



## **Agenda**

### **Central Committee Meeting #2 Semester 2 – Wednesday, 10<sup>th</sup> August 2022**

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Time : 17:00

Venue : PAR-OLD Arts-129 (Theatre B) & Zoom

#### **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 #1

#### **4. Proposals**

- 4.1. Heads of Clubs Proposal → \*Amendment in Date
- 4.2. Food Adventure Proposal → \*Amendment in Date
- 4.3. International Student Survey Semester 2 2022 Proposal

#### **5. Reports**

- 5.1. Haunted House and Hangout Report
- 5.2. SWOTSNACC Report

#### **6. Other Business**

#### **7. Next Meeting**



**Unconfirmed Minutes  
Central Committee Meeting #1 – Wednesday, 27<sup>th</sup> July 2022**

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Time : 17:00

Venue : PAR-OLD Arts-129 (Theatre B) & Zoom

**1. Procedural Matters**

**1.1. Acknowledgement of Indigenous Owners**

**1.2. Official Welcome**

**1.3. Attendance and apologies**

- Attendance – 26 members + members of UMSU International Committee  
2022/2023

Motion 1

Move that **Standing Orders** be adopted for **CCM #1** at **05:11 PM**

Mover : Hans TSAI

Secunder : Anthony NGADIYOTO

**Motion Carried.**

**1.5. Adoption of Agenda**

Motion 2

Move that the **Agenda for CCM #1** be adopted at **5:13 PM**

Mover : Emma YAN

Secunder : Ngoc Anh

**Motion Carried.**

**2. Matters Arising from Previous Minutes**

### 3. Confirmation of Previous Minutes

#### Motion 3

Move that the **minutes of CCM #5 be accepted and confirmed as a true and accurate record.**

Mover : Hermione TO

Seconders : Emma YAN

**Motion Carried.**

#### Motion 4

Move that the **Food Adventure Proposal** be accepted.

Mover : Christopher PRAWIRA

Seconders : Jocelyn WONG

**Motion Carried.**

#### Motion 5

Move that the **Committee Member Appreciation Dinner Proposal** be accepted.

Mover : Kimmie MEGAN

Seconders : Nadine CHANDRA

**Motion Carried.**

#### Motion 6

Move that the **Heads of Clubs Proposal** be accepted.

Mover : Kimie MEGAN

Seconders : Jessica SUHENDRA

**Motion Carried.**

#### Motion 7

Move that the **ISA July 2022 Intake Report** be accepted.

Mover : Hermione Wing Laam TO

Seconders : Jegath KRISHNAMURTHY



**Motion Carried.**

Motion 8

Move that the **UMSU International Committee 2021/2022 Appreciation and Bonding Trip Report** be accepted.

Mover : Feline FENECIA

Seconded : Aaron Herbert JOHANNES

**Motion Carried.**

**4. Other matters**

Motion 9

Move that **Standing Orders** be suspended at **5:45 PM**

Mover : Chaital VASTA

Seconded : Riddhi AGARWAL

**Motion Carried.**

Motion 10

Move that **CCM #1** be adjourned at **5:46 PM**

Mover : Teresa Tamika TJAHIJADI

Seconded : Zheng (Liz) ZENG

**Motion Carried.**

**Prepared by,**

**Angeline Cassie GANILY**  
**Secretary 2022/2023**  
**UMSU International**

## Heads of Clubs Proposal

Central Committee Meeting #2 – Wednesday, 10<sup>th</sup> August 2022

### 1. Introduction

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about UMSU International and what we can offer them.

### 2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicize their events for the semesters, and, discuss potential challenges and problems they may be facing.

### 3. Event Details

Date	: Wednesday, 17th August 2022 [(4.30pm - 8.00pm - Melbourne time)]
Venue	: AR-207-221 Bouverie St - B120 (Theatre 2)
Number of Attendees	: 60
Coordinators	: Richard Ha & Alison Tran
Manpower	: 2 OBs & 5 ISAs (including coordinators which consists of 2 OBs)
Budget	: \$1000

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
1	27th July, 2022	Present Proposal	- Present proposal during CCM	Richard Ha
1	Throughout the week	Logistics	- Book location - Get restaurants approved - Drinks	Alison Tran



1-2	Throughout the weeks	Participants	<ul style="list-style-type: none"> <li>- Write email drafts and contact UMSU C&amp;S</li> <li>- Gain contact info of participants</li> <li>- Invite participants</li> <li>- Confirm number of participants and dietary requirements</li> </ul>	Richard Ha Alison Tran
0-3	Throughout the week	Department Slides	<ul style="list-style-type: none"> <li>- Notify committee about slides</li> <li>- Finalise Slides</li> </ul>	Richard Ha Alison Tran
<b>Event Day</b>				
4	17th August, 2022	Heads of Clubs Event	(written in event flow)	Richard Ha Alison Tran
<b>Post Event</b>				
5		Report	Writing and filling out the report	Richard Ha Alison Tran
6		Present Report	Present report in CCM	Richard Ha Alison Tran

**Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
4.30 PM	Event Preparation	<ul style="list-style-type: none"> <li>- Chairs</li> <li>- Utensils and tables set up</li> <li>- Getting presentation ready</li> <li>- OBs arrive</li> <li>- ISAs help</li> <li>- Arrange food delivery</li> </ul>	Richard Ha Alison Tran
5.30 PM	Introduction	<ul style="list-style-type: none"> <li>- Participants arrive</li> <li>- Introduction of event</li> <li>- Participants can take drinks</li> <li>- ISAs get food ready</li> </ul>	Richard Ha Alison Tran

5.30-6PM	Presentations	<ul style="list-style-type: none"> <li>- Exco presentation</li> <li>- Department presentations             <ul style="list-style-type: none"> <li>- Order: E&amp;W, C&amp;S, M&amp;C, HR, P&amp;S</li> </ul> </li> </ul>	Richard Ha Alison Tran
6.00-6.45PM	Networking and Eating	<ul style="list-style-type: none"> <li>- Participants can start to eat the food</li> <li>- OBs and participants network with each other</li> </ul>	Richard Ha Alison Tran
6.50 - 7.10PM	End of Event	<ul style="list-style-type: none"> <li>- Thank participants for coming</li> <li>- Participants are free to stay longer up until 7.15pm</li> </ul>	Richard Ha Alison Tran
7.10 - 7.30 PM	Clean Up	<ul style="list-style-type: none"> <li>- ISAs and P&amp;S department clean the place up</li> </ul>	Richard Ha Alison Tran

## 5. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Mini Soldiers Box (45pcs)	2	\$115.00	230.00
Mini Banh Mi Box (28pcs)	2	\$135.00	270.00
Roll'd Delivery Fee	1	\$15.00	15.00
Sushi Hub Set C Inside Out Maki (Reg, 100 pcs)	2	\$49.00	98.00
Sushi Hub Set A Mini Maki (Vegetarian,	1	\$45.00	\$45.00

100 pcs)			
Sushi Hub Delivery (via Ubereats)	1	\$20.00	\$20.00
Coles 24 Pack Macarons	5	\$18.00	\$90.00
Coles Spring Water 24 Pack 600mL	3	\$9.00	\$27.00
Solo 30 Pack 375mL Cans	2	\$28.00	\$56.00
Coca Cola No Sugar 30 Pack 375mL Cans	2	\$25.00	\$50.00
Coles I'm Free From Iced Carrot Cake 500g (gluten free)	1	\$8.50	\$8.50
Coles Cheesecake 640g	1	\$12.00	\$12.00
Coles Chocolate Celebration Cake 1.2kg	1	\$12.00	\$12.00
Napkins: 500 serviettes	1	\$4.50	\$4.50
Sugarcane Plates	6	\$4.00	\$24.00
Timber Forks	1	\$4.50	\$4.50
Timber Knives	1	\$4.50	\$4.50
Tongs	3	\$6.00	\$18.00
<b>TOTAL</b>			<b>989</b>

## 6. Conclusion


The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasise our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Heads of Clubs Proposal 2022. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.





UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU**INTL *Care for, Act for, Stand for International Students*

**Prepared by,**

**Richard Ha & Alison Tran**  
**Partnership and Sponsorship Department 2022/23**  
**UMSU International**

## **Food Adventure Proposal**

Central Committee Meeting #2 – Wednesday, 10<sup>th</sup> August 2022

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### **1. Introduction**

Food Adventure is an opportunity for students to explore the food culture in Melbourne, while at the same time allowing them to socialize and make new friends. Students will go to different restaurants with diverse cuisines to experience Melbourne's wide range of food.

### **2. Objectives**

This event aims to:

- Provide the opportunity for new students to get to know each other
- Allow students to experience the diverse food culture in Melbourne
- Promote UMSU International by providing participants with information about our services during the event

### **3. Event Details**

Date	: Saturday, 20 <sup>th</sup> August 2022 [(11am - 4pm Melbourne time)]
Venue	: South Melbourne Market, South Yarra, Fitzroy
Number of Attendees	: 150 students
Coordinators	: Jodis TJUNTORO Stephanie Daniella HARTONO
Manpower	: 10 Committee Members & 20 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$6840

### **4. Event Overview**

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne Market, Fitzroy or South Yarra.

**Potential Restaurants:**

<b>South Melbourne Market</b>	<b>South Yarra (Vegan)</b>	<b>Fitzroy</b>
Ayam Penyet Ria (Indonesian)	Fuumi Fuumi (Japanese)	Sí Señorita (Mexican)
Bibelot (Desserts)	Thirty Eight Chairs (Italian)	Just HSP's (Middle Eastern)
Thai 29 Restaurant (South Melbourne)	Kung Fu Burger (Asian-fusion)	Lune (Croissant)
Rosa Mexicano South Melbourne (Mexican)	Lukumades (Desserts)	Belles Hot Chicken Fitzroy
	Spice Club Indian Brasserie (Indian)	

**5. Event Timeline**

<b>Wk #</b>	<b>Date</b>	<b>Activity</b>	<b>Descriptions</b>	<b>PIC</b>
<b>Pre-event Preparations</b>				
	22/7/2022	Research of Restaurants	Finding a list of potential restaurants along each of the routes.	Jodis & Stephanie
	5/8/2022	Restaurant Contact & Visit	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents (COVID-19 Safe Plan & insurance policy)	Jodis & Stephanie
	1/8/2022	Marketing (Publicity)	Coordinating the design of the post/poster	Jodis & Stephanie
	1/8/2022	Ticketing	Coordinate with M&C for the ticketing system	Jodis & Stephanie
	2/8/2022	ISA Signups	Coordinating with HR department to set up ISA volunteer document	Jodis & Stephanie
	3/8/2022	Allocation of Groups and ISAs	Allocating the OB & ISA volunteers to each of the groups	Jodis, Stephanie & ISAs
	9/8/2022	Marketing & Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Jodis & Stephanie

	17/8/2022	Briefing Day for ISAs and OBs	Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles.	Jodis & Stephanie
<b>Event Day</b>				
	20/8/2022	Briefing	First half of the briefing will be to inform the OBs/ISAs who volunteered to help out. The last half will be to brief the participants on the agenda for the day.	Jodis & Stephanie
	20/8/2022	Event	The event will take place from 11:00 AM - 4:00 PM	Jodis, Stephanie, ISAs & OBs
<b>Post Event</b>				
	19/8/2022	Feedback Survey	Team guides will tell their groups to fill out a quick feedback survey once the event ends.	ISAs/OBs

### **Pre-event**

- Research and select 4 restaurants per route (South Melbourne Market, South Yarra, Fitzroy).
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have a deposit system (\$5 deposit) that will be refunded to the participants that show up.
- Work with the HR department to get 15 ISAs to help guide the groups.
- Prior to the day of the event, event coordinators will brief the OBs and ISAs about their duties.

### **Event Day**

- OBs and ISAs are to meet at the meeting point by 11 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:15 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:30, all groups should be on their way to their respective restaurants assigned.

### Event Flow

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
11 am - 11:15 am	Meeting and Briefing Time for ISAs and OBs	Final briefing for both ISAs and OBs (Meeting Point: TBA)	Stephanie, Jodis
11:15 am - 11:30 am	Meeting and Briefing Time for participants	Briefing for participants (Meeting Point: TBA)	Stephanie, Jodis
11:30 am - 12:15 pm	Head to Routes	In groups of 10, participants are to separate and head into their own routes (South Yarra, Fitzroy or South Melbourne Market). Stephanie will go to South Melbourne Market and Jodis will go to South Yarra. One OB will go to Fitzroy.	Stephanie, Jodis, ISAs and OBs
12:15 pm - 1:00 pm	First Restaurant	Group should arrive by 12:15 at their designated first restaurant. Time keeper must remind all participants 5 minutes before when they have to head out to the second restaurant.	Stephanie, Jodis, ISAs and OBs
1:15 pm - 2:00 pm	Second Restaurant	Group should arrive by 1:15 to the second restaurant.	Stephanie, Jodis, ISAs and OBs
2:15 pm - 3:00pm	Third Restaurant	Group should arrive by 2:15 to the third restaurant.	Stephanie, Jodis, ISAs and OBs
3:15 pm - 4:00 pm	Fourth Restaurant	Groups should arrive by 3:15 to the fourth restaurant.	Stephanie, Jodis, ISAs and OBs

**Post Event**

- After 5:00 pm, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Students then can be on their way back.

**6. Budget**

A total of **\$4500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
South Melbourne Market Expenditure	4	570	2280.00
South Yarra Expenditure	4	570	2280.00
Fitzroy Expenditure	4	570	2280.00
<b>TOTAL</b>			<b>6840.00</b>

**7. Conclusion**

This concludes our proposal for the Food Adventure Proposal 2022. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

**Prepared by,**

**Jodis TJUNTORO & Stephanie Daniella HARTONO**  
**Cultural and Social Department 2022/23**  
**UMSU International**

## **International Student Survey Semester 2 2022 Proposal**

### **Central Committee Meeting 2 - Wednesday, 10th August 2022**

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#### **1) Introduction**

This is the proposal for the International Student Survey (ISS) which will be conducted throughout Semester 2 2022. The key objective of the survey is to obtain the opinions and status of international students, which acts as a guideline for us to have a better understanding of international students' overall experience in university.

#### **2) Objective**

- To quantify and study the awareness level of international students in regards to UMSU International.
- To investigate the academic difficulties faced by international students.
- To identify social issues that are of paramount concern in regards to the overall welfare of international students.
- To study the health and safety status of international students.
- To examine the perception and experiences of international students in regards to current and future employment.
- To highlight and raise awareness of services that are provided or made available to students within the university.
- To identify services required by international students that are unavailable upon completion of data collection.
- To attend to the changes international students might suggest to improve upon present models.

#### **3) Overview**

The International Student Survey (ISS) will be held from week 6 to the non-teaching week of semester 2, 2022. ISS includes the completion of an online survey. The link will be distributed to students through university emails or can be completed with the help of on-campus ISAs during the event duration.

#### 4) **Task Allocation**

Promotional Designs: The E&W Departments will be working with the M&M Department and the UMSU Design Department.

Survey Writers: The main authors of the survey will be Sanskar Agarwal, Shea Law, Christopher Prawaria, Andy Iao, Robertus Indradjaja and Elsa Dai. The questions are developed based on the previous years' ISS, and the suggestions from previous and current committees. They are reviewed and approved by current committees and the UMSU Advocacy team ensures an accurate and appropriate survey.

ISAs Management: Shea Law will be working closely with the HR department on allocating the ISAs for the survey promotion and distribution located on campus. Two booths will be set, and ISAs will be allocated to the booths, they will promote and fill the survey with the participant together. (4 weeks duration, around 2-3 days per week, 3 hours per day (12.30-15.30) and 3-6 ISAs per shifts)

Giveaway Suggestions and Acquisition: Vouchers and other prizes are recommended for the giveaways for participants who finished the survey and got selected in the lucky draw. It will be the responsibility of Shea Law and Jaqueline Marshiela.

Publicity: The survey design and the publicity materials are prepared by Shea Law, Sanskar Agarwal, Chris Prawira, M&M Department and UMSU Communication Department. Ideas of publicizing ISS:

- Promotional Video
- Notice
- Social Media Post
- Verbal promotion (with clubs)
- Posters

Report Writing: Data analysis and report generation will be done by the whole E&W department (including Shea Law, Robertus Indradjaja, Rio Fieris, Khai Fung Lee, Tarish Kadam, Elsa Dai, Audrey Cheung, Felice Alexandra and Ojas Chorpa) and Andy Yu (Graduate Director).



<b>Section (survey authors)</b>	<b>Name</b>
General information	Shea
UMSU International Awareness and Perception	Chris
University and Academic Experience	Shea
Health and Safety	Elsa
Cultural Climate	Chris
Work and Employment	Robertus
Financial Situation	Robertus
COVID-19 and Post-COVID-19 Impacts	Elsa, Shea
Accommodation	Shea
Graduate Students Experience	Andy

### 5) **Target**

Our aim is to target 1200 valid student responses.

### 6) **Sections of the Survey**

- Awareness and Perception of UMSU International
- University Experience and Academic Experience
- Health and Safety
- Cultural Climate
- Working and Employment
- Financial Situation
- Accommodation
- COVID-19 and Post-COVID-19 Impacts on International students and overall university experience
- Graduate Students Experience
- General information pertaining to the survey itself, including any suggestions the participant might have

**7) Prizes**

<b>Item</b>	<b>Quantity</b>
Ida Bar \$8 Jaffle voucher	600
iPad Air	1
Sony Wireless Headphones	2
BlendJet Portable Blender 2	4
Woolworths \$25 Giftcards	20

**8) Timeline**

29/08/2022	Commencement of the survey
25/09/2022	End of Survey
26/09/2022 - Summer Break	Preliminary Analysis
03/10/22 - 16/10/22	Collection of Giveaway prizes and vouchers
15/12/2022	Publication of ISS Final Report



## 9) Budget

Item	Quantity	Price per Item	Total
Ida Bar voucher	600	\$5	\$3000
iPad Air	1	\$849	\$849
Sony Headphones	2	\$299	\$598
BlendJet Blender 2	4	\$69.95	\$279.8
Woolworths Giftcard	20	\$25	\$500
Typeform Subscription	2 months	\$83	\$166
Miscellaneous		\$500	\$500
		Subtotal	\$5892.8

## 10) Conclusion

This concludes our proposal. Please do approach us for any further enquiries.

Prepared by,

**Shea Law**  
**Education and Welfare Vice President 2022/23**  
**UMSU International**

## Haunted House and Hangout Report

Central Committee Meeting #2 – Wednesday, 10<sup>th</sup> August 2022

### 1. Introduction

This report summarizes the HAUNTED HOUSE AND HANGOUT 2022, which covers the period of Wednesday, 20th of July 2022. This event provided an opportunity for the new and old university students to connect with other students and create a friendly environment and help them start the University year off well!

### 2. Event Details

Date	: Wednesday, 20th of July 2022
Venue	: Guild Theater, Mary cooke room B and Level 1 Foyer of the Union House
Number of Attendees	: >400 students( around 450 including 300 walkins)
Coordinators	: Trinh NGUYEN, Aryan GOSWAMI, Arya KUSHWAHA, Aaron JOHANNES
Manpower	: 12 OBs & 20 ISAs (including coordinators which consists of 4 OBs)
Planned Budget	: \$14,000

### 3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
	24 June	Initial plan & contact resources	Initial planning and logistics (Main spaces + food co-op)	Aaron, Arya, Trinh, Aryan
	8 July		Draft layout (Set design: strobe lighting/sound/layout/smoke...)	4 x Planning teams
	9 July		Meeting to finalise layout (potential risk, appropriateness, ...)	Aaron, Arya, Trinh, Aryan
	8 July	Setting up & decoration	Start decoration making	4 x Planning teams
	13 July		Food contact - Tables - waiting area logistics	Trinh, Aryan

	18 July		Borrow 4-5 devices to connect bluetooth? (laptop/tablets...)	Trinh, Aryan
	18 July	D-day leading-up	Brief actors & admin about their roles	Trinh, Aryan + planning teams
	19 July 8pm		Trial run	Trinh, Aryan + planning teams
<b>Event Day</b>				
	20 July 11am-4pm	Haunted House & Hangout	Participants will go in tours, heading to Food-Coop for networking at the end of their tours	
<b>Post Event</b>				
	20 July after 4pm	Pack down	Everyone helped cleaning up the spaces	

### Pre-event

- We contacted AVMelbourne for the logistics for the set up at Guild Theatre, which will include lighting, sound and drapes.
- We will contact Pronto for Pizza and go to Costco to buy Muffin and drinks.
- We will contact HR to get ISAs which we work closely with for planning, decoration and the event day itself.
- A site visit will be done together with the coordinators and Aviya to create a layout for the team to work with.
- A trial run will be done the night before the event with all OBs and ISAs volunteering for the event day.
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### Event Day

- On the event day, many sessions will be run in groups of 8-10 people.
- Every group will go through the Haunted House before being escorted to a room for some beverages and drinks, having the chance to socialize with other students.

### **Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10 am-10:30 am	Gather at UMSUI lounge	Brief all the OB'S and ISA's about the event.	Aryan and Trinh
10:30am-10:50 am	Makeup and costume	The actors put on makeup and their costumes.	ISA'S
11am-1:25 pm	First shift and free food at mary cooke room A	The first shift of haunted house. The fire alarm at the Union house went off at 12:20 and then we returned again to the guild theatre at 12:35.	Aryan, Trinh and other OB's and ISA's
1:25-1:30	Break	The second bath of actors came in	Aryan and Trinh
1:30-4:10	Second shift, free food at mark cooke room B .	Second shift of haunted house.	Aryan, Trinh and other OB's and ISA's

#### 4. Reflections

- Ticketed people did not show up - Participants are mostly walk-ins - although we had 400 participants signing up.
- Short spend on budget - do not have enough pizza
- Participants use flashlights during the walk - could hurt the actors/ISAs

#### 5. Feedback from participants

Positive feedback:

- Fun and engaging actors
- Food is a treat in the end

Negative feedback:

- Food shortage - Not having enough pizza
- Waiting is very long but route in the haunted house is just short (location is too small)

#### 6. Suggestions

- Hangout space should be nearby (so that we do not have to escort people around and visible to participants)
- Reimbursement - next time only one person pays and reimbursements to that one person. Don't let ISAs pay first// apply for the credit card from Umsu.

#### 7. Budget

A total of **\$14,000.00** have been allocated for this event, with the breakdown as listed below:


Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
AV Melbourne Logistics		7,000.00	6730	7,000.00
Decoration		2,000.00	1406.24	2,000.00
Food and Drinks		3,500.00	1165.51	3,500.00
Staffing		500.00	0	500.00
Miscellaneous		1,000.00	0	1,000.00
<b>TOTAL</b>			<b>9301.75</b>	<b>14,000.00</b>
<b>Surplus/ Deficit</b>				<b>4698.25</b>

#### 8. Conclusion

This concludes our proposal for the Winterfest Haunted House and Hangout Proposal 2022. Please do not hesitate to contact the Cultural & Social Department should you have any queries.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU**INTL *Care for, Act for, Stand for International Students*

**Prepared by,**

**Trinh NGUYEN, Aryan GOSWAMI, Arya KUSHWAHA, Aaron JOHANNES**  
**Cultural & Social Department 2021/22 and 2022/23**  
**UMSU International**



## SWOTSNACC Report

Central Committee Meeting #2 – Wednesday, 10<sup>th</sup> August 2022

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### 1. Introduction

This report summarises the SWOTSNACC 2022, which covered the period of Wednesday (1st June) - Thursday (2nd June) [Duration: 2 days] [(9:00 a.m. to 6:00 p.m)]. In order to meet the need for comfortable study space during SWOT-VAC, we held an event named SWOTSNACC. It was a two-day event which provided students a quiet study space with several kinds of snacks. This event helped students relieve the pressure of study.

### 2. Event Details

Date	: Wednesday (1st June) - Thursday (2nd June) [Duration: 2 days] [(9:00 a.m. to 6:00 p.m)]
Venue	: Melbourne Connect rooms
Number of Attendees	: 100 students per day
Coordinators	: Sophia Yap, Jegath Krishnamurthy, Vijeta Bhatia, Matthew Chempumthara, Liqiong Huang
Manpower	: 5 Committee Members & 12 ISAs
Budget	: \$483.50

### 3. Event Overview

- There were three study sessions per day from 9:00 a.m. to 6:00 p.m. Each study session was 3 hours in length, with setup by and pack up each day not exceeding more than an hour.
- There were 1 CCM for each session. The CCM for the first session was in charge of setting up, while the CCM for the last session was in charge of packing up. Setup consisted of preparing study space and delivering snacks. Packing up consisted of cleaning and closing the study space.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
10	6th May	Meeting	Discussing the details of the event	Sophia,

				Jegath, Vijeta, Matthew, Liqiong
10-13	9th May	Communicating on Basecamp and Facebook and preparing	Communication between departments and preparation	Sophia, Jegath, Vijeta, Matthew, Liqiong
13	Marketing	Advertisement	Advertising on social media	Sophia, Jegath, Vijeta, Matthew, Liqiong
<b>Event Day</b>				
14	1st June	Holding the event	Opening the rooms, setting up, giving away the snacks, cleaning and closing the rooms	Matthew Jegath, and ISAs
14	2nd June	Holding the event	Opening the rooms, setting up, giving away the snacks, cleaning and closing the rooms	Matthew, Vijeta, and ISAs
<b>Post Event</b>				
14	1st June	Cleaning and closing	Cleaning, packing up, checking stuffs and closing the room	Jegath
14	2nd June	Cleaning and closing	Cleaning, packing up, checking stuffs and closing the room	Vijeta

**Pre-event**

- Getting ISAs
- Booking rooms
- Buying snacks



**Event Day**

**Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
<b>1st June</b>			
9:00 a.m.-9:10 a.m.	Preparation	Opening the room, setting up snacks	Matthew and ISAs
9:10 a.m.-12:00 p.m.	Session 1	The 1st session of the 1st day	Matthew and ISAs
12:00 a.m.-15:00 p.m.	Session 2	The 2nd session of the 1st day	Jegath and ISAs
15:00 p.m.-17:50 p.m.	Session 3	The 3rd session of the 1st day	Jegath and ISAs
17:50 p.m.-18:00 p.m.	Cleaning and Closing	Cleaning, packing up the rest of the snacks, checking if there are the items left by students, Closing the room	Jegath and ISAs
<b>2nd June</b>			
9:00 a.m.-9:10 a.m.	Preparation	Opening the room, setting up snacks	Matthew and ISAs
9:10 a.m.-12:00 p.m.	Session 1	The 1st session of the 1st day	Matthew and ISAs
12:00 a.m.-15:00 p.m.	Session 2	The 2nd session of the 1st day	Vijeta and ISAs
15:00 p.m.-17:50 p.m.	Session 3	The 3rd session of the 1st day	Vijeta and ISAs
17:50 p.m.-18:00 p.m.	Cleaning and Closing	Cleaning, packing up the rest of the snacks, checking if there are the items left by students, Closing the room	Vijeta and ISAs



### 5. Budget

A total of **\$483.50** have been allocated for this event, and the total actual expenditure for this event is **\$158.10** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Cost (AUD)
Muesli Bar	0	1.38	0.00	276.00
Chips	194	0.27	52.50	57.50
Chocolate	204	0.42	85.00	50.00
Miscellaneous	1	100.00		100.00
Details of miscellaneous fee: Reusable Bags	1	1.00	1.00	
Details of miscellaneous fee: Delivery (Uber)	1	19.60	19.60	
<b>TOTAL</b>			<b>158.10</b>	<b>483.50</b>
<b>Surplus/ Deficit</b>				<b>325.40</b>

### 6. Conclusion

This concludes our report for the SWOTSNACC 2022. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

**Liqiong Huang**  
Education Department 2021/22  
UMSU International



## 6. Other Business

- Annual General Meeting Schedule - Wednesday 24th August 2022

## 7. Next Meeting

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- **Monday 29th August 2022**