



Agenda

Central Committee Meeting #3 – Monday, 29th August 2022

Time : 17:00 PM

Venue : PAR-Old Geology-B25 (Theatre 2) & 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 #2

4. Proposals

- 4.1. Meet and Greet Carnival Proposal 2022
- 4.2. Cultural Themed Event Proposal
- 4.3. Central Committee Bonding Dinner #1 Proposal
- 4.4. PR/Visa Workshop Proposal

5. Reports

- 5.1. Heads of Clubs Report
- 5.2. ISA Appreciation Night and Winning House Dinner (July & September 2021)
Report
- 5.3. ISA Recruitment August Intake 2022 Report

6. Other Business

- 6.1. Reimbursement and Payment of Invoices Announcement
- 6.2. Media and Marketing Guideline
- 6.3. Staff Cards and Lanyards
- 6.4. Education Officer Resignation
- 6.5. Vote of Confidence for President

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #2 – Wednesday, 10th August 2022

Time : 17:00 PM

Venue : Zoom

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome

Motion 1

Move that **Sanskar Agarwal, incoming UMSU International President 2022/2023, to be made Chair of the Central Committee Meeting #2.**

Mover : Ella LEE

Seconder : Riddhi AGARWAL

Motion Carried.

- 1.3. Attendance and apologies

- Attendance – 23 members from Committee 2021/22

and 22 members from Committee 2022/23

Late with Apologies

EXCO: Trinh NGUYEN

Directors: Andy YU

Officers:

Absent with Apologies

EXCO: Angeline Cassie GANILY

Directors:

Officers: Jodis TJUNTORO, Stephanie Daniella HARTONO, Aurelia ISKANDAR



Motion 2

Move that Standing Orders be adopted for CCM #2 at 5:11PM.

Mover : Billy KWONG

Secunder : Emma YAN

CARRIED without contention.

1.5. Adoption of Agenda

Motion 3

Move that the Agenda for CCM #2 be adopted at 5:13 PM.

Mover : Christopher PRAWIRA

Secunder : Aaron Herbert JOHANNES

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 4

Move that the minutes of CCM #1 be accepted and confirmed as a true and accurate record.

Mover : Feline FENECIA

Secunder : Hans TSAI

Motion Carried.

Motion 5

Move that the **Heads of Clubs Proposal *Amendment in Date** be accepted.

Mover : Chaital VASTA

Secunder : Aaron Herbert JOHANNES

Motion Carried.

Motion 6

Move that the **Food Adventure Proposal *Amendment in Date** be accepted.

Mover : Riddhi AGARWAL

Secunder : Arshia ARORA

Motion Carried.

Motion 7

Move that the **International Student Survey Semester 2 2022 Proposal** be accepted.

Mover : Christopher PRAWIRA

Seconder : Emma YAN

Motion Carried

Motion 8

Move that the **Haunted House and Hangout Report** be accepted.

Mover : Ella LEE

Seconder : Mohan KWATRA

Motion Carried

Motion 9

Move that the **SWOTSNACC Report** be accepted.

Mover : Elsa DAI

Seconder : Teresa Tamika TJAHHADI

Motion Carried

Motion 10

Move that **Mohan Kwatra, UMSU International President 2021/2022, to be made Chair of the Central Committee Meeting #2.**

Mover : Chaital VASTA

Secunder : Emma YAN

4. Other matters

Motion 11

Move that Standing Orders for CCM #2 be suspended at 5:44PM.

Mover : Aaron Herbert JOHANNES

Secunder : Christopher PRAWIRA

Motion carried.

Motion 12

Move that CCM #2 be adjourned at 5:45PM

Mover : Feline FENECIA

Secunder : Hans TSAI

Motion Carried.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International



Meat and Greet Carnival Proposal 2022

Central Committee Meeting #3 – Monday 29th August 2022

1. Introduction

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 barbecues and drinks. Considering only one meat and greet will be conducted this semester, the Human Resources (HR), the Partnership & Sponsorship (P&S) Departments decided to collaborate with Cultural & Social Department to include mini carnival games to enhance student's university experiences. The event coordinators consist of members in the Human Resources (HR), the Partnership & Sponsorship (P&S) and the Cultural & Social Department.

2. Objectives

This event aims to:

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbecues and drinks
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences.
- To enhance the university experience of all members of the University of Melbourne.
- To organize a large-scale event which promotes the presence of UMSU International.

3. Event Details

Date	: Wednesday, 21 st September 2022 [11 am - 2pm]
Venue	: North Court
Number of Attendees	: 250
Coordinators	: Thi Ngoc Trinh NGUYEN, Jacqueline MARSHIELA, Ella LEE, Richard HA, Stephanie Daniella HARTONO, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
Manpower	: 7 Committee Members & 32 ISAs (including coordinators which consists of 7 Committee Members)
Budget	: \$3400 (\$1700 from HR; \$1700 from Cultural & Social)

4. Budget Breakdown

Event	Budget (AUD)
Meat & Greet	\$1,700.00



Mini Carnival	\$1,700.00
Total	\$3,400

5.1 Meat & Greet

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 and drinks.

Date	: Wednesday, 21st September 2022 [11 am - 2pm]
Venue	: North Court
Number of Attendees	: 250+
Coordinators	: Jacqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
Manpower	: 14 Committee Members & 16 ISAs (including coordinators which consists of 5 Committee Members)
Budget	: \$1700

5.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	29th July 2022	Venue Booking	Book North Court	Ella LEE
4	29th August 2022	Proposal	Creating Proposal and Presenting in CCM	Ella LEE, Richard HA
5-6	23rd August - 30th August 2022	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Jeslyn TANDYAJAYA
1-9	29th July - 20th September 2022	Contacting Food Suppliers	Contact Meat Suppliers and Ida Bar, Order from Woolies	Ella LEE, Richard HA, Jeslyn TANDYAJAYA
Event Day				
9	21st September 2022	Pick up	Pick up Halal Meat	Richard HA, Phuong Anh (Alison) TRAN
9	21st September 2022	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event	Jacqueline MARSHIELA, Ella LEE,

			Flow)	Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
Post Event				
9-10	22nd - 29th September 2022	Report	Writing the Report	
10	3rd October 2022	Present Report in CCM	Presenting the Report	

Event Flow

Time	Activity/ Details	PIC
9:30 am - 11 am	Set up/ Collecting Order	Jacqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Jacqueline MARSHIELA, Ella LEE, Richard HA, Jeslyn TANDYAJAYA, Phuong Anh (Alison) TRAN
2 pm - 3 pm	Clean up	Jacqueline MARSHIELA, Ella LEE

5.1.2 Budget

A total of **\$1700** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
UMSU BBQ Hire and Trestle Table	221.00
Woolworths Delivery	500.00
Food Product (Halal Meat & Vegan Options)	600.00
Poster for Meat & Greet Carnival	40
Miscellaneous	339.00
TOTAL	1700.00

5.2 Mini Carnival

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the

Cultural and Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.

Date	: Wednesday, 21st September 2022 [11 am - 2pm]
Venue	: North Court
Number of Attendees	: 250+
Coordinators	: Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO
Manpower	: 6 Committee Members & 16 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$1700

5.2.1 Game overview:

***min win: merch; **max win: gift cards (dymock, jb hibi, coles/woolies) (\$20), miniso/daiso teddy bears, [typo stuff](#) (\$15)*

2x Archery darts - Participants have 3 tries at shooting towards a board, aiming to obtain a high score. They will be 3-4 metres away from the target as they try to shoot the arrow onto the target board. The target will be stabilised on a table. The ends of the arrows are made of rubber and the outer areas of the playing area will be fenced off to prevent injury from the game. (sticky dart)

-> min win: min score on board x 2 (50)

-> max win: Max score on board once (5 gift card + 5 others)

1x Soda Toss - 24 Soda bottles are placed on a table securely, packed together. Participants stand 3-4 metres away from the bottles, attempting to toss a small ring and land it on the soda bottles. One at a time, they take turns trying to throw the four rings so that they land around the necks of the bottles.

-> min win: 1 (50)

-> max win: 4 (5 gift card + 5 others)

1x Bean Bag Tic Tac Toe - Each player picks out 6 bean bags to toss. Players take turns trying to toss their bean bags and make a Tic Tac Toe onto a surface. If a player tosses a bean bag on top of another player's bean bag, the first bean bag counts and the second is removed from the game. Players play until someone wins at Tic Tac Toe or until they run out of bean bags. If the game is a tie, no tickets are given. If it lands in the middle of 2 boxes or outside,

they lose that turn.

-> person wins get max price (5 gift cards + 10 others) or merch (they choose)

2x Ball Pong - Participants are given 10 attempts to throw ping pong balls into the targets on a board with different points. They will throw the balls from a marked distance (make it bounce on the table) and try to land the ping pong balls into the cups stuck onto the target board. There will be fencing around the game to prevent the ping pong balls from bouncing to other areas.

Target: inverted triangle of cups (10 cups)

-> min win: manage to land in > 3 cups (50)

-> max win: manage to land in ≥ 8 cups (5 gift card + 5 others)

5.2.2 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	29th August 2022	Proposal	Creating Proposal and Presenting in CCM	Ella LEE, CnS
6	1st September 2022	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Trinh, Stephanie
7	5th September 2022	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes	Trinh, Stephanie
8	11th September 2022	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Trinh, Stephanie
8	11th September 2022	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Trinh, Stephanie
8	13th September 2022	Briefing	Briefing all ISAs and OBs about the event rundown and what their roles are	Trinh, Stephanie
8	14th September 2022	Trial Run	A short run through of the event to test all planned games	Trinh, Stephanie
Event Day				
	September 20	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Trinh, Stephanie

	September 21	Taking attendance of game masters	Taking attendance of ISAs and OBs	Trinh, Stephanie
Post Event				
	September 22	Send ISA hours to HR	Record and report ISAs hours	Trinh, Stephanie
	September 22	Reimbursement	Reimburse the money to buy prizes, game logistics	Trinh, Stephanie
		Report		Trinh, Stephanie

5.2.2.1 Pre-event

A trial run with the OBs and ISAs will be conducted **1 week prior** to the event to ensure carnival games can be played and is suitable for the outdoor setting.

A briefing will be done to ensure that OBs and ISAs are aware and confident about their respective roles.

5.2.2.2 Prospective Event Timeline

****For each game, there will be one OB + 2 ISAs in one shift (OBs be in charge of giving out prizes)**

Time (AEST)	Activity	Details
9:30AM - 11:00AM	Set Up begins	Marquees, tables and games are set up in respective booths.
11:00AM - 12:30PM	Session 1	First group of students are able to freely roam, play games, socialise and have refreshments.
12:30PM - 2:00PM	Session 2	Second group of students are able to freely roam, play games, socialise and have refreshments
2:00PM - 3:00PM	Clean Up	Marquees, tables and games are cleaned up



5.2.3 Budget Allocation

A total of **\$1700** have been allocated for this event, with the breakdown as listed below:

Items	Budget (\$)
Carnival Prizes (Merchs, giftcard x \$20, big prizes (others) x \$15)	800
Game Logistics (Archery set x2)	400
Miscellaneous	500
TOTAL	1700

6. Conclusion

This concludes our proposal for the Meet and Greet Carnival Proposal 2022. Please do not hesitate to contact the Human Resources Department, Partnership & Sponsorship Department and Cultural and Social Department should you have any queries.

Prepared by,

Thi Ngoc Trinh NGUYEN, Stephanie Daniella HARTONO, Ella LEE & Richard HA
Cultural and Social Officer and VP, Human Resources Director, Partnership and Sponsorship
Director 2022/23
UMSU International

Cultural Themed Event Proposal

Central Committee Meeting #3 – Wednesday, 29th August 2022

1. Introduction

Cultural Themed Event is a combination of a cultural talent and fashion show, where students are able to not only showcase but also learn about the beauty of their and other cultures.

2. Objectives

This event aims to:

- Give opportunities to students to socialize with other students from different backgrounds
- Allow students to learn more about different cultures
- Promote Umsu International through cultural events

3. Event Details

Date : Tuesday, 4th October 2022 [(3pm - 5.30pm Melbourne time)]

Venue : North Court, Union House, Tin Alley, University of Melbourne, Parkville VIC 3010

Number of Attendees : 350-400 students

Coordinators : Aryan GOSWAMI
Aurelia ISKANDAR
Ayush YATI
Jodis TJUNTORO

Manpower : 7 Committee Members & 20 ISAs (including coordinators which consists of 4 C&S Department Members)

Budget : \$12000

4. Event Overview

Cultural Themed Event will have a talent show where students display their skills that are culturally related. Students will also be able to display their culture's clothing through the fashion show. In addition, this event will have clubs bringing games from different culture in game stalls.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC

Pre-event Preparations				
	4/9/2022	Open registrations for the talent show, fashion show, and game stalls	Post registration forms for talent show and fashion show. Contact clubs for game stalls.	Aurelia, Jodis
	14/9/2022	Screening for participants	Participants will be screened to make sure the skills/clothing/games are appropriate and culture related.	Aryan, Aurelia, Ayush, Jodis
	21/9/2022	Open registrations for audience	Post registration forms for audience.	Aurelia, Jodis
	3/10/2022	Rehearsals for participants, OBs, and ISAs	Briefing for performers and committee.	Aryan, Aurelia, Ayush, Jodis
Event Day				
	4/10/2022	Stage Set-Up	Set up stage.	Aurelia, Aryan
	4/10/2022	Briefing	Briefing for performers and committee.	Aryan, Aurelia, Ayush, Jodis
	4/10/2022	Food Preparation	Food will be prepared in member's lounge.	Aryan, Aurelia, Ayush, Jodis
	4/10/2022	Event	Event will start from 3 pm - 6 pm.	Aryan, Aurelia, Ayush, Jodis
Post Event				
	4/10/2022	Feedback Survey	Feedback survey will be posted.	Aurelia

Pre-event

- Get in touch with participants 1 day before the event day, to confirm their attendance. A requirement and judging criteria list will be created for screening.

Event Day

- Briefing for committee, participants, and ISAs will proceed 1 hour before start of the event.

Event Flow

Time	Activity	Details	PIC
1:00 pm - 2:00 pm	Stage Set Up		Aryan, Aurelia, Ayush, Jodis
2:00 pm - 3:00 pm	Briefing for performers, OBs, ISAs	Final briefing for both ISAs and OBs	Aryan, Aurelia, Ayush, Jodis
3:00 pm - 4:00 pm	Talent Show performances	Games/Performances may be implemented right after each talent show performance.	Aryan, Aurelia, Ayush, Jodis
4:00 pm - 4:30 pm	Fashion Show performances		Aryan, Aurelia, Ayush, Jodis
4:30 pm - 5:30 pm	Talent Show performances	Games/Performances may be implemented right after each talent show performance.	Aryan, Aurelia, Ayush, Jodis

Post Event

- ISAs and OBs will help clean up everything else except for stage.

6. Budget

A total of **\$12000** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
Stage	4000.00
Food	1700.00
Prizes	1800.00
Game Stalls	900.00
Club Performances	1000.00
External Performances	1200.00
Ads (Social Media promotion)	200

Miscellaneous	1150.00
TOTAL	12000.00

7. Conclusion

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

Prepared by,

Aryan GOSWAMI, Aurelia ISKANDAR, Ayush YATI, Jodis TJUNTORO
Culture & Social Department 2022/23
UMSU International



Central Committee Bonding Dinner #1 Proposal

Central Committee Meeting #3 – Monday 29th August 2022

1. Introduction

The Central Committee Bonding Dinner is set as a bonding event for all Committee Members to meet and get to know about one another after their first official Central Committee Meeting.

2. Objectives

This event aims to allow the Committee Members to bond and get to know about one another.

3. Event Details

- Date : Monday, 29th August 2022
- Venue : NIÜBI (11 Heffernan Ln, Melbourne VIC 3000)
- Number of Attendees : 25 (/27 Committee Member)
- Coordinator : Angeline Cassie GANILY
- Budget : \$850

4. Event Overview

We are planning to go to NIÜBI (Buzzing eatery serving innovative Asian dishes in a long-standing, industrial-chic brick warehouse) which is a venue where the Committee Members can have dinner together while getting to know one another.

5. Event Timeline

Date	Activity	Additional Details
Pre-event Preparations		
21 August 2022	Confirmation from OBs	Confirming how many OBs will be going
22 August 2022	Booking Venue	Calling the restaurant for booking and asking for a minimum surcharge.
25 August 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		
29 August 2022 7pm-9:30pm	Bonding and Dinner	



Post Event		
CCM #4	Present Report in CCM	

6. Budget

A total of **\$850** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
NIÜBI foods	25	32	800
Miscellaneous	-	-	50
TOTAL			850.00

7. Conclusion

This concludes the proposal for the Central Committee Bonding Dinner Proposal 2022. Please do not hesitate to contact the Secretary should you have any queries.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International

PR/Visa Workshop Proposal

Central Committee Meeting #2 – Monday, 29 August 2022

1. Introduction

A handful of international students are seeking information about the process of obtaining PR and many forms of Visa in Australia. Conducive to this demand, we plan to hold a PR/Visa Workshop for international students to attend and acquire information.

2. Objectives

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

3. Event Details

Date	: Friday, 16th September 2022 (3p.m. to 5p.m., Melbourne time)
Venue	: Zoom
Number of Attendees	: 150 - 300
Coordinators	: Rio Fieris
Manpower	: 1 Committee Member
Budget	: \$200

4. Event Overview

The PR/Visa Workshop will consist of two parts – an information session and a Q&A session. In the information session, the speaker will explain the Australian migration policy and offer advice for international students on obtaining Permanent Residency or working visas. After the information session, we will hold a Q&A session to create the chance for international students to ask questions for the speaker to answer.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 150 to 300, with a ticket registration limit of 400. Students who are interested in this workshop will need to register through a *try booking* link.. Students who signed up will obtain the event zoom link which will be emailed prior to the workshop.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	12 August 2022	Open Basecamp		Rio Fieris
4	15 August 2022	Contact the speaker (TBD)		Rio Fieris
5	26 August 2022	Ticket registration		Rio Fieris
6	29 August 2022	Get speaker contract		Rio Fieris
3-8	13 August 2022 - 15 September 2022	Preparation activities on Basecamp	Communications between departments	Rio Fieris
Event Day				
8	16 September 2022	PR/Visa Workshop		Rio Fieris
Post Event				
8-9	After 16 September 2022	Get feedback and do report		Rio Fieris and Robertus Indradjaja

Event Flow

Time	Activity	Details	PIC
3:45pm - 4:00pm	IT preparation: check internet connection and zoom link		All coordinators and speaker
4:00pm - 4:05pm	Introduction		Rio Fieris
4:05pm - 4:20pm	Information session - part 1		Speaker

4:20pm - 4:40pm	Q&A session		Speaker
4:40pm - 4:55pm	Information session - part 2		Speaker
4:55pm - 5:15pm	Q&A session		Speaker
5:15 pm - 5:30 pm	Information session - part 3		Speaker
5:30pm - 5:50 pm	Q&A session		Speaker
5:50 pm	Wrap up		Rio Fieris

Post Event

- Attendees will be given a feedback form to fill out.

6. Budget

A total of **\$200** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for the speaker	1	100	100.00
Feedback Reward	2	25	50
Miscellaneous	1	50	50.00
TOTAL			200.00



7. Conclusion

This concludes our proposal for the PR/Visa Workshop Proposal Semester 2 2022. Please do not hesitate to contact the UMSU International Education Department should you have any queries.

Prepared by,

**Rio Fieris
Education Officer
UMSU International 2022/23**

Heads of Clubs Report

Central Committee Meeting #3 – Monday, 29th August 2022

1. Introduction

This report summarises the Heads of Clubs 2022, which covers the period of 15th July, 2022 to 24th August, 2022. 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. Event Details

Date	: Wednesday, 17 th August 2022 [(Time - Melbourne time)]
Venue	: AR-207-221 Bouverie Street - B120 (Theatre 2)
Number of Attendees	: 34
Coordinators	: Richard HA Alison TRAN Jaqueline MARSHIELA
Manpower	: 3 Committee Members & 5 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$575.66

3. Event Overview

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.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
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	- Write email drafts and contact UMSU C&S - Gain contact info of participants	Richard Ha

			Invite participants - Confirm number of participants and dietary requirements	
0-3	Throughout the week	Department Slides	- Notify committee about slides - Finalise Slides	Richard Ha Alison Tran
Event Day				
4	17th August, 2022	Heads of Clubs Event	(written in event flow)	Richard Ha Alison Tran
Post Event				
5		Report	Writing and filling out the report	Richard Ha Alison Tran
6		Present Report	Present report in CCM	Richard Ha Alison Tran

Event Day

Event Flow

Time	Activity	Details	PIC
4.30 PM	Event Preparation	<ul style="list-style-type: none"> - Chairs - Utensils and tables set up - Getting presentation ready - OBs arrive - ISAs help - Arrange food delivery 	Richard Ha Alison Tran Jaqueline Marshiela
5.30 PM	Introduction	<ul style="list-style-type: none"> - Participants arrive - Introduction of event - Participants can take drinks - ISAs get food ready 	Richard Ha Alison Tran Jaqueline Marshiela
5.30-6PM	Presentations	<ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: E&W, C&S, M&C, HR P&S 	Richard Ha Alison Tran Jaqueline Marshiela
6.00-6.45 PM	Networking and Eating	<ul style="list-style-type: none"> - Participants can start to eat the food - OBs and participants network with each other 	Richard Ha Alison Tran Jaqueline Marshiela



6.50 - 7.30PM	End of Event	<ul style="list-style-type: none">- Thank participants for coming- Participants are free to stay longer up until 7.15pm	Richard Ha Alison Tran Jaqueline Marshiela
7.30 - 8.00 PM	Clean Up	<ul style="list-style-type: none">- ISAs and P&S department clean the place up- Returning the tables to the FBE building- Returning the keys to UMSU desk person	Richard Ha Alison Tran Jaqueline Marshiela

5. Reflections

Attendance

- 34 Attendees were recorded, of which 6 were unregistered. A total of 21 clubs were in attendance.
- Anticipated attendance was around 60 participants. Reasons why were chalked up to the event occurring in semester 2, during the period in which many AGMs are occurring and committee handovers, resulting in clubs not able to come. In addition, clubs that have already attended may not attend again due to redundancy.

Events

- During the period where food was served, people who indicated they had vegetarian dietary requirements were unknowingly served non-vegetarian. Once the issue was brought up, Richard announced this mistake in front of attendees and apologized for the situation. Afterwards, the food served was carefully inspected before giving to attendees with specific dietary requirements.
- However it should be noted that there were a few people who did end up consuming non-vegetarian food.
- The different attendees socialized with each other very well, and talks between club activities were a common topic.
- The Bollywood club suggested a potential collaboration, as well as grants with UMSU International as follow-up from the Heads of Clubs
- A main talking point that was brought up during discussion was potential strategies to gain more international student engagement. Relevant clubs that asked this was CISSA, SAMM, among others.
- The networking period was a good length of time and participants left gradually over time over the span of an hour.
- The participants also said the slides were concise and informative, with each department's roles clearly distinguished. a

6. Suggestions

- In future, the PIC should be diligent in inspecting the food before serving it to participants, because different vendors may or may not give labels to food containers, which may cause confusion.
- In addition, we should ask the food caterers for specific food ingredients, as then we are able to answer attendee's questions about food.
- A possible solution would be to order food that in general caters for all dietary requirements. This eliminates the possibility of serving the wrong food.
- Since the tables being used are borrowed from the UMSU desk at either Union House or the FBE building, it's better to arrange a venue that is close to either of these locations. The venue chosen, 221 Bouverie St, was inconvenient because ISAs and OBs had to carry it a long distance.
- Allocate at least 30 minutes for food pickup. Be mindful of overcrowded trams at peak hours.
- Cheesecake and macaroons are crowd's favourites.



- Next time, we can use QR code to link to a form for quantifiable feedback. Post-event, attendees reached out to provide feedback and comments about the event, but quantifiable metrics will be better.
- Kahoot at the beginning of the event (ex: questions about UMStU) for ice breaking and prizes.
- In future, if any mishaps occurred at events, the OBs / PICs should immediately announce and apologise, to increase accountability in event organisation.

7. Budget

A total of **\$1000** have been allocated for this event, and the total actual expenditure for this event is **\$575.66** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Roll'd Catering	2	115.00	230.00	515.00
Sushi Hub Catering	3	46.3	139.00	163.00
Drinks	4	8.15/soft drink 3.60/water	39.8	133
Name Tag Stickers	2	6.32/pack 1.67/marker	14.31	0
Cakes and Macarons	6	18/macaroon pack 12/cake	96	122.5
Utensils	12	10/table cloth 0.95/napkin 2/chopstick 1.5/paper plate 4/wooden folk 3.5/tongs 6/gloves 0.15/paper bag	56.55	73.55
TOTAL			575.66.00	1007.05
Surplus/ Deficit				431.39

8. Conclusion

This concludes our report for the Heads of Clubs 2022. Please do not hesitate to contact the P&S Department should you have any queries.

Prepared by,

Richard Ha, Alison Tran, Jaqueline Marshiela

Partnership & Sponsorship

Department 2021/22 UMSU International



ISA Appreciation Night and Winning House Dinner (July & September 2021) Report

Central Committee Meeting #3 – Monday 29th August 2022

1. Introduction

This report summarizes the ISA Appreciation Night and Winning House Dinner (July & September Intake 2021), which was held on 4th August 2022 and 12th August 2022 respectively. The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner were the events to celebrate graduating ISAs by inviting them to dinner, as a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it has opened a space for more meaningful interactions between ISAs with one another and with the committee members, which they may not have been able to in the past.

2. Events Details

2.1 Appreciation Night

Date	: Thursday, 4 th August 2021 (5:30-8:30 PM AEST)
Venue	: The Wanderer Thai Kitchen and Bar
Number of Attendees	: 46 (Dinner)
Coordinators	: Hermione Wing Laam TO, Vu Hoang (Spencer) LE, Hsin-Ting (Ella) LEE, Jeslyn TANDYAJAYA
Manpower	: 4 Committee Members & 4 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$4541.29

2.1.1 Event Overview

This was a celebratory event for all ISAs in the July and September 2021 Intake who graduated, while providing an environment for them to interact with others and all the committee members.

2.1.2 Event Timeline/ Event Flow

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
30/6-24/7	Event Preparation	Come up with venue suggestions, themes, confirm the attendees	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA



From 30/6	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies and ordering merch.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
6/7 - 12/7	Google form application for ISAs	Create google form for ISAs to apply for planning team	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
From 11/7	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
Event Day			
16:30-17:30, August 4th 2022	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
17:30-18:00, August 4th 2022	Event Commence	Graduating ISAs meet up at the venue and commence with introduction.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
18:00-18:30, August 4th 2022	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
18:30-19:30, August 4th 2022	Dinner	All participants have their dinners.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
19:30-20:00 August 4th 2022	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
20:00-20:30, August 4th 2022	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
Post Event			



August 8th, 2022	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Ella LEE
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2.1.3 Reflections & Suggestions

Reaching out to restaurants

- The staff at The Wanderer Thai Kitchen and Bar was friendly and approachable. However, they were not responsive in terms of replying to emails and text messages. Therefore, we would recommend if future ISA Appreciation Night would like to be hosted there, contacting via phone call or visit in person will be more ideal. In addition, reaching out to the restaurant earlier will also be helpful.

Medals and Trophies

- The trophy and medals were in good quality, and hence, we will continue to include these as top 5 ISAs and winning house prizes. However, we will recommend to order the merchandise at an early stage, as it may take a longer time to arrive if selecting standard shipping.

Certificate and Prize Distribution

- Although most of the graduating ISAs were able to stay until the certificate distribution; however, still a few of ISAs left around 19:00. Hence, we recommend in future appreciation night, distributing certificate and prizes at the beginning of the event will be more ideal.

Attendance

- Although we had 46 participants attend the winning house dinner, it was still 20 people less than our estimation, which was 66. Hence, we will recommend in the next appreciation night, informing the invitees at least 2 weeks prior to the event and send reminder afterwards to encourage more people, especially graduating ISAs, to attend.

2.2 ISA Winning House Dinner

Date	:	Friday, 12 th August 2022 (7:00 - 9:00PM AEST)
Venue	:	Straight Outta Saigon
Number of Attendees	:	8 signed up, 8 attended
Coordinators	:	Hermione Wing Laam TO, Vu Hoang (Spencer) LE, Hsing Ting (Ella) LEE, Jeslyn TANDYAJAYA
Manpower	:	4 Committee Members (including coordinators which consists of 4 Committee Members)
Budget	:	\$750

2.2.1 Event Overview

This was a dinner for the winning house of the ISA July and September 2021 Intake to celebrate their achievement and interact with house members in person.

2.2.2 Event Timeline/ Event Flow

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
04/7-24/7	Event Preparation	Come up with venue suggestions and confirm the attendees	Ella LEE Hermione TO Spencer LE
From 11/7	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Hermione TO Spencer LE
Event Day			
18:45-19:00 August 12th	Meet up	Coordinators go to the venue and check if there is any potential issue.	Ella LEE Hermione TO Spencer LE
19:00 August 12th	Dinner	All participants have their dinners.	Ella LEE Hermione TO Spencer LE

2.2.3 Reflections & Suggestions

Straight Outta Saigon

- The restaurant is super responsive and co-operative. The food is great and has a big portion as well. Although we have to go to the restaurant and pay since they are unable to issue a tax invoice. However, other than that, we really like the restaurant and would highly recommend any future events to go there.

3. Budget

A total of **\$6250** have been allocated for this event, and the total actual expenditure for this event is **\$3385.77** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
ISA Appreciation Night				
Certificate Printing	1	23.92	23.92	

(quantity: 26)				810.00
Awards & Trophies (Top 5 ISA Medal & Winning House Trophy)	1	137.85	137.85	
JB Hi-Fi Gift Cards for Games	10	15.00	150.00	100.00
The Wanderer - Food & Beverages	46	59.00	2714.00	3960.00
Miscellaneous	-	-	-	630.00
TOTAL			3025.77	5500.00
ISA Winning House Dinner				
Straight Outta Saigon - Food	1	360.00	360.00	750.00
Miscellaneous	-	-	-	110.00
TOTAL			360.00	860.00
GRAND TOTAL (ISA Appreciation Night + Winning House Dinner)			3385.77	6250.00
Surplus/ Deficit				2864.00

4. Conclusion

Overall the Appreciation Night and Winning House Dinner were successful as it has created an environment for ISAs to interact with one another and committee members easily. The Human Resources Department would like to thank the committee members that have attended the event/ made an effort.

This concludes our report for the ISA Appreciation Night and Winning House Dinner (July & September Intake 2021). Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Hsin-Ting (Ella) LEE, Jeslyn TANDYAJAYA
Human Resources Department 2022/23
UMSU International

ISA Recruitment August Intake 2022 Report

Central Committee Meeting #3 - Monday, 29 August 2022

1. Introduction

The International Student Ambassador (ISA) Application for Semester 2 2022 is divided into two intakes: one in July and one in August.

Regarding the August recruitment period, the process consists of the ISA application, interview and selection. The team in charge of organising this event consists of the Human Resources (HR) department members.

2. Objectives

- To continue the recruitment and selection of the new batch of International Student Ambassadors (ISAs) for Semester 2 2022.
- To gain manpower for events during Semester 2 2022 and Semester 1 2023.
- To allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities.

3. Event Timeline

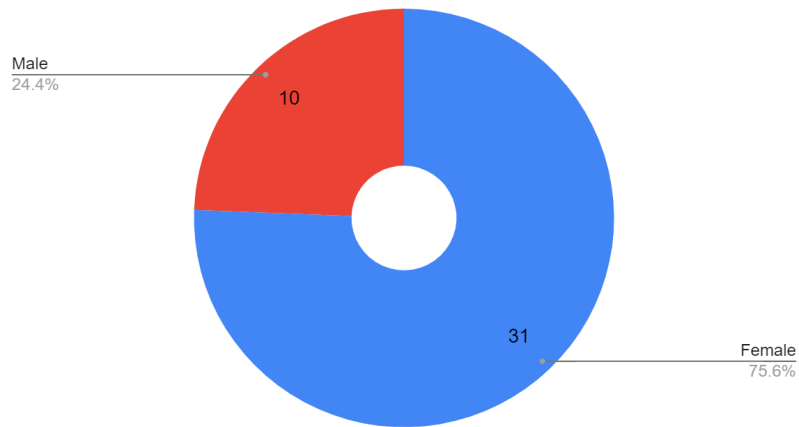
Time (AEST), Date (2021)	Activity
12:00 AM, 8th August	Opened ISA Application
11:59 AM, 15th August	Closed ISA Application
16th August	First Selection
17th August	Interview invitation emails sent out to applicants
19th, 20th, 21st August	Interview dates
19th - 21st August	Final Selection and Review
22nd August	Result emails sent back to candidates
22nd - 26th August	Received replies from ISAs and let them join the ISA Program Facebook Group
3:00 PM - 4:30 PM, 26th August	Big Day Out (August Intake)

4. Application Results and Statistics (August 2022 Intake)

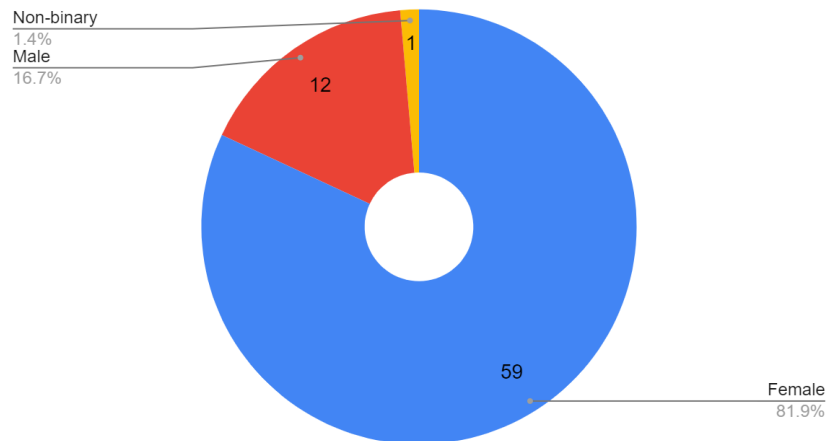
From 94 interview candidates, the HR department has selected 41 ISAs for the August term. Here are the statistics of the ISAs:

a) Gender

Count of Gender in ISA Program (August Intake)

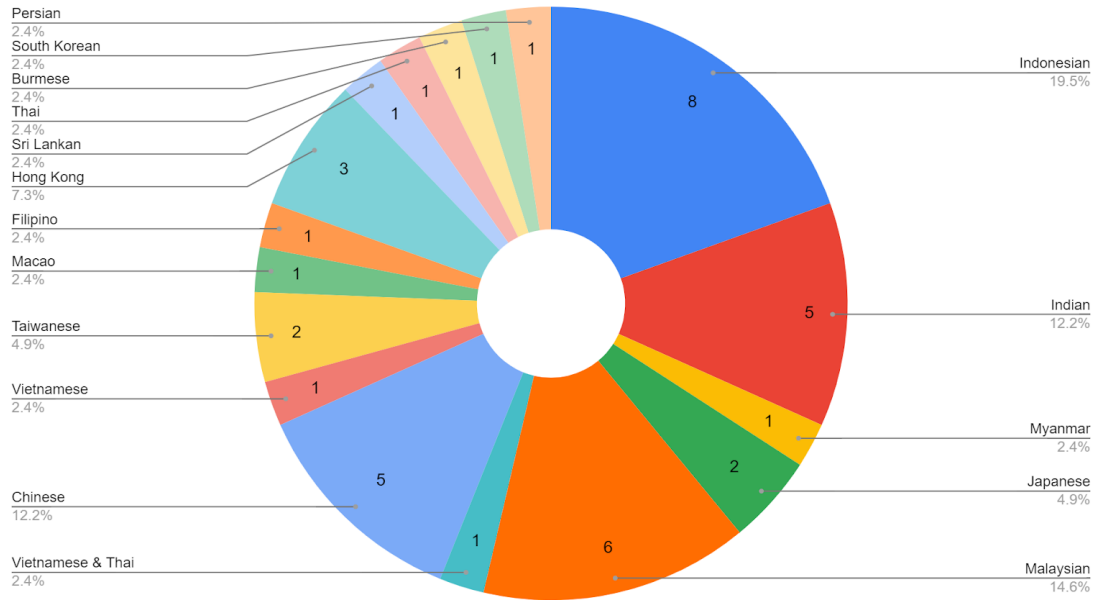


Count of Gender in ISA Program (Semester 2 2022 Intake)

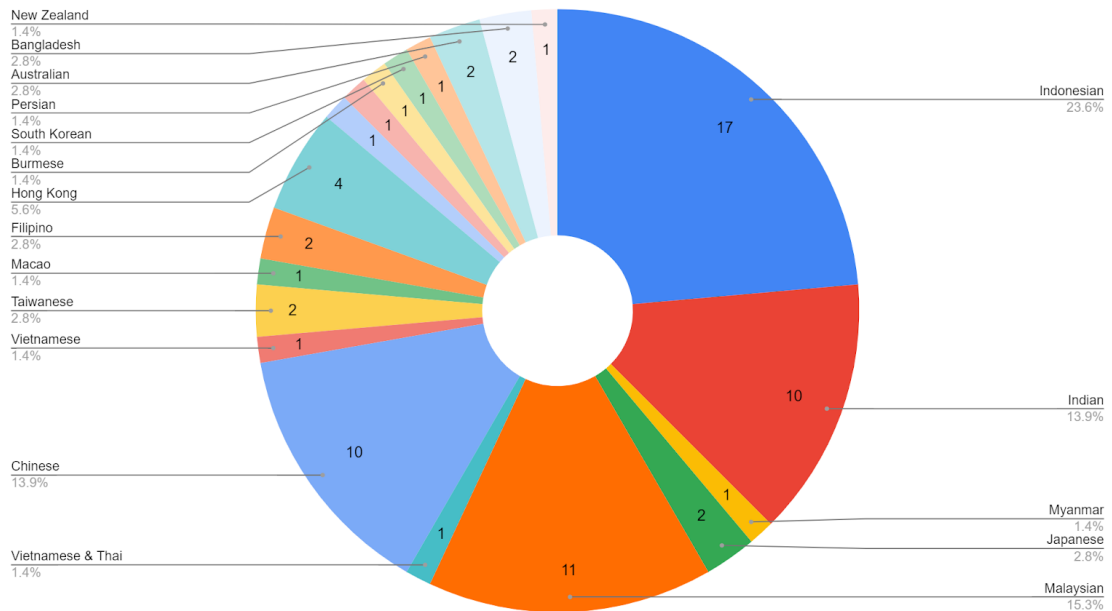


b) Nationality

Count of Nationality of ISAs (August Intake)

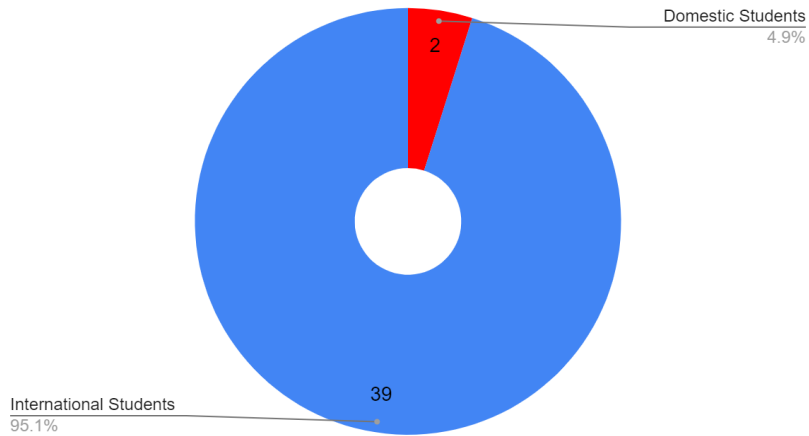


Count of Nationality of ISAs (Semester 2 2022 Intake)

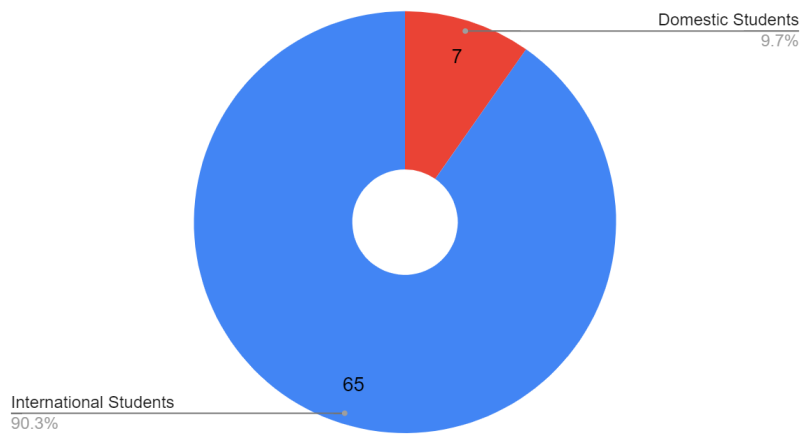


c) *Student Status (Domestic/International Student)*

Count of Student Status (August Intake)



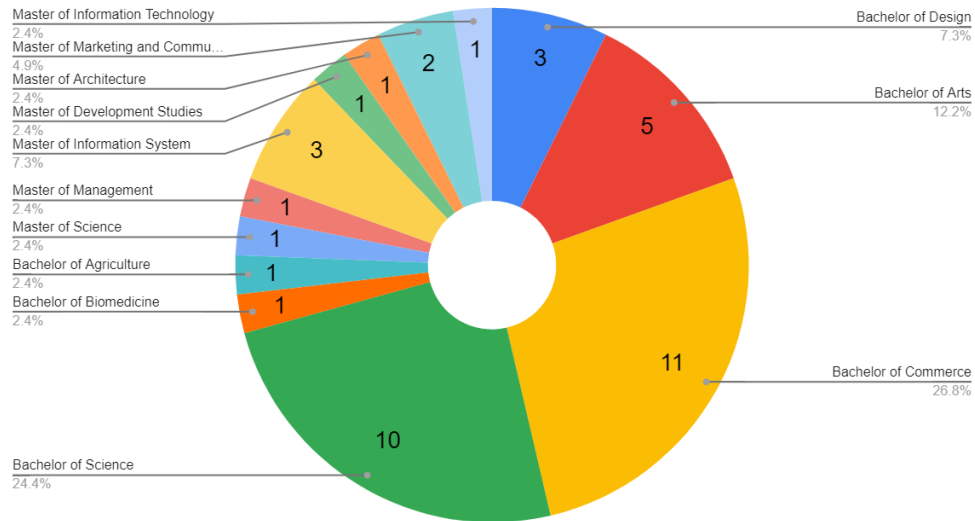
Count of Student Status (Semester 2 2022 Intake)



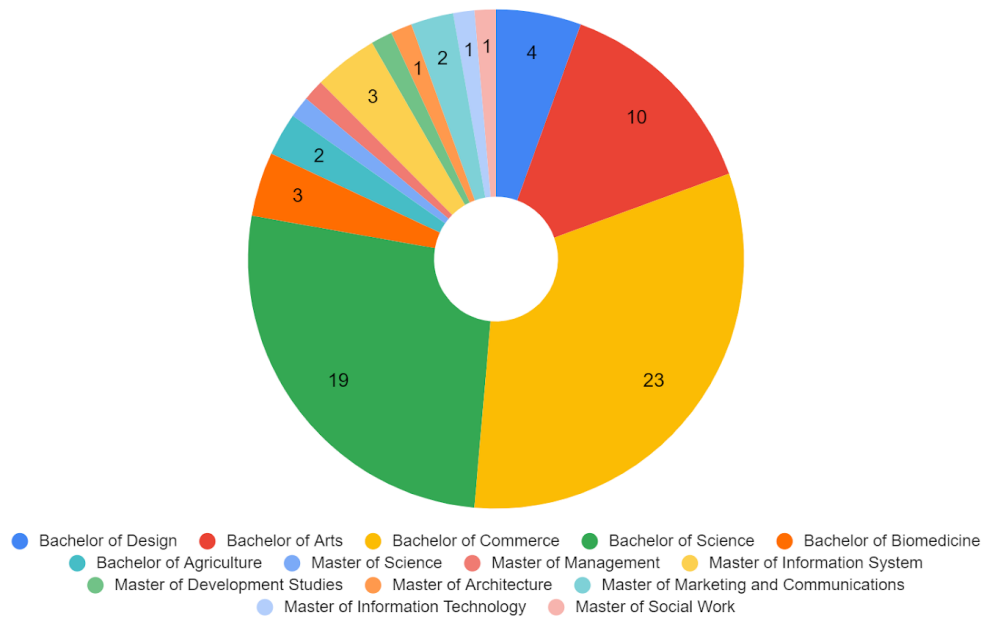
d) *Onshore/Offshore*: All 41 ISAs from this August intake and 72 ISAs in total for Semester 2 2022 Intake are onshore.

e) *Course Title*

Count of Course Titles of ISAs (August Intake)



Count of Course Title of ISAs (Semester 2 2022 Intake)





5. Expenditure

A total of **\$100** have been allocated for this event, and the total actual expenditure for this event is **\$107.80**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	100.00	\$107.80	100.00
TOTAL			\$107.80	100.00
Surplus/ Deficit				(\$7.80)

6. Conclusion

This concludes our report for the ISA Recruitment August 2022 Intake. The HR Department would like to thank all of the Committee Members that have contributed towards this recruitment. Please do not hesitate to approach us if you have any questions or suggestions.

Prepared by,

Ella LEE & Jeslyn TANDYAJAYA
Human Resources Department 2022/2023
UMSU International



6. Other Business

- 6.1. Reimbursement and Payment of Invoices Announcement
- 6.2. Media and Marketing Guideline
- 6.3. Education Officer Resignation
- 6.4. Vote of Confidence for President

7. Next Meeting

CCM #4

Date : Monday, 12th September 2022 (17:00)

Venue : PAR-Old Geology-B25 (Theatre 2)