurer) 	Jaqueline MARSHIELA, Christopher PRAWIRA
July	Shipping and distribution of merchandise	<ul style="list-style-type: none"> Receive shipment Include giveaway items Distribute to students 	Trinh NGUYEN, Christopher PRAWIRA

6. Budget

A total of **\$3,250.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Bags	1000	2.95	2,950.00
Shipping and GST			150.00
Miscellaneous			150.00
TOTAL			3,250.00

7. Conclusion

This concludes our proposal for the Umsu International WinterFest Merchandise Proposal 2023. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Christopher PRAWIRA
Media and Marketing Department 2022/23
UMSU International

Central Committee Bonding Dinner #3 Proposal

Central Committee Meeting #12 – Monday 22nd May 2023

1. Introduction

The Central Committee Bonding Dinner is set as a bonding event for all Committee Members to get to know more about one another. This is also where the Co-opted officers can also bond with the committee members from other departments if they have not worked or collaborated with them.

2. Objectives

This event aims to allow the Committee Members to bond and spend time together.

3. Event Details

Date	: Monday, 22 nd May 2023
Venue	: Pizza Monster
Number of Attendees	: 27 (/35 Committee Member)
Coordinators	: Angeline Cassie GANILY
Budget	: \$700

4. Event Overview

We are planning to go to Pizza Monster, a popular pizza restaurant located in Melbourne. It offers a diverse menu featuring a wide range of delicious, freshly made pizzas with a variety of toppings to choose from. The restaurant provides enough space for the dinner where the Committee Members can eat together while getting and bond.

5. Event Timeline

Date	Activity	Additional Details
Pre-event Preparations		
12 May 2022	Booking Venue	Call for booking venue
21 May 2022	Confirmation for Menu	Menu is chosen prior to the event day to ensure that the flow of the event is on time.
Event Day		
22 May 2023 7pm-9:30pm	Bonding and Dinner	
Post Event		

CCM #1 Semester 2 2023	Present Report in CCM	
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6. Budget

A total of **\$700** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Pizza Monster Pizzas	27	20	540
Miscellaneous	160	-	160
TOTAL			700.00

7. Conclusion

This concludes the proposal for the Central Committee Bonding Dinner #3 Proposal. Please do not hesitate to contact the Secretary should you have any queries.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International

Meat and Greet x Mental Health Week Report

Central Committee Meeting #12– Monday, 22nd May 2023

1. Introduction

This report summarises Meat and Greet x Mental Health Week 2023, which covers the period of 10th May 2023. During this event, HR, P&S and Welfare 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 various kinds of food to release stress. The event consisted of BBQ, Popcorn and Cotton Candy, providing a range of different food options for students to engage in.

2. Event Details

Date	:	Wednesday, 10th May 2023 [actual event time: 11 am - 2pm] [9:00am - 4:00pm including set up and clean up]
Venue	:	Amphitheatre
Number of Attendees	:	533
Coordinators	:	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Phuong Anh (Alison) TRAN, Cynthia WANG
Manpower	:	15 Committee Members & 40 ISAs (including coordinators which consists of 9 Committee Members)
Budget	:	\$3400

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
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Pre-event Preparations				
1	14th March 2023	Venue Booking	Book Amphitheatre	Ella LEE
8	24th April 2023	Proposal	Creating Proposal and Presenting in CCM	Ella LEE
7-9	19th April - 1st May 2023	Teamwork	Communicate with CME regarding the event	Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Welfare Department
7-9	19th April - 1st May 2023	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Jeslyn TANDYAJAYA
7-9	19th April - 1st May 2023	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Phuong Anh (Alison) TRAN, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP
Event Day				
10	10th May 2023	Pick up	Pick up Halal Meat	Richard HA, Angeline Cassie GANILY
10	10th May 2023	Meat and Greet	Set up, Cook/Distribute free food and drinks, Clean up (Written in Event Flow)	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG
Post Event				
10-11	11th -21st May 2023	Report	Writing the Report	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Phuong Anh (Alison) TRAN, Cynthia WANG
12	22nd May 2023	Present Report in CCM	Presenting the Report	Ella LEE

4.2 Event Flow

Time	Activity/ Details	PIC
9:00 am - 11 am	Set up/ Collecting Order	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG
11 am - 2 pm	Cooking/ Distributing free foods & drinks	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG
2 pm - 4:00 pm	Clean up	Angeline Cassie GANILY, Jaqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP, Cynthia WANG

5. Reflections

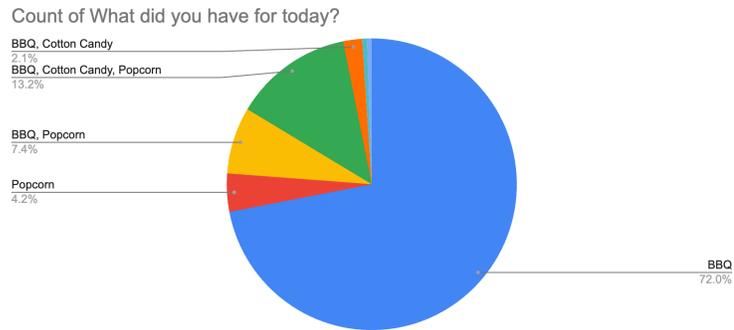
- Some delivery drivers were confused about where the loading bay is despite the map and address being given.
- Meat and Greet x Mental Health Week participants were more than expected, which is 533 people, indicating that more students returned to campus and started to participate in more in-person activities.
- Cotton candy was very popular, people were willing to wait in line just to get it.
- Vegan food (Forever Veg) was very delicious, very identical to real meat.
- Soft drinks ran out very quickly and we mostly only had water left.
- BBQ ran out quicker than expected because more participants attended than expected.

6. Feedback

Among 533 participants, 189 filled in the feedback form:

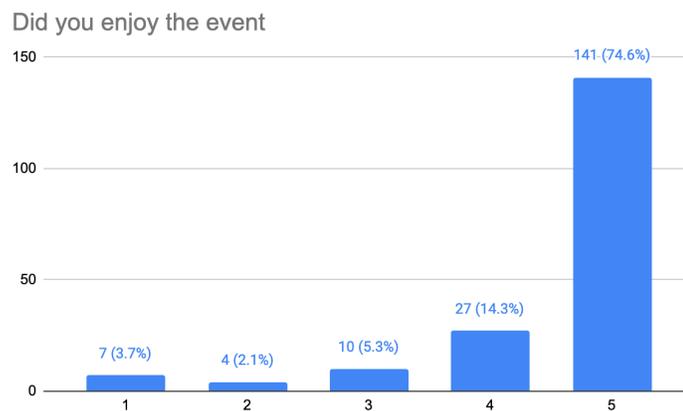
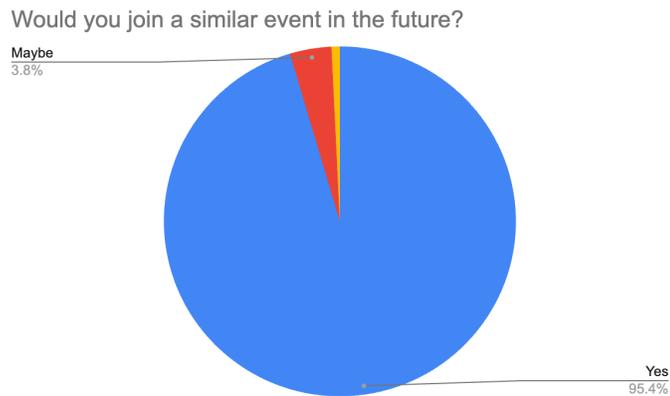
- **Event Participation**

- Around 72% of participants had BBQ only and 13.2% had all BBQ, Popcorn and Cotton Candy.



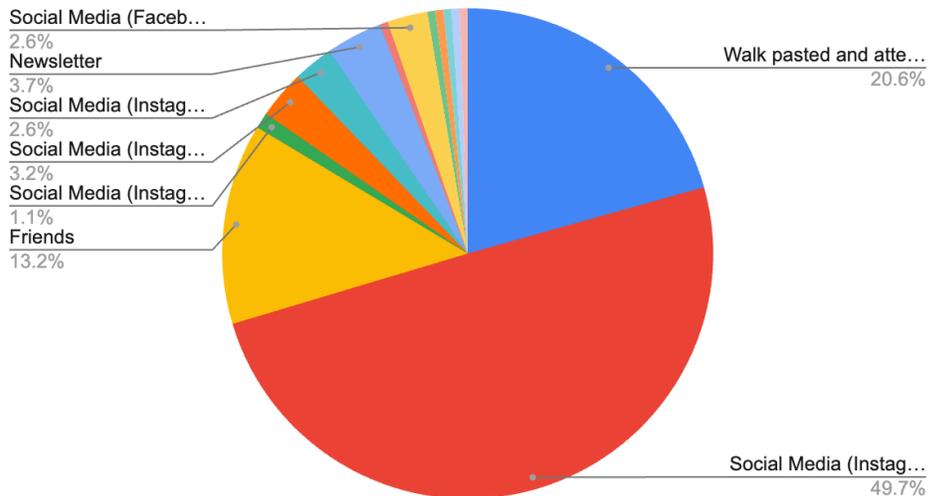
- **Event Satisfaction:**

- 95.4% (125 people) of the students surveyed would like to join similar activities in the future, with an average event rating of 4.54.



- Event Satisfaction:
 - Nearly 50% of the students surveyed heard about the event via Instagram, and around 21% noticed the event on the day when walking by the venue.

Count of How did you hear about the event?



- Other Feedback and Suggestions from Participants

Positive feedback

- Many appreciated our politeness and welcoming attitude in the event
 - "People were so nice",
 - "Thanks every UMSU International's member/volunteer who spending their time to hold this event, appreciate"
- Participants liked the event idea and enjoyed the atmosphere
- Appreciated the free food given

Improvements

- The queue and wait time were too long
- The event did not start on time
- Need more drinks (e.g., coke)
- Play some music during the event

7. Suggestions

General Suggestions

- We noticed that the event preparation time needs to be longer, and hence, we will recommend that future events start at either 11:30 or 12:00 to prevent participants from waiting too long.
- Although music was mentioned as a recommendation for improvements in the survey, considering that the amphitheatre is near a lot of study areas, being too loud and disturbing other students are concerns that we might have to consider before setting up music.

7.1 Meat and Greet

Vegan Food Provider - ForeverVeg

- The plant-based chicken schnitzels were popular and delicious, so we will recommend collaborating with the vendor in future events.
- Contact: yunus@altplus-asia.com
 - Ordering kebabs is preferred, however, it is quite expensive. This costs \$2,400 as we would be required to hire a catering service to serve. This also includes the Kebab Machine, Gas Bottle, Deep Fryer, Kebab Roll and Burger condiments (Lettuce, tomato, onion and Sauces, Burger boxes and Foil Sleeves, **including Vegan meats**. This will include 100 kebab Wraps and 100 burgers).

Halal Meat Ordering

- This time, merely 13 kg of beef sausage and 13 kg of chicken sausage were ordered, and it ran out within 2 hours. Hence, we recommend in the future Meat & Greet, a minimum of 14 kg for each sausage is required
- The meat order, this time, arrived later than expected, and hence, delayed the start of the event.

PFM - Grills

- The delivery fee of the grills are very expensive. In the meeting with UMSU, they said UMSU grills might be available again in the middle of next semester. We recommend using UMSU grills in future events, if available.
- The grills arrived later than expected, and hence, delayed the starting of the event. We recommend in future events to set the delivery time earlier, at least 1,5 hours before the start of the event.
- When there was a delay in the delivery, PFM Events took a while to contact the driver. We recommend in the future to request the contact details of the driver before the delivery date.

Woolworths Orders

- More drinks should be ordered, a minimum of 3 boxes of 36-can packages for each drink is recommended.
- The bread ordering this time was right on point, however, if the quantity of meat ordered increases in the future event, we need to adjust the quantity accordingly.
- The BBQ and tomato sauces ran out quickly. We recommend in future events to purchase more bottles or the refill size.

The Venue - Amphitheatre

- 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 Amphitheatre. This required a minimum of 2-day notice.
- Hence, if any future events decide to be hosted at Amphitheatre, we recommend the event coordinators book them in advance to avoid the negative impacts of the event.

Barricades and Mats

- As the barricades are located far away from the event venue, it took huge manpower and effort to transport them in and out.
- Plastic barrier tapes should be used as replacements so that fewer barricades would be needed.

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 continued further back to prevent blockage of the street.
- We recommend future committees to change the queue for people who only want the BBQ and no cotton candy/popcorn, and people who want a combination of all three. We only had one queue and separated these into 2 lines, however, it did get a little bit messy at the end as we only had one queue separated into 2 depending on the students' preference.
- We recommend future events allocate more ISAs to crowd control.

Cotton Candy & Popcorn Machines

- We recommend future committees to order 2 cotton candy machines, as it does overheat and we need a cooldown time after making every cotton candy. Thus, this was what contributed to the long wait time as it was very popular.
- ISAs/OBs allocated to make the cotton candy should practice making them before the actual event as it can be a bit tricky to get right.
- The sugar needs to be added before turning the machine on to let it melt before spinning.
- We recommend buying proper cotton candy sticks (the flat ones, like popsicle sticks) instead of skewers as the cotton candy can refuse to turn on skewers instead of the proper sticks.
- Remember to sprinkle salt on the popcorn after they have popped, instead of when they are cooking.

8. Budget

A total of **\$3400.00** have been allocated for this event, and the total actual expenditure for this event is **\$2107.54** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
BBQ Hire	221.00	932.00
Woolworths Orders	600.00	553.35
Food Product - Madina Halal Meat	900.00	229.20
Food Product - ForeverVeg	800.00	378.00
Popcorn Machine (from UMSU)	150.00	93.00 (casual staff cost)
Cotton Candy Machine	200.00	150.00
Miscellaneous	529.00	\$264.35 (for cleaner & bin)
		\$85 (Electricity Set-Up Fee)
TOTAL	3,400.00	2684.90
Surplus / Deficit		715.10

9. Conclusion

We would like to thank all the committee members who helped out at the event. Meat & Greet x Mental Health Week was successful and the collaboration between HR, P&S and Welfare departments was smooth and delightful.

This concludes our report for the Meat and Greet x Mental Health Week Report 2023. Please do not hesitate to contact the HR, P&S and Welfare Departments should you have any queries.

Prepared by,

Ella LEE, Jeslyn TANDYAJAYA, Wun Tung (Cherry) LAM, Michelle DJAP
Human Resources Department 2022/23,
UMSU International

Night Market 2023 Report

Central Committee Meeting #12 – Monday, 22nd May 2023

1. Introduction

Night Market is an annual event hosted by UMSU International which brings all students together in one setting to enjoy different food, performance and activities of different cultures, and thereby celebrating university's multiculturalism as well as enhancing the sense of belonging in our community.

This year, with the theme of "Blast from the past", we want to bring back the vibrant but nostalgic atmosphere which everyone has once experienced growing up. We also plan to incorporate cultural elements of childhood into our Night Market this time in order to further embrace the diversity aspects of university life.

This report summarises the event: Night Market 2023 and pertains to the planning and execution by the UMSU International Committee 2022/23.

2. Event Details

Date	: Thursday, 20 th April 2023 [5-10pm]
Venue	: Concrete Lawn, University of Melbourne
Number of Attendees	: 8000+
Coordinators	: Trinh NGUYEN, Jessica LAU, Allan THOMAS, Aurelia ISKANDAR, Jodis TJUNTORO, Stephanie Daniella HARTONO, Tam LUONG
Expenditure	: \$79,443.6 (incl. 59,443.6 from UMSUi budget)

3. Event timeline

Week	Main Action Points
Week 1	<ul style="list-style-type: none"> ● Open Teamwork. ● Induction meeting and Task Delegation to Launch 2023 Night Market. ● Discussion on decorations and themes.
Week 2	<ul style="list-style-type: none"> ● Contact Stage Vendor (through meeting with AVM) ● Sponsors for Giveaways and Lucky Draws ● Recruitment of design ISA team for decoration and event theme
Week 3	<ul style="list-style-type: none"> ● Finalise design concept and acquisition methods from suppliers. ● Open application for performers and food stalls ● VIP arrangements such as list, invites and venue are

	<p>finalised.</p> <ul style="list-style-type: none"> ● Emcee applications open.
Week 4 (this week)	<ul style="list-style-type: none"> ● Submit proposal ● Hiring Fire Safety personnel and security services ● Performers list and their respective equipment/prop requirement finalised. ● Food Vendor selection and requirement list finalised. ● Food Vendor decoration plan finalised
Week 5	<ul style="list-style-type: none"> ● Meeting with the City Council. ● Hiring equipment (Walkie Talkies) ● Individual meetings with food vendors to finalise details and publicity. ● Finalise performers lineup and communicate final lineup with performers and AV Melb. ● Finalise payment of external performers. ● Publicity on Facebook and through flyers/posters on campus. ● Green room and parking booking for VIP guests.
Week 6	<ul style="list-style-type: none"> ● ISA and OB task allocation according to availability. ● Hiring equipments (Oil cans) ● Confirmation of VIP catering and ExCo attendance. ● Final arrangements with food vendors and release of vendor layout. ● Finalisation of Emcee script and costume. ● Plan opening ceremony logistics. ● VIP Booklet and name cards preparation. ● Finalise internal and external sourced decorations
Break	<ul style="list-style-type: none"> ● Statements of Trade submission. ● Testing of electrical equipment. ● Stock check of equipment required for safe food handling. ● Performer's Briefing ● Food vendor and performance publicity ● Info booth preparation. ● ISA and OB Night market induction and task sheet released. ● Event run sheet finalisation. ● Event survey creation. ● Reminder of event for VIPs
Week 7 (Thursday 20th April)	<ul style="list-style-type: none"> ● Final Emcee rehearsal. ● Decor set up. ● Coordinate arrivals of guests and green room

	<ul style="list-style-type: none"> ● Final Rehearsal ● Map Design Printing
Week 8	Final Food Vendor deposit return. Finalise internal performer payments

4. Reflection and suggestions

4.1. Food

Coordinators: Jessica Lau & Allan Thomas

4.1.1. Overview

Food stalls were organized and managed by student clubs to represent various international cuisines and cultures. All in all, 14 stalls were set up across the concrete lawn keeping in mind the crowd pull by each stall. The food stall organizers were chosen through an application process and an interview. They were informed of all the pre-event, event and post-event procedures. Food team had organized a briefing with the city council on food safety for the clubs. Moreover, stall fees, deposit and equipment hire fees were taken.

On event day, all stalls were set-up smoothly, with all the safety checks in place. Any change was communicated via OBs and ISAs. Food temperature checks were conducted regularly throughout the event by the ISAs with the supervision of OBs and Food team.

4.1.2. Items

4.1.2.1. Club cash collections

Club / Organization	Item Description	Unit Price	Quantity	Total Price
IGSS	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	Gas stove	\$50.00	1	\$50.00
				\$200.00
PPIA Victoria	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	Bain Marie Half	\$65.00	1	\$65.00
	Gas stove	\$50.00	2	\$100.00
				\$315.00



foodualct	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	20L Water Urn	\$50.00	1	\$50.00
				\$200.00
Korean Student Society (MUKSS)	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	Bain marie Half	\$65.00	1	\$65.00
	Gas Stove	\$50.00	1	\$50.00
				\$265.00
Melbourne University Overseas Christian Fellowship (MUOCF)	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	Gas stove	\$50.00	1	\$50.00
	BBQ Hotplate	\$100.00	1	\$100.00
				\$300.00
Hong Kong student association (HKSA)	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	Bain Marie Full	\$120.00	1	\$120.00
	Bain Marie Half	\$65.00	1	\$65.00
	20L Electric Urn	\$50.00	1	\$50.00
	Gas stove	\$50.00	1	\$50.00
				\$435.00
Melbourne University Taiwanese Post-graduate Student Association	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
	Bain Marie Full	\$120.00	1	\$120.00
	Gas stove	\$50.00	1	\$50.00
				\$320.00
Melbourne Alternative Protein Project	Deposit	\$100.00	1	\$100.00
	Stall Fee	\$50.00	1	\$50.00
				\$150.00



Bombay Chaupati	Deposit	\$100.00	1	\$100.00	
	Stall Fee	\$50.00	1	\$50.00	
	Gas stove	\$50.00	1	\$50.00	
	Bain marie Half	\$65.00	1	\$65.00	
					\$265.00
Planetuni	Deposit	\$100.00	1	\$100.00	
	Stall Fee	\$50.00	1	\$50.00	
	Bain marie Half	\$65.00	1	\$65.00	
	20L Electric Urn	\$50.00	1	\$50.00	
	Gas Stove	\$50.00	1	\$50.00	
					\$315.00
Thai Student Association	Deposit	\$100.00	1	\$100.00	
	Stall Fee	\$50.00	1	\$50.00	
	Bain Marie Half	\$65.00	1	\$65.00	
	BBQ Hotplate	\$100.00	1	\$100.00	
					\$315.00
Japanese Club (MUJC)	Deposit	\$100.00	1	\$100.00	
	Stall Fee	\$50.00	1	\$50.00	
	Bain marie Full	\$120.00	1	\$120.00	
					\$270.00
Mehul	Deposit	\$100.00	1	\$100.00	
	Stall Fee	\$50.00	1	\$50.00	
	Pie warmers	\$65.00	2	\$130.00	
					\$280.00
Singaporean Students' Society	Deposit	\$100.00	1	\$100.00	
	Stall Fee	\$50.00	1	\$50.00	
	Pie Warmer	\$65.00	1	\$65.00	
	Gas stove	\$50.00	1	\$50.00	
	BBQ Hotplate	100	1	\$100.00	



	Bain Marie Half	65	1	\$65.00
				\$430.00

4.1.2.2. Club payout

Club / Organization	Item Description	Unit Price	Quantity	Total Price
IGSS	Deposit	\$100.00	1	\$100.00
	Voucher x 7	\$5.00	7	\$35.00
			Total	\$135.00
PPIA Victoria	Deposit	\$100.00	1	\$100.00
	Voucher	\$5.00	20	\$100.00
	Gas stove refund	\$50.00	1	\$50.00
			Total	\$250.00
foodualct	Deposit	\$100.00	1	\$100.00
	Voucher	\$5.00	15	\$75.00
	Competition prize	\$100.00	1	\$100.00
			Total	\$275.00
Korean Student Society (MUKSS)	Deposit	\$100.00	1	\$100.00
	Voucher	\$5.00	15	\$75.00
			Total	\$175.00
Melbourne University Overseas Christian Fellowship (MUOCF)	Deposit	\$100.00	1	\$100.00
	Voucher	\$5.00	9	\$45.00
			Total	\$145.00
Hong Kong student association (HKSA)	Deposit	\$100.00	1	\$100.00
	Voucher	\$5.00	11	\$55.00
			Total	\$155.00
Melbourne University Taiwanese Post-graduate Student Association	Deposit	\$100.00	1	\$100.00
	Vouchers	\$5.00	41	\$205.00
			Total	\$305.00



Melbourne Alternative Protein Project	Deposit	\$100.00	1	\$100.00
	Competition prize	\$100.00	1	\$100.00
			Total	\$500.00
Bombay Chaupati	Deposit	\$100.00	1	\$100.00
			Total	\$100.00
Planetuni	Deposit	\$100.00	1	\$100.00
	Vouchers	\$5.00	10	\$50.00
	Single stove refund	\$50.00	1	\$50.00
			Total	\$200.00
Thai Student Association	Deposit	\$100.00	1	\$100.00
	Vouchers	\$5.00	18	\$90.00
			Total	\$190.00
Japanese Club	Deposit	\$100.00	1	\$100.00
	Vouchers	\$5.00	14	\$70.00
			Total	\$170.00
Mehul	Deposit	\$100.00	1	\$100.00
	Vouchers	\$5.00	6	\$30.00
			Total	\$130.00
Singaporean Student Society	Deposit	\$100.00	1	\$100.00
	Vouchers	\$5.00	22	\$110.00
			Total	\$210.00

4.1.3. Suggestions

a. Pre-Event

- **Cash transaction** - All transaction being in cash created lot of accounting trouble, this could be managed easily through digital payments, but subject to how money should be collected and trust
- **Extra manpower from ISAs** - Could recruit some ISAs for pre-event preparations in the future instead of just the coordinators
- **Club food stall communication** -
 - Create a group chat as many clubs ask the same question so its easier if they ask questions in the group chat and we can clarify and relay information to all stalls at once.
 - More clarity about the food menu and pricing by some student clubs
- **List of clubs to Chef** - Provide a list of the clubs to the Chefs in advance - along with the dishes they are cooking, so that chefs can provide more assistance with cooking
- **Advanced food prep** - Establish a new rule that all food stalls need to prepare food on Tuesday and Wednesday (they cannot have Thursday as their first time in the kitchen), to ensure that the day is more organised

b. Event Day

- Power cuts could be managed better
- Better estimation of gloves, hairnets, mops and other items. May encourage clubs to prepare their own supply
- Queue management could be improved
- A lot of the gloves, hairnets and other items couldn't be found on the day. Could set up a small station in the future to store these items safely

4.2. Performance

4.2.1. Overview

Stage and performance was organized to include a variety of performances, covering multiple different cultures. 3 professional externals were invited, 9 internals were clubs and individuals with 2 people were selected through application and the rest were invited. 3 emcees were chosen to lead the Night Market in which they applied through the form, got interviewed and selected after careful discussion. Internal performers and Emcees were put into their respective groups and most of the communication was through Facebook. Regular checks up on their progress, updates of new information we got and rehearsal/meeting were carried out effectively, making sure everyone is on the same page.

On the event day, everything went as scheduled with minor changes to reflect the current situation. Communication of changes were transferred across staff, performers, MCs and ISAs. After the event, send a feedback survey to internal performers, process ISAs hours and performance/logistic invoices.

4.2.2. Items

Internal Performance			
Leslie Ho	1	\$50	\$50.00
Bollywood Club	1	\$150	\$150.00
Taekwondo	1	\$200	\$200.00
Bias Dance Crew from UKC	1	\$250	\$250.00
ASAP Dance Crew	1	\$337.96	\$337.96
FLARE Dance Crew	1	\$500	\$500.00
External Performance			
DJ (Twenty4HZ)	1	300	\$300.00
Senes Flamenco	1	550	\$550.00
Gatsby Dance (Entertainment Dance Creations)	1	859	\$859.00

4.2.3. Suggestions

a. Pre-Event

- Double confirm with AVM about the time the stage is set up as well as rehearsal time to avoid letting the performers wait. Earlier notifications on when rehearsals would exactly be would be ideal.
- Double check the ISAs allocation time. A few volunteers were allocated at 4pm even when the event time started at 5pm
- Get the invoices from performers before the event day if possible so we can process their payment quicker
- Finalize everything as soon as possible to allocate ISAs roles and have a briefing to explain the role expectations. This year, we finalized a bit late so didn't have a briefing, hence it was difficult to explain given it was very noisy during the event
- Details were not clear on who to signal for the music to start
- Include more different types of performances, there were lots of KPOP
- The lights did not reach Taekwondo Club when they performed off the stage

b. Event Day

- Encourage the ISAs to use the group chat to communicate as sometimes OB wasn't at the site
- Should order catering (not just for stage and performance team but for the rest of committee as well) because we didn't have the time to eat
- Make sure photographers take equal amount of pictures on every performers, some reported they only got a few while others had a lot
- The music was too loud for individual singer

4.3. Decoration

4.3.1. Overview

For the decoration in the Night Market, we planned to include welcome signs for the entrance, 2 photobooths, a wall where participants can write what they were nostalgic about, and decorations scattered around the site. Many of the supplies for the welcome sign and deco wall came from Allen Laverty, the Stage Carpenter for Union House Theatre.

4.3.2. Items

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Crepe Paper	1	3.15	3.15
Posca Markers	1	40.45	40.45
Balsa Rectangle Sticks	5	2.386	11.93
FoamBoard 20x30 inch 10mm white	1	17.95	17.95
FoamBoard 5 mm white	2	11.66	23.31
FoamBoard 5 mm black	4	15.98	63.90
Officeworks Printing	1	22	22
Sharpie Markers	26	2.67	16.02
Cable Ties 200x4.6mm	1	7.58	7.58
Cable Ties 450x8mm	1	32.91	32.91
Cable Ties 200x4.6mm Outdoor	4	3.89	15.56
CABLE MANAGEMENT TIES CRESCENT++370X7.6Mm	4	10.81	43.24
Photobooths	2	998.58	1997.16

4.3.3. Suggestions

a. Pre-Event

- i. Work with Allen Laverty and Channon Goodwin again! They helped us so much with their knowledge in arts and decoration <3<3<3
- ii. When making the ISA team, it really helps to have a group of ISAs that have interest and experience doing arts and crafts.
 - 1. Shout out to Michelle, Ruby, and Celine <3

4.4. Infrastructure/Equipment

4.4.1. Overview

Main infrastructure and equipment hire is coordinated by Aviya. University sponsors power part while Events team from UMSU (CME) was engaged for other parts within the categories.

4.4.2. Suggestions

a. Power

Power being waterproof - Double check with NUVO that power is waterproof in case of bad weather. There was an issue with power boards sitting on catering tables and potentially getting wet. All power boards should be tied above the table so that they cannot get wet

Project Managing Power - The university took months to start working on power for the event. This resulted in stress and a lack of proper coordination.

Recommendation - at least 3 meetings required with the head -electrician prior to the event to ensure power is on-track to being delivered.

b. Equipment CME Hire

Chafing dish Gel - Obtain spare gel candles for the chafing dishes, as some of them burned out early

Insufficient Catering Equipment - Events ordered an insufficient number of stoves and chafing dishes. Recommended to triple check that these are being ordered. Feedback about this problem has been provided to CME

Gas cage - Events failed to procure a gas cage. This was done by Aviya at the last minute. Recommendation - instead of obtaining a gas cage for the gas used in the stalls, it is sufficient to ask campus services to build fencing around the cages. This is much easier to obtain than an actual gas cage.

Fencing not nice and lack of entry arch - CME ordered basic fencing rather than picket fencing they also did not order an entrance arch, which was luckily supplied by AVM at the last minute. Recommendation - VIP, Director and Deco team should liaise with Events via Teamwork to ensure that such items are ordered.

Catering equipment and infrastructure - ordering this took a very long time due to Events. Also, the tables did not initially match the catering equipment. Recommendation - pay special attention to make sure requests for equipment and infrastructure are being actioned in a timely manner. Ask for catering tables to be supplied by the same supplier as the catering equipment.

c. Bump-in and packdown

Events ordered the infrastructure equipment but didn't supervise bump in. This resulted in a near-impossible challenge for Aviya, as he just wasn't physically able to supervise bump-in by himself for days on end. Recommended - CME or the University should both order equipment and supervise bump in. Whoever orders the equipment should supervise bump in and pack down.

4.5. Other suggestions

Fire Safety - Have the fire safety officers arrive early (around 2pm) and consider having a 3rd fire safety officer to make sure equipment is turned on in a timely manner, so that cooking doesn't start late

Crowd control - Have staggered entry with 1k people coming per hour or per 2 hours (for registration people) to prevent huge crowd at the entrance. Entry can start from 4pm

Participants' requirement to entry - Asking people to follow UMSUi's social media at entrance created a stagnating queue and therefore, was later omitted. Recommendation: to incorporate the following "requirement" in registration form (+ saying that our volunteer may check as prerequisite for event entry though we may or may not do on the day).

Attention to Teamwork platform - Overall, the team was not active on Teamwork and did not respond to CME, leaving Aviya to handle most of teamwork. This was too big a task for one person. Recommendation - minimal involvement of Aviya on Teamwork. OBs should collectively be responsible for it (while communicating with Aviya on a daily basis for advice)

5. Budget

A total of **\$96,000** have been allocated for this event, and the total actual expenditure for this event is **\$79,443.62** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Decor				
Photobooths	2		1997.16	3500.00

Chill out zone			997.5	
Decor piece			508.01	
Performance				
Internal performance	6		1487.96	7500.00
External performance	3		1709	
Performance needs (props)			39.43	
Food stalls				
Necessary Food Hygiene Training			995	12700
City Council stall fee			4127	
Food stall (logistics)			371.43	
Food stalls - cash collection			-700	
Food stalls - competition & refunds			1700	
Chef and kitchen			3392.68	
Equipment Hire/Infrastructure				
Kitchen Hire Needs (stall equipment)			10156.79 - 3360 (from food stalls)	15000
Marquee			14686.41	
Labour for marquee			1100	
AV Melbourne Hire				
AV Melbourne - stage and sound			21,652.50	35000
AV Melbourne - festoon lighting			4,227.50	
AV Melbourne - test tag session			50.00	
OHS				
Paramedics & Health (OHS)			1,336.50	6400
Mental health support (OHS)			338.80	

Security (OHS)			2884.74	
Fire safety (OHS)			1765.5	
VIP Reception				
VIP Catering (food)			428	300
VIP Catering (alcohol service)			991.93	
Parking permits	10		150	
Others				
Documentation			3570	4000
ISA Appreciation	188	5	940	
Publicity			253	700
Miscellaneous				
Lanyards for volunteers			168.33	8900
Event casual wages	4		678.7	
Wristbands			618.75	
Bin cleaning			176	
ACTUAL TOTAL SPENDING			79,443.62	96,000.00
Grants			20,000	21,000
TOTAL AMOUNT FROM UMSU's BUDGET			59,443.62	75,000
Surplus/ Deficit				15,556.38

6. Conclusion

The C&S Department would like to thank the whole UMSU International Committee, Aviya, AVM and the University for supporting us and working closely together in order to make this event a huge success and impact the International Student Body. Please do not hesitate to contact the C&S Department if you have any questions and/or suggestions.

Prepared by,

Cultural and Social Department & Graduate Director 2022/23
UMSU International

Earth Week Report

Central Committee Meeting #12 – Monday, 22nd May, 2023

1. Introduction

This report summarises Earth Week 2023, which covers the period of 24th-28th May, 2023 (Week 8, Semester 1 2023). Earth week was held by the UMSU Intl Welfare department in order to promote sustainability and raise awareness towards current environmental issues in our communities.

2. Event Details

Date	: Monday 24th - Friday 28th May, 2023
Venue	: Various venues including: Building 168 Level 1, Lawn for Welfare Brekkie, Arts West - Interactive Cinema Space, Online
Number of Attendees	: ~30 (excluding Welfare Brekkie attendees)
Coordinators	: Chien (Amanda) Chen, Ojas Chopra, Felice Alexandra, Elsa Dai
Manpower	: All coordinators + 6 ISAs
Budget	: \$492.50

3. Event Overview

Earth week will be a week-long initiative with both engaging and educational events running throughout the week. Events will include small group activities such as bouquet and terrarium making, planet earth movie night, and a sustainable design competition.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4	N/A	Planning and creating proposal	- Meeting to write proposal and finalize event ideas	Elsa DAI
5	N/A	Film rights	- Researching films and obtaining film rights for the selected film	Amanda CHEN

6	N/A	Create assets for promotions	- Create assets for Instagram Story	Felice ALEXANDRA, Ojas CHPRA, Amanda CHEN Elsa DAI
8	N/A	Bouquet preparation	- Went to Fitzroy to look up for different bouquet making material providers - Confirmed booking for the materials	Amanda CHEN
Event Week				
8	24/04/2023	Bouquet Making	Proposed event time from 12:00 pm to 02:00 pm, however was finished early at 01:30 pm	Amanda CHEN
8	26/04/2023	Welfare Brekkie x Vegan Baked Goods	Serve breakfast meal to participants and check registrations	Danielle CHEN, Shea LAW
8	26/04/2023	Planet Earth Movie Night	Screening of movie	Ojas CHOPRA
8	28/04/2023	Welfare brekkie x Plant-based Brekkie	Serve breakfast meal to participants and check registrations	Danielle CHEN, Ojas CHOPRA
8	28/04/2023	Sustainable Design Competition	Competition entry opens	Felice ALEXANDRA
8	11/05/2023	Sustainable Design Competition	Competition entry closed	Felice ALEXANDRA
Post Event				
11	22/05/2023	Report	Present report during CCM	Amanda CHEN

Event Day
Event Flow: Bouquet Making

Time	Activity	Details	PIC
11:30 am - 12:00 pm	ISA arrived and venue setup	<ul style="list-style-type: none"> - Communicated with bouquet making materials providers for shipping - Cleared up event venue and moved the tables together 	Amanda CHEN
12:00 pm - 12:20 pm	Arrival	<ul style="list-style-type: none"> - Signed in participants - Set up flowers on the table 	Amanda CHEN
12:20 pm - 01:10 pm	Bouquet making	<ul style="list-style-type: none"> - Assisted participants with bouquet making - Facilitated crowd flows 	Amanda CHEN
01:10 pm - 01:30 pm	Clean up	<ul style="list-style-type: none"> - Cleaned up the venue - Washed the flower baskets - Put the tables back 	Amanda CHEN

Event Flow: Sustainable Movie Screening

Time	Activity	Details	PIC
6:30 pm - 7:00 pm	On the spot ISA briefing and setup	<ul style="list-style-type: none"> - Briefed the ISAs about the event flow - Transferred snacks from lounge to the venue - Setup the projector and movie 	Ojas CHOPRA



7:00 pm - 7:30 pm	Arrival	<ul style="list-style-type: none">- Waited for students to show up and settle down- Started movie screening	Ojas CHOPRA
7:30 pm - 9:00 pm	Movie screening	<ul style="list-style-type: none">- Movie screening along with snack distribution- Photoshoot at the end	Ojas CHOPRA
9:00 pm - 9:30 pm	Clean up	<ul style="list-style-type: none">- Cleaned up venue- Brought leftover snacks back to lounge	Ojas CHOPRA

5. Reflections

- Bouquet Making
 - 95% of the people who signed up for the event showed up on the day
 - For the flower supply, the delivery man was lost and couldn't find Sidney Myer Centre. Our team would recommend having materials to be delivered 1 hour before the event next time so there is more preparation time.
 - The supplier was Empty Vase Flower. The owner was really nice, who offered delivery for free, and also gave us a lot of extra wrappings & vases for free. Highly recommended for future events.
- Movie Night
 - A very small number of people showed up for the event despite having quite a few registrations. This might be due to not many people knowing about the location of the venue in Arts West.
 - There was a lack of promotion of this event until the day before the event.
- Sustainable Design Competition
 - A very small number of people actually submitted their entries for the Sustainable Design competition. We believe that this is due to lack of promotion and incentive.
- Welfare Brekkie
 - For this event, we linked our Welfare Brekkie with Earth Week by providing vegan options on Wed and Fri.
 - On Wed we had Evagreen Bakery which was a local business that produced vegan baked goods
 - On Fri we collaborated with Fork to provide vegan banh mi and rice paper roll options
 - Both brekkie days were well received and organized in advanced well.

6. Feedback

- Most participants said that they had a good time, and people gave positive feedback verbally on the day for Bouquet Making
- Clearer instructions for the venue would be appreciated next time as some participants claimed it was difficult for them to find the location
- Brekkie options were new and tasty.

7. Suggestions

- For future Earth Week events, we should focus on promoting the event more frequently to increase awareness.
- For Bouquet Making, we have to ensure enough time for preparation as setting up flowers takes a while. It will also be a good idea to prepare a big bin for extra flowers and remaining roots next time so it saves effort in the clean up stage.
- For Movie Night, we should try to publicize the event to more and promote it well in advance for people to register.
- For Sustainable Design Competition, it may be a good idea to add higher financial incentives and extend the submission deadline as design is something that takes a lot of time and effort to do.

- In the future, we should aim to have more activities focused on educating students in regards to sustainability and specific environmental problems that are relevant today.

8. Budget

A total of **\$400** have been allocated for this event, and the total actual expenditure for this event is **\$492.50** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Bouquet material	25	\$15	375.00	\$250
Movie night snacks	25	\$2.7	67.5	\$50
Prize for sustainable design competition	1	\$50	\$50	\$100
TOTAL			492.50	400.00
Deficit				-92.50

- There was an overall small deficit due to flowers costing more than expected. However, this can be balanced out by the Welfare Department's surplus from other events.

9. 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 our first time planning and conducting a week-long initiative for Earth Week, we faced a number of challenges that hindered the outcome of this event. We hope to learn from these errors and have more adequate preparation the next time around. However, coupled with the welfare brekkie, it was an overall successful week of events.

This concludes our report for the Earth Week Proposal 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Felice ALEXANDRA, Amanda CHEN
Welfare Department 2022/23
UMSU International

Mental Health Week Report

Central Committee Meeting #12 – Monday, 22nd May, 2023

1. Introduction

This report summarises Mental Health Week 2023, which covered the period from 8th-12th May, 2023 (Week 10 of Semester 1 2023). Mental Health Week was held by UMSU 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 yoga & meditation class, friendship bracelet making session, wellness dogs as well as paint & sip night. It was also run in conjunction with our Welfare Brekkie (Mon, Wed, Fri), Meat and Greet (held by the HR department), and International Hangout (held by the P&S department).

2. Event Details

Date	: Monday- Friday 8th-12th May, 2023
Venue	: Various venues including Activity Room 102 at Amphitheatre, UMSU International lounge, Building 168 1st Floor Main Area
Coordinators	: Elsa DAI, Danielle CHEN, Felice ALEXANDRA, Audrey CHEUNG
Manpower	: All coordinators & 8 ISAs
Budget	: \$2117.64

3. Event Overview

Mental health week was a week-long initiative with both engaging and educational events running throughout the week. Events included craft activities i.e friendship bracelet making and paint & sip, therapy dog sessions, and socialising activities i.e Meat & Greet and International Hangout.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
6	05/04/2023	Teamwork	Setup Teamwork	Elsa DAI
7	19/04/2023	Book Therapy Dogs	Contact Miracle Paws for Therapy Dogs	Felice ALEXANDRA
7	26/04/2023	Book yoga	Contact Yogamigos for Yoga Instructor	Audrey CHEUNG

		instructor		
8	24/04/2023	Proposal	Present Proposal in CCM	Danielle CHEN
8	26/04/2023	Request ISAs	Contact HR dept for requesting ISAs	Elsa DAI
8	27/04/2023	Meeting	Finalise details of events	Elsa DAI
8	27/04/2023	Source Craft session materials	Contact treasurer for various online orders for friendship bracelet making and paint & sip night	Audrey CHEUNG, Danielle CHEN
9	05/05/2023	Feedback Surveys	Make feedback surveys to be sent out	Audrey CHEUNG, Danielle CHEN
Event Week				
10	08/05/2023	Yoga & Meditation class		Audrey CHEUNG
10	09/05/2023	Friendship Bracelet Making		Danielle CHEN
10	10/05/2023	R U OK Cupcakes		Danielle CHEN
10	10/05/2023	Meat & Great		HR x PnS x Welfare Dept
10	11/05/2023	International Hangout		PnS Dept
10	11/05/2023	Wellness dogs		Felice ALEXANDRA
10	12/05/2023	“Donut” Stress		Danielle CHEN
10	12/05/2023	Paint & Sip Night		Audrey CHEUNG, Danielle CHEN
Post Event				
10	12/05/2023	Collect Feedback	Collect Feedback for all events via emails	Danielle CHEN, Felice ALEXANDRA, Audrey CHEUNG
11	22/05/2023	Report	Present report during CCM	Danielle CHEN, Audrey CHEUNG

Pre-event

- Open registration for yoga & meditation class, friendship bracelet making session, wellness dogs session and paint & sip night.

- 30 people cap for yoga & meditation class, friendship bracelet making session, paint & sip night.
- 20 people cap per wellness dog session
- Order cupcakes from Cupcake Central & 'R U OK' cupcake flags from R U OK.
- Order & pick up donuts from Krispy Kreme & Daniel's Donuts
- Send confirmation email to all who successfully registered within our quota numbers.

Event Day

- The event flow for each sub-event are stated below.

Yoga & Meditation Class Event Flow

Time	Activity	Details	PIC
10:30-11pm	Setup/ meeting the instructor	<ul style="list-style-type: none"> - Bring banner from lounge to activity room - Set up the room - Meet the yoga instructor 	Audrey CHEUNG
11-12pm	Yoga & Meditation Class	<ul style="list-style-type: none"> - Check in with registees - Yoga class commences 	Audrey CHEUNG
12pm-12:30pm	Packup	<ul style="list-style-type: none"> - Return banner to lounge - Packup 	Audrey CHEUNG

Friendship Bracelet Making Session Event Flow

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 	Danielle CHEN
1-3pm	Event	<ul style="list-style-type: none"> - Participants arrived and made friendship bracelets - Ticked off names on sheet as 	Danielle CHEN

		people arrived	
3-3:30pm	Pack up	<ul style="list-style-type: none"> - Returned extra beads to respective boxes - Cleaned up general table areas - Stored leftover supplies in lounge 	Danielle CHEN

'R U OK' Cupcakes - Welfare Brekkie Event Flow

Time	Activity	Details	PIC
8:30-9am	Set up	<ul style="list-style-type: none"> - Set up Welfare Brekkie event area as usual - Stick 'R U OK' cupcake flags into cupcakes 	Danielle CHEN
9-9:30am	Event	<ul style="list-style-type: none"> - Give out cupcakes 	Danielle CHEN
9:30-10am	Pack up	<ul style="list-style-type: none"> - Pack up Welfare Brekkie event as usual 	Danielle CHEN

Wellness dogs session Event Flow

Time	Activity	Details	PIC
11:30am-12pm	Setup	<ul style="list-style-type: none"> - Move furnitures in lounge to allow more space for therapy dogs and participants - Miracle paws bring in therapy dogs 	Felice ALEXANDRA
12-12:30pm	Session 1	Participants come in their allocated slots	Felice ALEXANDRA
12:30-1pm	Session 2	Participants come in their allocated slots	Felice ALEXANDRA
1-1:30pm	Session 3	Participants come in their	Felice ALEXANDRA

		allocated slots	
1:30-2pm	Session 4	Participants come in their allocated slots	Felice ALEXANDRA
2-2:30pm	Session 5	Participants come in their allocated slots	Audrey CHEUNG
2:30-3pm	Session 6	Participants come in their allocated slots	Audrey CHEUNG
3-3:30pm	Packup	<ul style="list-style-type: none"> - Packup with ISAs - Return all furniture into original positions 	Audrey CHEUNG

'Donut Stress' - Welfare Brekkie Event Flow

Time	Activity	Details	PIC
8:30-9am	Set up	<ul style="list-style-type: none"> - Set up Welfare Brekkie event area as usual 	Danielle CHEN
9-10am	Event	<ul style="list-style-type: none"> - Give out donuts 	Danielle CHEN
10-10:30am	Pack up	<ul style="list-style-type: none"> - Pack up Welfare Brekkie event as usual 	Danielle CHEN

Paint & Sip Night Event Flow

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 	Audrey CHEUNG
7-9pm	Event	<ul style="list-style-type: none"> - Participants arrived and painted their 	Audrey CHEUNG, Danielle CHEN



		<ul style="list-style-type: none">- own canvases- Ticked off names on sheet as people arrived	
9-9:30pm	Pack up	<ul style="list-style-type: none">- Packed away extra paints, brushes, palettes etc- Washed used brushes and palettes- Cleaned up general table areas	Audrey CHEUNG, Danielle CHEN

Post Event

- Sent out feedback forms to attendees of Friendship Bracelet Making and Paint & Sip via email

5. Reflections

Attendance

- Attendance was generally good amongst the craft workshop events
 - Out of the 30 people signed up for Friendship Bracelet Making, 6 people did not show up - one of these people emailed us that they would not be attending the day of the event so we were unable to find a replacement attendee
 - Out of the 30 people signed up for Paint & Sip, 9 people did not show up
- We had a number of people emailing on the day of the event for Paint & Sip to say that they would no longer be attending
 - We were mostly able to find replacements by emailing the next person on the waitlist but for the very short notices, this wasn't always possible
- Only 3 people out of 15 people who signed up for yoga & meditation class showed up.
- Attendance was good for the wellness dogs sessions - only around 19 people out of 120 people did not show up
 - We took a small number of walk-ins, but it was not publicised on social media that we were allowing that as we did not want to have too many unregistered people showing up

Event locations

- Activity Room 102 in Amphitheatre is a good location for yoga & meditation class, since it is carpeted and allows participants to do yoga without yoga mats.
- Friendship Bracelet Making and Paint & Sip were both held on Level 1 of Building 168
- This was a good location for such events
 - Easy to set up and don't need to book
- Lots of space to spread across
 - Only issue is having to ask people to move, especially during the day when there are many students sitting there, but people are generally quite nice about it and willing to move
- Proximity to lounge was very useful for storage of supplies etc
- Level 1 also has sink with hot water tap which was also useful in the drinks station for Paint & Sip, as well as for cleaning

Craft workshop supplies

- Beads and elastics for the Friendship Bracelet Making were purchased from Spotlight
- These were good quality and they had a good variety of different beads to choose from
- Painting supplies for Paint & Sip were purchased from a number of different retailers, including Big W, Officeworks, and Kmart
- These were also of decent quality and were suitable for our purposes
- We purchased 2x 30 packs of 10cm x 10cm canvases with the intention of giving each participant 2 canvases

- 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
- Some students only painted on one canvas, but some students painted up to 5 canvases during the session. It is highly recommended that we ensure to supply enough canvases for participants.
- We had a large surplus of supplies leftover from both events, so can definitely decrease quantities if held again

Partnership with Yogamigos

- Yogamigos was very responsive in replying to emails. The reason why we eventually partnered with Yogamigos was because they have had experience in teaching yoga for university students and the price was very reasonable.

Cupcakes

- People really liked the cupcakes from Cupcake Central
- Good variety of flavours and catered to vegan and gluten-free dietary requirements
- Had delivery to campus

ISA numbers

- We had 2 ISAs for each available shift for the craft workshop events
 - 2x for 1x Friendship Bracelet Making shift
 - 3x (1 double shift) for 2x Paint & Sip shifts
- 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

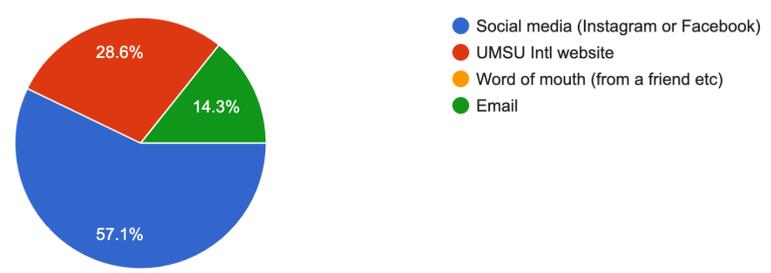
6. Feedback

Yoga & Meditation Class Feedback

- Feedback was collected in person
- Participants claimed that it was a really relaxing session and was much needed activity away from business and stress from uni work
- Would love to have more of these free yoga sessions on campus

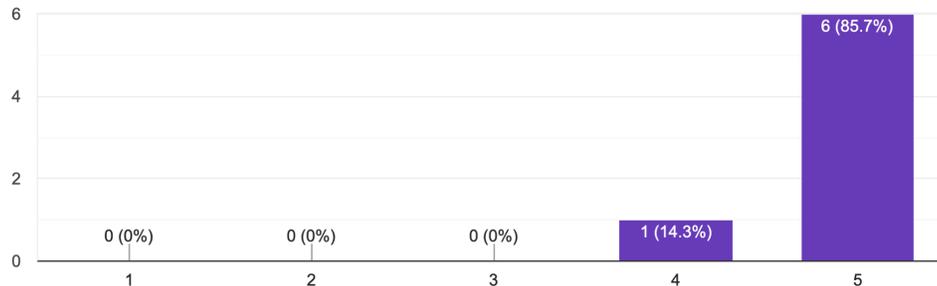
Friendship Bracelet Making Feedback

How did you find out about this event?
7 responses



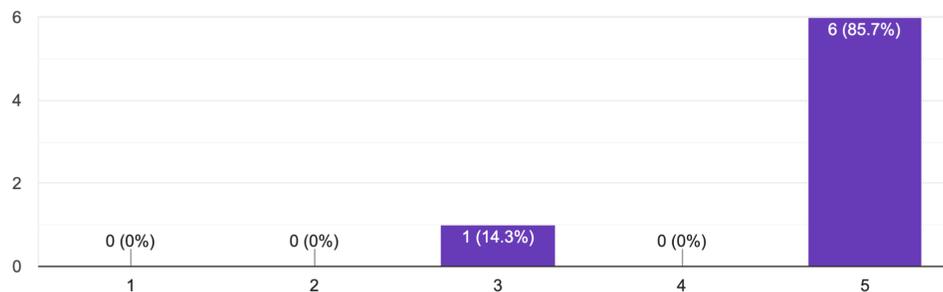
How would you rate your satisfaction with the event from 1-5?

7 responses



How likely would you be to participate in this event again in the future?

7 responses

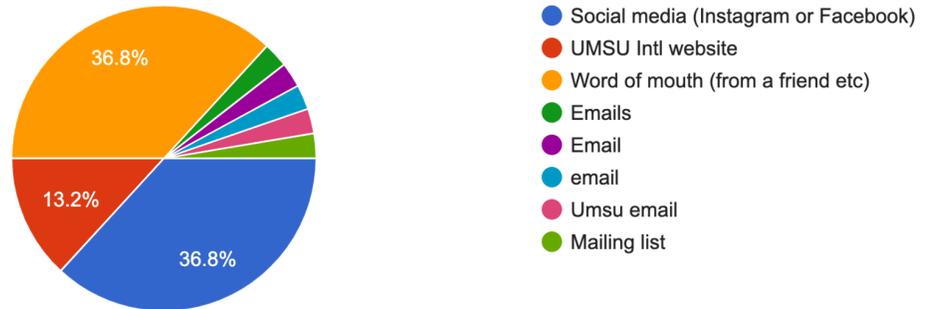


- Most of the attendees had very positive feedback about the event
- People mentioned that it was 'relaxing' and 'fun'
- One suggestion was to hold more crafting events like this - 'at least twice a semester'
- Someone recommended that we have more ice-breaker activities during the event
 - We expected most people to come with a friend which is why we did not plan any ice-breaker activities - most people just came, sat down, and started making the bracelets
 - In the future, we could be more active in trying to get people to talk to each other - ISAs could float around more instead of staying in one seat

Wellness dogs Feedback

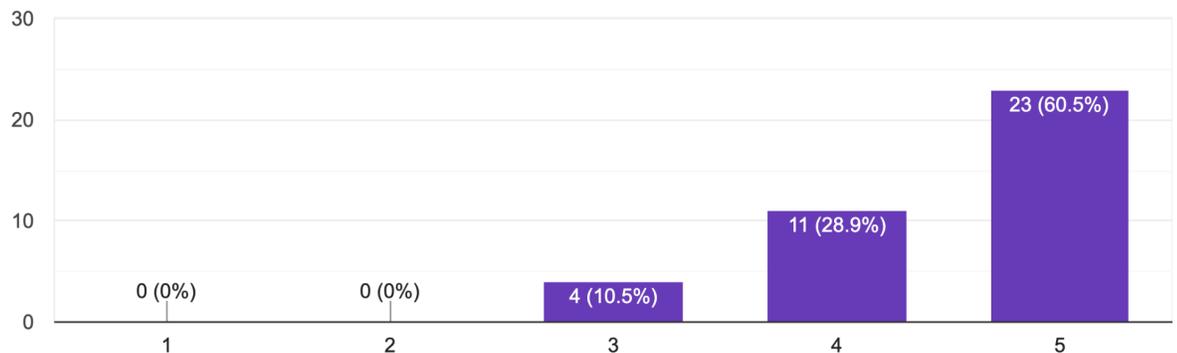
How did you find out about this event?

38 responses



How would you rate your satisfaction with the event from 1-5?

38 responses

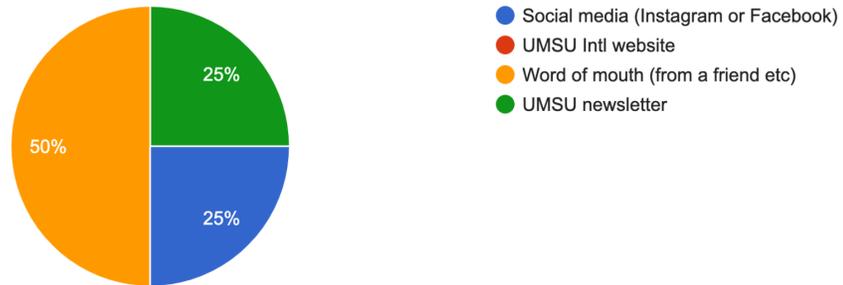


- As a whole, feedback was very positive
- People really enjoyed their time with the dogs and many voiced that they would enjoy more similar sessions in the future
- Some common suggestions included:
 - More balanced human to dog ratio - many people mentioned that there weren't enough dogs/there were too many people each session
 - Holding the event in a more open space so the dogs would have more space to run around in
 - More variety of dogs and/or other animals

Paint & Sip Feedback

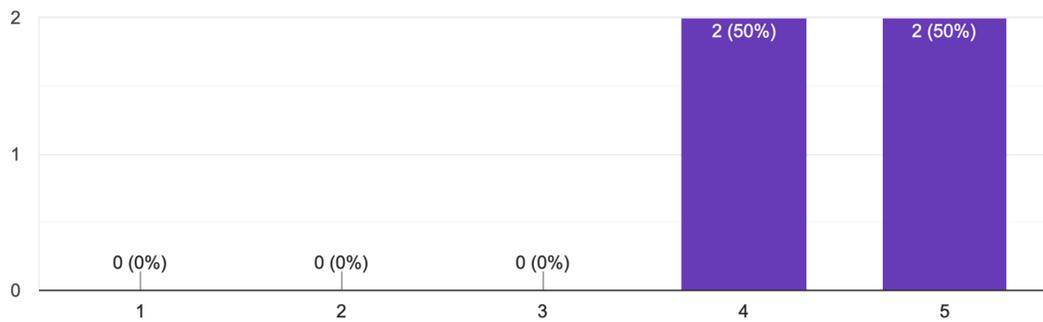
How did you find out about this event?

4 responses



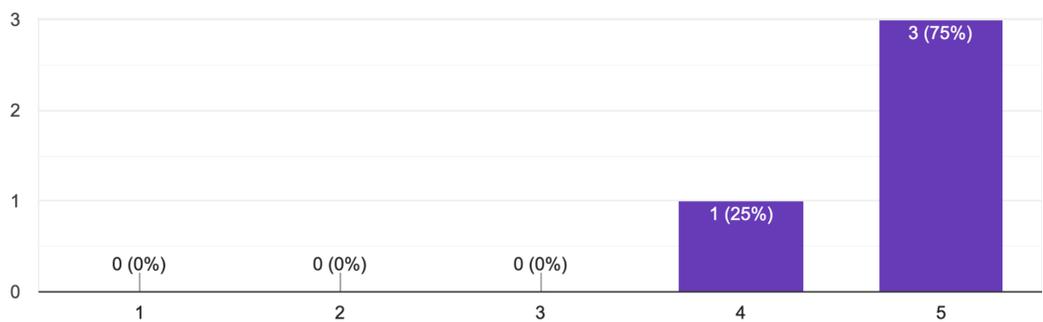
How would you rate your satisfaction with the event from 1-5?

4 responses



How likely would you be to participate in this event again in the future?

4 responses



- Feedback for this event was also very positive overall
- Was suggested to have more drink options, as well as having milk available

7. Suggestions

Participation

- Can keep registration forms for events like Friendship Bracelet Making and Paint & Sip open for a little longer to get more responses for waitlist, as people do tend to cancel last minute
 - Just need to make sure it is very clear to all registered people that they should only come to the event if they receive a confirmation email
- To publicise the events a week before the event week. There was not enough time to further promote events that were low in sign-ups.

Event atmosphere

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

Collecting feedback

- Would suggest making feedback forms available at the event and encouraging attendees to fill it out near the end of the event
 - We emailed them out post-event for Friendship Bracelet Making and Paint & Sip and thus did not receive as many responses as we would've liked

Yoga & Meditation Class

- The instructor from Yogamigos, Diviyani, was really nice. Would recommend partnering with yogamigos again for this kind of event in the future.

Wellness dogs

- Many participants mentioned that the human to dog ratio was unbalanced - felt like there were not enough dogs for the amount of people we allowed in each session
- In the future, we would suggest either increasing the number of dogs or decreasing the amount of people so that the ratio is around 1 dog: 4 people at most
- Would also suggest reminding participants to leave the venue around 10 mins before the session ends and have a clock at the back of the room, since some participants would still play with the dogs even after their session had finished.
- The dogs came a bit late at the beginning, the participants in the first session only had 15 mins interaction time with the dogs, so pls ask the service provider to come 10 mins before the event started
- There is fur sticks to the furniture of the lounge, which might cause potential allergies for people who access the lounge afterwards. It would be great if we can allocate budget for professional cleaning (for the lounge floor and furniture)
- Another recommendation would be to look at other venues rather than holding the sessions in the lounge
 - Participants suggested that an outdoor venue might be more suitable as it gives dogs more space to move around
 - However, we recognise that there may be more issues here with people management and ensuring that the dogs do not run off
 - Could look at bigger indoor venues with less furniture/other miscellaneous things around i.e Market Hall or Activity Rooms

8. Budget



A total of **\$5000.00** have been allocated for this event, and the total actual expenditure for this event is **\$2117.64** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Yoga Instructor	1	\$159	\$159	\$250
Friendship Bracelet Materials	Assortment	-	\$260	\$500
Mental Health Dogs (inc. parking fee)	1	\$1335	\$1335	\$2000
Paint session materials	Assortment	-	\$337.14	\$500
Drinks	1	\$26.5	\$26.5	\$1000
Cotton Candy Machine			(Covered by HR)	\$150
Guestspeakers/ workshop	0	-	\$0	\$300
Miscellaneous	0	-	\$0	\$300
TOTAL			\$2117.64	\$5000.00
Surplus				\$2882.36

9. Conclusion

This concludes our report for the Mental Health Week Proposal 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Audrey CHEUNG, Danielle CHEN
Welfare Department 2021/22
UMSU International



PR/Visa Workshop Semester 1 2023 Report
Central Committee Meeting #12 – Monday, 22nd May, 2023

1. Introduction

This report concludes the PR/Visa workshop which was held on the 28th April 2023 and had the following objectives:

- To offer international students information about the process and pathways of obtaining a Permanent Residency or other form of visas.
- To familiarize students with Australian migration policies & mechanisms.
- To clarify some questions that international students may have on visa options and/or migration mechanisms

2. Event Details

Date	: Thursday, 28 April 2023 (4p.m. to 6p.m., Melbourne time)
Venue	: Hercus Theatre, Physics South
Number of Attendees	: 62
Coordinators	: Rio Fieris
Manpower	: 1 Committee Member, 2 ISAs
Budget	: \$150

3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	20 March 2023	Open Teamwork		Rio Fieris
4	21 March 2023	Contact the speaker (TBD)		Rio Fieris
5	15 April 2023	Get speaker contract		Rio Fieris
6	20 April 2023	Ticket Registration		Rio Fieris
Event Day				



8	27 April 2023	PR/Visa Workshop		Rio Fieris
Post Event				
8-9	After 27 April 2023	Get feedback and do report		Rio Fieris and Robertus Indradjaja

4. Event Flow

Time	Activity
4.00pm to 4.30pm	Technical and Venue Preparation
4.30pm to 6.00pm	Information Session
6.00pm to 6.30pm	Q&A session
6.30pm to 6.45pm	Wrap up workshop

5. Expenditure

	Allocated Budget	Actual Budget
Speaker fee	\$100	\$100
Miscellaneous	\$50	-
Total	\$150	\$100
Surplus		\$50

6. Feedback and Suggestions

6.1 Publicity and Registration

Event registration was opened on the 21th of April 2023 (7 days before the workshop). 106 people registered for the event. 62 people attended the event, and this was as expected as the event was held offline. 50 registered, and 12 walked in.

6.2 Attendance

The registration system was done by the ISA, where we placed a registration booth on the venue entrance. Attendance was recorded with pen and paper. A reminder email was sent to registered participants a day before the event, and it seems to help the attendance margin. We also accepted walk ins.

6.3 Information Session and Q&A

The information session went smoothly and was very informative. Attendees seemed to be very engaged with the presentation, evident from the fact that they occasionally asked questions in the middle of the information session. To keep the event flow going, and prevent too many questions being bombarded in the middle of the information session, the speaker only took some questions and held the others for the Q&A Session. Q&A session also ran very smoothly, a lot of attendees were asking questions. Most were reluctant to ask their questions in the session, and decided to personally ask the presenter after the workshop.

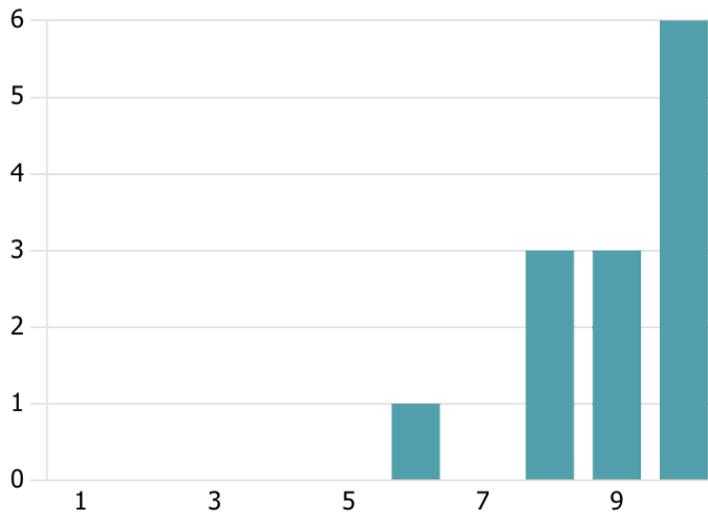
6.4 Presenter

Presenter was professional and received great feedback from participants. The information session and QnA ran very well, showing their knowledge and professionalism. We recommend this presenter be called again for future workshops.

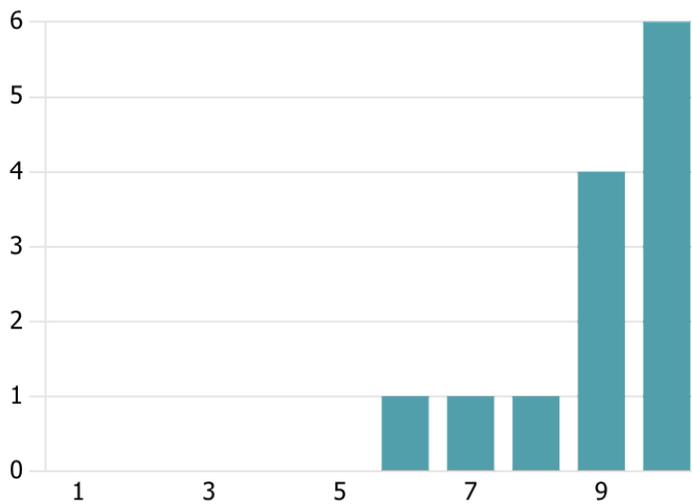
6.5 Feedback

The responses were as follows:

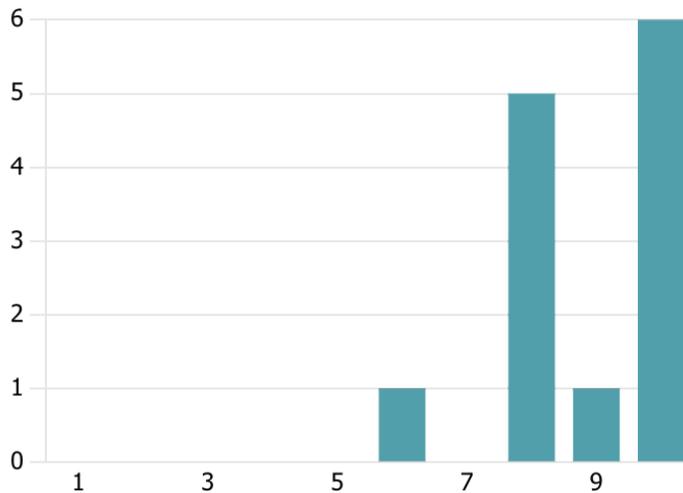
- How satisfied were you with the event?



- How useful was the event?



- How was the quality of the content?



.7 Suggestions

- For future events, definitely try to keep it offline since it is more engaging for participants.
- Organize the Q&A sessions better, perhaps keep the intervals of Info Session and QnA Session as we found that to be more organized.

6.8 Technical Difficulties

There were no technical difficulties in this online event.

3. Conclusion

This concludes the report for PR/Visa Workshop , Semester 1 2023. Overall, it went smoothly and received great feedback from the participants. Please feel free to approach the Education team should you have any queries or concerns.

Prepared by,
Rio Fieris
Education Officer 2022/2023
UMSU International



International Hangout Report

Central Committee Meeting #12 – Monday, 22nd May 2023

1. Introduction

This report summarises the International Hangout 2023 Semester 1. International Hangout is a publicity event held by P&S and Graduate departments for committee members and ISAs to engage with international students of the University of Melbourne. It serves free coffee and gelato for students on the 1888 Lawn West outside of the Eastern Resource Centre (ERC) Library.

2. Event Details

Date	: Thursday, 11th May 2023 [11-4PM AEDT]
Venue	: 1888 Lawn West
Number of Attendees	: approx. 500 (around 530-550)
Coordinators	: Richard HA, Jaqueline MARSHIELA
Manpower	: 4 Committee Members & 5 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$3930

3. Event Overview

Coffee was served by a barista from The Cart Co. and gelato was hand-scooped by two employees from Hareruya Pantry. The most critical aspect of the event was crowd control as the turnout was much higher than expected.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
7-8	Throughout the week	Contacting Food Suppliers	Contact coffee carts suppliers (The Cart Co) Contact Hareruya Pantry for gelato cart Site Check to ensure access to electricity and running water	Jaqueline Marshiela Richard Ha
8	Monday 24th April 2023	Proposal	Present the proposal in CCM	Richard Ha



8-9	Throughout the week	Logistics	Book 1888 Lawn West Request ISAs Starting Teamwork	Richard Ha Allan Thomas
Event Day				
11	14th October 2022	International Hangout	Set up, crowd control, clean up	All Coordinators

Event Day

Event Flow

Time	Activity	Details	PIC
10-11 AM	Electricity and potable water setup	Electricity and potable water being set up by university staff	Richard HA
11-12PM	Vendor Set-up on site	Hareruya Pantry and The Cart Co arrive and start setting up for event	Richard HA
12-3PM	Event Time	Coffee being served and gelato being scooped. All coordinators and ISAs crowd control.	All Coordinators
3-4PM	Clean-up	Help vendors clean-up and tidy the venue	Richard HA Jaqueline MARSHIELA

5. Reflections

Attendance

- Expected number of attendees was around 300 from last International Hangout. This time around we received around 500 attendees. This was due to the already popular vendor Hareruya Pantry serving gelato at our event. As such, the event turnout was extremely successful and solidified UMSU International's ability to work with well-known local businesses in a strong capacity, reflecting student culture.

Vendors

- Vendors came fairly early and set-up on time without any hiccups. Hareruya Pantry and The Cart Co were both really easy to work with and The Cart Co provided the possibility to brand their cart with UMSU INTL branding which was a really good idea. Hareruya Pantry served three of their most popular gelato flavours which caught the attention of passerbys and allowed a lot of photos of the event to be taken by attendees.
- The Peer Health Mentors giving out the stress balls were a lovely addition to the event, with a lot of students specifically asking for them. As we expected 300, they ran out stress balls faster than expected.

Crowd Control

- Line was very long, at its maximum, the line formed a perimeter around the ERC building. ISAs and OBs did their best to contain the line and for the most part it worked well with a general line, splitting into coffee and gelato near the front of the line. Two lines were not used exclusively as it would become a path blockage for other students.

6. Feedback

- There were attendees who left because they complained about the line being too long and how the coffee was prioritized but the gelato wasn't. This is not in our power to change, the service of the vendors are completely out of our hands. In addition, the quality of service and products necessitated the long service time. Hareruya Pantry has mentioned that they will improve their service process to cater to this event, should we work with them again.

7. Suggestions

- Next time, Ampitheatre would be a better location to do International Hangout as there is a bigger space to accommodate for a large turnout.
- In addition, Hareruya Pantry employee recommended the use of background music to add to the ambience of the event. This adds to the idea that next time, the Ampitheatre would be ideal. Instead of hiring out big sound systems from AVMelbourne, perhaps even just small personal speakers from OBs would suffice.



- Highly recommend working with Hareruya Pantry and The Cart Co again, very lovely team to work with and also is guaranteed a success with students if chosen. Relationship building with Hareruya might also be beneficial for future event possibilities.
- The success also shows that we should endeavour to source from small local businesses that align with student interest. It not only increases our reputation as Umsu International but increases regular student engagement.
- The number of servings provided by Hareruya was more than expected so should expect them to bring enough for 3 hours next time around.

8. Budget

A total of \$4500 have been allocated for this event, and the total actual expenditure for this event is \$3930 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Hareruya Pantry Gelato Cart	01	1950	1950.00	2000.00
The Cart Co. Coffee Cart	01	1980	1980.00	2000.00
TOTAL			3930.00	4500.00
Surplus/ Deficit				570.00

9. Conclusion

This concludes our report for the International Hangout Proposal 2023 Semester 1. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

**Richard HA
Partnership and Sponsorship Department 2022/23
UMSU International**

Central Committee Merchandise Report

Central Committee Meeting #12 – Monday, 22nd May 2023

1. Introduction

The Media and Marketing department (M&M) designed committee hoodies for the 2022-2023 UMSU International Central Committee. We intended to order varsity jackets and lanyards, but due to budget and time constraints we were only able to get hoodies. Moreover, we ordered at the end of the year which coincided with the holidays and Chinese New Year, limiting our supplier's availability.

2. Objectives

This event aims to:

- Easily identify central committee members (e.g. during event days and committee photoshoots)
- Increase brand awareness of UMSU International
- Foster a sense of unity and togetherness amongst central committee members

3. Event Details

Date	: October 2022 - February 2023
Coordinators	: Geraldly CHANDRADINATA, Christopher PRAWIRA
Budget	: \$4700

4. Event Overview

M&M designed and ordered committee merchandise, got approval from relevant parties (i.e. CME), then put in the order through our supplier. Once the supplier received the order and shipped the merchandise, M&M distributed the hoodies among the Central Committee.

5. Event Timeline

Month	Activity	Descriptions	PIC
October/early November	Design process	<ul style="list-style-type: none"> • Begin design process • Find and communicate with supplier • Receive approval from Basecamp • Finalize design process • Receive sizes from all committee members for varsity jacket 	Geraldly CHANDRADINATA, Christopher PRAWIRA
Mid November/December	Ordering and shipping	<ul style="list-style-type: none"> • Send final order to supplier 	Christopher PRAWIRA
January/February	Distribution of merchandise	<ul style="list-style-type: none"> • Receive shipment • Distribute to committee members! 	Christopher PRAWIRA

6. Budget

A total of **\$4,700.00** has been allocated for the merchandise, but the total expenditure was **\$2,948.00** as we did not order the lanyards here. The breakdown is as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Hoodies	50	45.00	2,250.00	3,600.00
Lanyards	100	2.00	0.00	200.00
Miscellaneous			400.00	400.00
Shipping and GST			298.00	500.00
TOTAL			2,948.00	4,700.00
SURPLUS/DEFICIT				1,752.00

7. Suggestions

- Ordering merchandise during the end/start of the year (November-February) is very hectic as everyone else is ordering stuff for the holidays.
- Hence, ordering merchandise for SummerFest should thus be done as soon as possible (I recommend by October) or very limited options can be ordered.
- Getting a varsity jacket is difficult (getting the right colour) and quite costly, so it is recommended to stick with getting hoodies for the committee.

8. Conclusion

This concludes our proposal for the Central Committee Merchandise Proposal. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Christopher PRAWIRA
Media and Marketing Department 2022/23
UMSU International



UMSU International Lanyard Report

Central Committee Meeting #12 – Monday, 22nd May 2023

1. Introduction

The Media and Marketing department (M&M) has designed lanyards for the 2022-2023 USMU International Central Committee. Previously, we have passed a budget (see Central Committee Merch Proposal, Central Committee Meeting #6 – Monday, 17th October 2022) for lanyards but we did not end up using that budget/proposal since we ordered it at a later time (using a new proposal).

2. Objectives

This event aims to:

- Easily identify central committee members or possibly even ISA's during events and meetings
- Increase brand awareness of USMU International
- Foster a sense of unity and togetherness amongst USMU International members

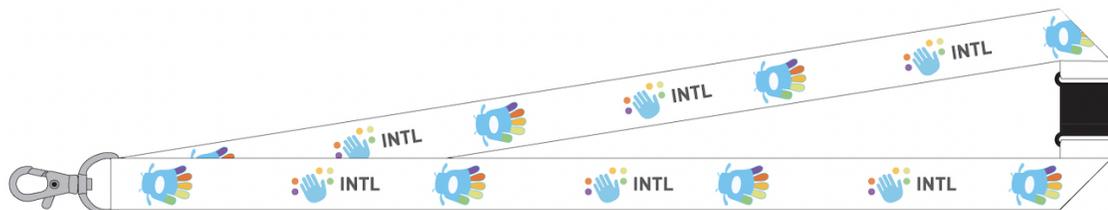
3. Event Details

Date	: March 2023 - May 2023
Coordinators	: Christopher PRAWIRA
Budget	: \$2040.00

4. Event Overview

M&M will take the design of the previous lanyards (ordered in January 2022 by CME), then put in the order through our approved supplier. Once the supplier receives the order and ships the merchandise, M&M will distribute it among the central committee members. The HR department can distribute it to our ISA's when necessary.

Lanyard design:



5. Event Timeline

Month	Activity	Descriptions	PIC
March	Design process and ordering	<ul style="list-style-type: none"> Communicate with Bluegum (supplier) about order – design & quantity included Receive and pay invoice (Treasurer) 	Jaqueline MARSHIELA, Christopher PRAWIRA
Late April/early May	Shipping and distribution of merchandise	<ul style="list-style-type: none"> Receive shipment Distribute to committee members! 	Christopher PRAWIRA

6. Budget

A total of **\$2,040.00** has been allocated for the lanyards, but the total expenditure was **\$2,024.00** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Lanyards	800	2.30	1,840.00	1,840.00
Shipping and GST			184.00	200.00
TOTAL			2,024.00	2,040.00
SURPLUS/DEFICIT				16.00

7. Suggestions

- Make sure to give a minimum of 7 weeks for any merchandise order
 - 2 weeks for designing, getting approval from CME, and communicating with Bluegum
 - 5 weeks for production and delivery
 - Especially when ordering a lot of units, Bluegum requires 5 weeks
- Bluegum provides us with an e-sale document instead of a tax invoice until the order is made and shipped, which means the payment can only be made once the order is received. This makes it quite difficult to get an exact quote.

8. Conclusion

This concludes our proposal for the Umsu International Lanyard Proposal 2023. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Christopher PRAWIRA
Media and Marketing Department 2022/23
UMSU International



6. Other Business

- 6.1. Staff Account Expiration Email
- 6.2. Short Form Content
- 6.3. Uber not possible for reimbursement (everything but Uber)
- 6.4. Contact Information for Next Committee

7. Next Meeting

CCM #1 Semester 2 2023

Date : TBA

Venue : TBA