



## **Agenda**

Central Committee Meeting #4 – Monday, 6<sup>th</sup> September 2024

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Time : 17:30

Venue : PAR-133-B1-B120-The Singapore Theatre

### **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 #3

### **4. Proposals**

- 4.1. International Hangout Sem 2 2024 Proposal
- 4.2. ISA Incentives 2024 Proposal
- 4.3. ISA House Bonding 2024 Proposal
- 4.4. Central Committee Bonding Trip 2024 Proposal

### **5. Reports**

- 5.1. PR Visa Workshop Sem 2 2024 Report
- 5.2. Heads of Clubs Sem 2 2024 Report
- 5.3. Food Adventure Sem 2 2024 Report



## 6. Other Business

6.1. Reminder to sign up for events

## 7. Next Meeting

### **Unconfirmed Minutes**

Central Committee Meeting #3- Monday, 26<sup>th</sup> August 2024

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Time : 17:30

Venue : Masson Theatre, Chemistry Building

### 1. Procedural Matters

- 1.1. **Acknowledgement of Indigenous Owners**
- 1.2. **Official Welcome**
- 1.3. **Attendance and apologies**
  - Attendance - 27 members

#### Late with Apologies

EXCO: Yuxuan LIU (Linda)

#### Absent with Apologies

Directors: Ella LIANG, Tiffany AUYEUNG

Officers: Chloe LIN, Qawiemah LEONG, Shreeyukta ADHIKARI



Move that the **Agenda for CCM #3** be adopted at 5:42PM

Mover : Suhas AGRAWAL

Secunder : Korakot SAINGAM

**Motion Carried.**

Move that the **minutes of CCM #2 be accepted and confirmed as a true and accurate record.**

Mover : Isaac HII

Secunder : Zhao He KOK

**Motion Carried.**

Move that the **Personal Finance Workshop Semester 2 2024 Proposal** be accepted,

Mover : Jesslyn ANDRIONO

Secunder : Seoyoun KIM (Youn)

**Motion Carried.**

Move that the **Meet and Greet Semester 2 2024 Proposal** be accepted.

Mover : Aerizqa RAKHMADANI (Aeri)

Secunder : Isabelle HII

**Motion Carried.**

Move that the **Symphonies of Nations Semester 2 2024 Report** be accepted.

Mover : Ishita SHARMA



Secunder : Shamika SHARMA

**Motion Carried.**

Move that the **President's Monthly Report** be accepted.

Mover : Kathryn WANG

Secunder : Yuxuan LIU (Linda)

**Motion Carried.**

*Now let's move on to other businesses, are there any topics anybody wants to be addressed.*

**Other Business**

- First Vote of No Confidence for Harsh Wardhan Patel
- President Vote of Confidence

Move that the **First Vote of No Confidence for Harsh Wardhan Patel (Majority For)** be accepted,

Mover : Korakot SAINGAM (Kayden)

Secunder : Vinaya WIHARSA

**Motion Carried.**

Move that the **Presidential Vote of Confidence (Majority Against)** be accepted,

Mover : Isaac HII

Secunder : Cornellius SALIM (Cornel)

**Motion Carried.**

Move that **Standing Orders** be suspended at **6:52PM**

Mover : Aerizqa RAKHMADANI (Aeri)



Secunder : Zhao He KOK

**Motion Carried.**

Move that **CCM #3** be adjourned at 6:53PM

Mover : Kayven SATRIO

Secunder : Vinaya WIHARSA

**Motion Carried.**

**Prepared by,**

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

## **International Hangout 2024 Proposal**

Central Committee Meeting #4 – Monday, 9th September 2024

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### **1. Introduction**

International Hangout is a publicity event held by the Graduate Department for committee members and ISAs to engage with the international students at The University of Melbourne.

It serves free snacks, has activities and board games and offers the international students a



chance to bond and share their university experiences. The event takes place at the Market Hall (Building 189).

## 2. Objectives

This event aims to:

- Provide students with a space to relax and play simple games to reenergize for upcoming exams
- Improve International student experience
- Foster better connections and bonding

## 3. Event Details

Date	: Wednesday, 9 <sup>th</sup> October 2024 [(11am - 2pm Melbourne time)]
Venue	: Market Hall (Building 189)
Number of Attendees	: 250– 300 people
Coordinators	: Shruthi <b>PRABHUSHANKAR</b> , Qi Evelyn WANG
Manpower	: 3 Committee Members & 8 ISAs
Budget	: \$3000



#### 4. Event Overview

International Hangout will be hosted as a friendly hangout event for Graduate students but would be open to Undergraduate students as well. The main aim of this event is to explore and gain insights into the life of Graduate students in Melbourne and how the university experience has been working out for them. Free food, games and activities would be part of the event. The venue will be Market Hall. Students would have the chance to collect food and hangout with peers and play games, paint and share their experiences and talk to our OBs and get questions answered pertaining to anything about their university life. Our OBs would also have a chat and motivate our students to share any feedback or concerns they have that UMSU Intl can action on in the future.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
6	29th August	Initial planning	Initial draft of approach + details  Rough budget estimates	Shruthi and Evelyn
7	12 <sup>th</sup> September	Teamwork	Creation of activities on Teamwork and briefing respective departments on the tasks needed	Evelyn and Shruthi
8	21 <sup>st</sup> September	Vendor Finalisation	Vendor finalization and budget confirmation	Shruthi and Evelyn



8	9 <sup>th</sup> September	Proposal	Present the proposal at CCM 4	Shruthi
<b>Event Day</b>				
10	9 <sup>th</sup> October 2024 11:00 AM - 02:00 PM	International Hangout	<p>Pre-event setup (furniture, snack station, games etc.)</p> <p>Main event starts at 11 AM. Students entering Market Hall will be directed towards the snack station where they can collect their food. Post that they will be directed to settle down and play games (based on what they prefer) and bond with their peers. ISAs and coordinators on crowd control.</p> <p>Event pack down by 2 PM followed by cleanup</p>	Shruthi and Evelyn
<b>Post Event</b>				
12	14 <sup>th</sup> October	Report	Presenting the outcome of the event along with feedback, reflections and suggestions for next International Hangout at CCM#6	Shruthi and Evelyn

### **Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10.30 am to 11 am	Initial Venue setup	Venue Setup	Shruthi, Evelyn and ISAs





11 am to 2 pm	Event Time	Food + Games + Paint Sessions. ISAs and OBs on crowd control and Interaction with students on any concerns/queries	All Coordinators
2 pm to 2.30 pm	Clean-up	Post event clean-up and tidy the venue	Shruthi, Evelyn and ISAs

### **Post Event**

Outcome of the event along with feedback, reflections and suggestions for next International Hangout presented in CCM 6

### **6. Budget**

A total of **\$3000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Food	450	4	1800
Canvas (pack of 5)	50	6	300
Paint	5	9	45
Paint Brushes (15x pack)	5	4	20
Cups (18x pack)	5	1	5
Table cover sheet	5	3	15
Tissues	5	5	25
Face painting	1	300	300
Board games	5	30	150



Miscellaneous	0	0	340
<b>TOTAL</b>			<b>3000.00</b>

**7. Conclusion**

This concludes our proposal for the International Hangout 2024 Proposal. Please contact the Graduate Department if you have queries.

**Prepared by,**

**Shruthi Tharmia PRABHUSHANKAR**

**Graduate Department 2024/25**

**UMSU International**



## ISA Incentives Proposal 2024

Central Committee Meeting 4 – Monday 9<sup>th</sup> September 2024

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### 1. Introduction

The goal of the ISA Incentives is to recognize and encourage volunteers for their commitment of time and devotion. Incentives are given to the top five volunteers who put in the most hours over the course of each month, encouraging participation and gratitude among the ISA community. This program promotes regular involvement in ISA activities in addition to recognizing hard effort.

### 2. Objectives

This incentive aims to:

- To enhance motivation for ISAs to volunteer in UMSU International events.
- To provide a platform that recognizes and appreciates ISAs hard work throughout their term.
- Reward the monthly top 5 ISAs (hours) as an expression of our gratitude.

### 3. Scope

Incentives will be provided to all current and incoming ISAs based on the duration of accumulated hours from both event and publicity hours in each academic month. ISAs are eligible to receive incentives if they are one of the top 5 ISAs with the most hours.

### 4. Budget

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

Items	Pcs	Unit Cost (AUD)	Total Cost (AUD)
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Bowl (Typo)	15	20.00	\$300.0
Daily mug (Typo)	10	10.00	\$100.0
Drink bottle (Typo)	10	30.00	\$300.0
<b>TOTAL</b>			<b>\$700.0</b>

## 5. Conclusion

This concludes our proposal for the ISA Incentives. Please do not hesitate to contact the Human Resources Department should you have any queries.

**Prepared by,**

**Human Resources Department 2024/25,**

**UMSU International**



## ISA House Bonding Proposal 2024

Central Committee Meeting 4 – Monday 9<sup>th</sup> September 2024

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### 8. Introduction

The ISA House Bonding event serves as an opportunity for International Student Ambassadors to foster friendship within the community and respective houses. This event includes multiple minigames with points to collect that require coherent teamwork between ISAs and OBs. Afterwards, a leisure “picnic style” activity with food and drinks will be catered to conclude this event.

### 9. Objectives

This event aims to:

- To provide a safe and fun environment for the Committee Members and ISAs Sem 2, 2024 to socialize and bond deeper relationships
- To shorten the gap between the Committee Members and ISAs, a great opportunity for OBs to represents UMSU International culture

### 10. Event Details

Date	Saturday, 5th October 2024 [actual event time: 11 am - 1:30 pm] [11am - 2:00 pm including set up and clean up]
Venue	South Lawn
Number of Attendees	70+
Coordinators	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL



Manpower

4 Committee Members

Budget

\$1500

#### 4.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5	9th September 2024	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
5	11th September 2024	Games Planning	Brainstorm interactive games and gather relevant materials	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
5	11th September 2024	Finalising food vendors	Brainstorm various food vendors, look for picnic style food	Kaelyn MIRANDA, Suhas AGRAWAL
6	18th September 2024	Game Planning	Confirm attendees, allocate them into groups, and game related administration	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
<b>Event Day</b>				
6	5th October 2024	ISA/OB Bonding	Set up games, food station, lead the event, food handling and clean up	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
<b>Post Event</b>				



9 - 1 0	5th October - 14th October 2024	Report	Writing the Report	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
1 0	14th October 2024	Present Report in CCM	Presenting the Report	Kayven Claus SATRIO

### Event Flow

Time	Activity/ Details	PIC
11 am - 11:30 am	Set up at South Lawn	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
11:30 am - 12:30 pm	Play games	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
12:30 pm - 1:00 pm	Lunch and socialize	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
1:00 pm - 1:30 pm	Final game	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
1:30 - 2:00 pm	Clean up	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

#### 4.1.2 Budget

A total of **\$1,100** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
Big W order	\$100.00
Food (Glenroy Bakery)	\$1,000.00



<b>TOTAL</b>	<b>\$1,100.00</b>
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## **5. Conclusion**

This concludes our proposal for the ISA House Bonding 2024. Please do not hesitate to contact the Human Resources Department should you have any queries.

**Prepared by,**

**Human Resources Department 2024/25,**

**UMSU International**





## Central Committee Bonding Trip 2024 Proposal

Central Committee Meeting #4 – Monday, 9<sup>th</sup> September 2024

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### 1. Introduction and Objectives

The annual Committee Bonding Camp serves to provide a platform for committee members to develop bonds and foster teamwork within UMSU International. This will not only strengthen relationships but could also encourage communication and engagement while fostering trust and better understanding with one another.

### 2. Event Details

Date : Saturday, 21st September 2024 to Monday, 23rd September 2024  
Venue : Phillip Island, Mornington Peninsula  
Number of Attendees : 28 Committee Members (out of 29)  
Coordinators : Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Yuxuan LIU (Linda), Jesslyn ANDRIONO  
Budget : \$12,500



### 3. Event Overview

#### **Accommodation**

We will be staying at the Kanasta Caravan Park, located in the Mornington Peninsula. We will book 4x Cabin Style 5 (Accommodates 5) and 3x Cabin Style 6 (Accommodates 3) to cater for 29 people. The accommodation has access to a common area where we can conduct activities, and is 500m away from Rye Beach.

<https://kanastacaravanpark.com.au/cabins/>

#### **Transportation**

We intend to travel to our destinations in Phillip Island using charter buses, which is included in the One-day trip package by Sightseeing Tour. The bus will then drop us off at Cowes at the end of the day, where we will be picked up by another coach hire company. They will drop us off at our accommodation in Mornington and pick us up on the last day, to drop us off in the Melbourne CBD.

<https://sightseeingtoursaustralia.com.au/tours/1-day-phillip-island-tour/>

#### **Activities**

We are planning to have indoor and outdoor activities where indoor activities will consist of team bonding activities while outdoor activities will include exploring various destinations, such as Moonlit Sanctuary, Summerland Beach (penguin parade), stargazing, and beach walks.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
3-7	5th August - 2nd September	Committee Trip Planning	Planning destination, Budget details, Accommodation & required documents, Research on activities available, Attendance from committee members	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
8	9th	Proposal	Create and present proposal in CCM #4	Qi Evelyn WANG



	September	Presentation	Semester 2 2024.	
8	9th September	Accommodation Booking	Book accommodation and settle deposit invoice with Kanasta Caravan Park	Linda LIU, Seoyoun KIM
6-8	26th August - 15th September	Pre-Camp Preparation	Booking of transportation (bus rental), Confirmation on places to visit & activities, Camp rundown and timeline, Bookings for restaurants, Logistics (first aids, activities logistics), Itinerary for committee members, Accommodation room grouping	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
9	16th September	Central committee member briefing	Briefing of committee members attending - what is expected from committee members, safety and emergency contacts, games and activities confirmation.	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
<b>Event Day</b>				
Mid-Semester Break	21st September	Leaving for Phillip Island	Leave from Melbourne CBD at approximately 9:00 AM using the bus	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
Mid-Semester Break	21st - 23rd September	Committee bonding and activities	Activities and Bonding for 3 days and 2 nights. Arrive at CBD around 4.00 pm on 23rd September	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
<b>Post Event</b>				
10	30th October	Report preparation.	Prepare a report of the camp and present it during CCM.	Qi Evelyn WANG

## 5. Budget

A total of **\$12,500** has been allocated for this camp, with the breakdown as listed below:

Items	Unit Cost (AUD)	Total Cost (AUD)
Accommodation (The Island Accommodation)	\$3600	\$3600
Transportation	\$2000	\$2000



Activities	\$400	\$400
One-day trip	28 x \$130	\$3660
Food & Drinks	28 x \$100	\$2800
Miscellaneous	-	\$40
<b>TOTAL</b>		<b>\$12,500</b>

## 6. Conclusion

This concludes our proposal for the Umsu International Committee 2024/2025 Bonding Camp Proposal 2024. Please do not hesitate to contact the Executive Committee should you have any queries.

**Prepared by,**

Qi Evelyn WANG &

Kayden SAINGAM

**Executive Committee 2023/2024**

**UMSU International**



## Central Committee Meeting #4 – Monday, 9<sup>th</sup> September 2024

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### 1. Introduction

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

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

### 2. Event Details

Date	: Monday, 26 <sup>th</sup> August 2024 (5.00 pm - 6.30 pm, Melbourne time)
Venue	: PAR- Elizabeth Murdoch G06
Number of Attendees	: 93
Coordinators	: Tiffany, AUYEUNG, Chloe LIN
Manpower	: 2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$150



### 3. Event Overview

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

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

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
1	26 July 2024	Open Teamwork	Contact CME	Tiffany Auyeung
1	26 July 2024	Contact the speaker	Email speaker from an agency regarding their availability	Tiffany Auyeung
2	30 July 2024	Contact M&M	Contact M&M to help out with publicity	Tiffany Auyeung
4	30 July 2024	Get the Speaker Contract	Contact CME regarding speaker contract	Tiffany Auyeung
6	30 July 2024	Ticket Registration	Organize ticket registration with CME	Chloe Lin
6	31 July 2024	Request ISAs	Request ISAs with HR	Chloe Lin
6	31 July 2024	Create feedback form	Create feedback form questionnaire	Chloe Lin
8	20 August 2024	Print Feedback form	Print QR code, add QR code to slides	Chloe Lin
<b>Event Day</b>				
9	22 August 2024	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Tiffany & Chloe



Post Event				
9	22 August 2024	Feedback form	Ask attendees to fill it out	ISAs
10	2 September 2024	Complete report	Submit on Sept 6 and present on Sept 9 CCM	Tiffany & Chloe

### Pre-event

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

### Event Day

#### Event Flow

Time	Activity	Details	PIC
4:30pm - 5:00pm	IT preparation	Prepare speakers and any necessary IT on the day	All coordinators and speaker
5:00pm - 5:10pm	Introduction	Introduce the speaker, UMSU International and the event	Tiffany Auyeung
5:10pm - 5:25pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	Speaker
5:25pm - 5:35pm	Q&A session		Speaker
5:35pm - 5:50pm	Information session part 2: PR	About obtaining Permanent Residency	Speaker
5:50pm - 6:05pm	Q&A session		Speaker
6:05 pm - 6:20pm	Information session part 3: VISA	About obtaining to graduate or working VISA	Speaker
6:20pm - 6:30pm	Q&A session		Speaker
6:30pm	Wrap up	Ask attendees to fill in	Chloe Lin



		feedback form  Attendees can stay for a bit to talk to the speaker for questions related to personal cases	
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**Post Event**

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





### **Attendance**

93 attended, including 28 walk-ins.

65/150 people registered attended, 43% show-up rate

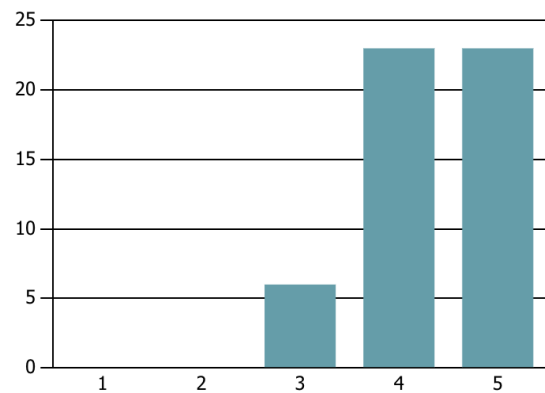
### **5. Feedback**

52 responses were collected.

### **Event Satisfaction**

Out of the 52 responses collected, the average event rating is 4.33/5.0. (5: 23 responses, 4: 23 responses, 3: 6 responses.

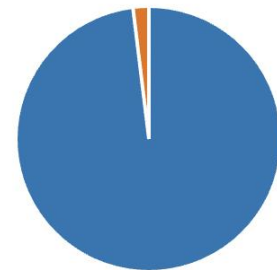
4.33  
Average Rating



### **Recommendations to Others**

According to the feedback, 51 out of 52 people said they would recommend this event to others.

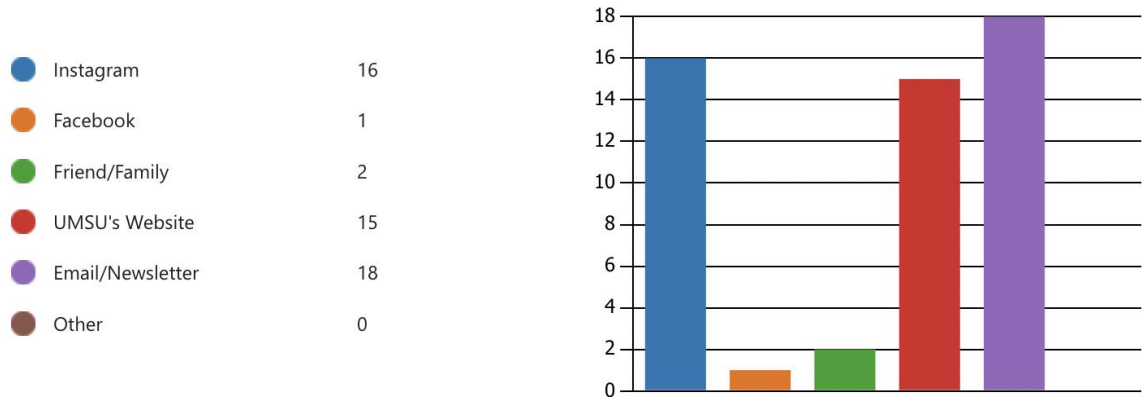
● Yes	51
● No	1



### **Publicity**



The attendees hear about the event from these medias (top 3): Email/Newsletter (34.6%), Instagram (30.7%), UMSU Website (28.8%).



#### 6. Suggestions from feedback form

- **Anything we can improve on:**
  - Easier access to the venue
  - A way for people with social anxiety to ask questions
  - Some attendees repeated questions
- **Any future topic to cover:**
  - Provide specific prices for the various processes
  - How to get employment sponsorship visa

#### 7. Suggestion from Education Department

- **Elizabeth Murdoch G06 is a good venue in terms of layout and capacity**
  - but it may be a bit harder to find inside, so need to assign an ISA outside Elizabeth Murdoch Building to guide attendees
- **10 mins Q&A after each topic and then 15 mins Q&A at the end is enough**
  - 20 mins was too long for the last Q&A and speaker gets tired as well
- **People start leaving before the last Q&A session**
  - Need to make any important announcements before last Q&A
  - Such as Feedback form, UMSU Intl Promotion and Speakers contact
- **Anonymous Q&A platform (Poll everywhere)**
  - We can mention that we will not be answering questions for specific cases
  - So we can filter out repetitive Q&A
    - Save time and avoid very specific Case questions

#### 8. Budget

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



Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for speaker	1	100	100.00
<b>TOTAL</b>			<b>100.00</b>
<b>Surplus</b>			<b>50.00</b>

#### 9. Conclusion

This concludes our report for the PR/VISA Workshop Sem 2 2024. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Chloe LIN, Tiffany AUYEUNG**

**Education Department 2024/25**

**UMSU International**



## Heads of Clubs 2024 Report

Central Committee Meeting #4 – Monday 9<sup>th</sup> September, 2024

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### 1. Introduction

This report summarises the Heads of Clubs 2024, which occurred on the 14th of August 2024. 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 USMU International and what we can offer them.

### 2. Event Details

Date : Wednesday, 14th August 2024, 5.30 - 8.00 PM  
Venue : William Macmahon Ball Theatre  
Number of Attendees : 33 registered (inc. 2 walk ins)  
Coordinators : Ella LIANG, Seoyoun KIM  
Manpower : 4 ISAs  
Budget : \$1100.00

### 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 USMU International and what we can offer them.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
N/A	July 8	Present Proposal	- Present proposal during ECCM	Ella LIANG



N/A	July 8 - 12	Prizes	<ul style="list-style-type: none"> <li>- Contact Umsu Advertising Officer about prizes available to use during the event</li> </ul>	Ella LIANG
N/A	July 8 - 12	Logistics	<ul style="list-style-type: none"> <li>- Book venue</li> <li>- Order food from Vendors</li> <li>- Buy Drinks and Supplies</li> <li>- Ticketing link from CME Help Desk</li> <li>- Task sheet for ISAs</li> </ul>	Ella LIANG,
0	July 15-19	Promotion	<ul style="list-style-type: none"> <li>- Notify M&amp;M about promotion at least 2 weeks prior to promotion period</li> <li>- Arrange social media promotion for the event via Umsu International socials</li> <li>- ISA Publicity Hours</li> <li>- Brief ISAs on event requirements (including food handling)</li> </ul>	Ella LIANG Seoyoun KIM
0	July 15-19	Department Slides	<ul style="list-style-type: none"> <li>- Notify committee about slides</li> <li>- Finalise and compile slides</li> </ul>	Ella LIANG
0	July 15-19	Participants	<ul style="list-style-type: none"> <li>- Write email drafts for clubs</li> <li>- Invite participants</li> <li>- Confirm number of participants and dietary requirements</li> </ul>	Ella LIANG Seoyoun KIM
1-2	July 22 - 29	Feedback Form	<ul style="list-style-type: none"> <li>- Create feedback form to be used on the day post-event</li> </ul>	Ella LIANG
<b>Event Day</b>				
3	August 6	Heads of Clubs Event	(Written in event flow down below)	Ella LIANG
<b>Post Event</b>				
4	August 12-16	Report	Writing and filling out the report	Ella LIANG
6	N/A	Present Report	Present report in CCM	Ella LIANG

**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>	Ella LIANG Seoyoun KIM
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 hand out appetisers and label main foods</li> </ul>	Ella LIANG
5.30-6:10PM	Presentations	<ul style="list-style-type: none"> <li>- Exco presentation</li> <li>- Department presentations</li> <li>- Order: <ul style="list-style-type: none"> <li>President</li> <li>Vice president + E&amp;W,</li> <li>Vice president + C&amp;S,</li> <li>Vice president + M&amp;M,</li> <li>HR</li> <li>P&amp;S + Treasure + Grants</li> </ul> </li> </ul>	Ella LIANG Seoyoun KIM
6:10-6:30PM	Icebreaker activities	<ul style="list-style-type: none"> <li>- PnS initiate activities with participants</li> <li>- Give prizes to winners</li> </ul>	Ella LIANG
6:30-7:15 PM	Networking and Eating	<ul style="list-style-type: none"> <li>- ISAs and OBs will help to distributing food to participants and other OBs</li> <li>- OBs and participants</li> </ul>	Ella LIANG Seoyoun KIM



		network and interact	
6:15 - 7.50PM	End of Event	<ul style="list-style-type: none"><li>- Thank participants for coming</li><li>- Instruct ISAs to ask participants to fill out feedback form</li></ul>	Ella LIANG
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"><li>- ISAs and P&amp;S department clean up once all participants leave</li></ul>	Ella LIANG



## 5. Reflections

### Attendance

- There were 33 registered attendees and 2 walk-ins. This supposed turnout was much lower than last semester's turnout with the majority being course, music, and social clubs.
- Social Media promotion and sending individual emails was effective in spreading word of mouth about the event to club executives' social circles. However, future HOCs may benefit from having an earlier promotion period and
- The time this event was held was also during AGM and committee exchange period which may have also been a factor of the low turnout.

### Events

- ISAs need to be instructed on food safety as many did not know they have to tie their hair/wear gloves when handling food
- Having 2 shifts of ISA was good.
- The catering (Soul Origin) was extremely well received (especially the brownies), however, there were no halal options. Even though there were vegetarian options, but as we were unable to guarantee that it is uncontaminated by non-halal foods, we were unable to cater to one of our attendees.
- There was quite a lot of food left over
- The bingo seemed to be well-received and engaging.
- The participants also said the slides were informative, with each department's roles clearly distinguished. Presentations were able to be contained in a 40-minute period.
- Name tags were effective in identifying between attendees.
- There were some instances of follow-ups in regards to about promotions future potential collaborations after the event. And many were interested in the grants and collaboration events during the networking section.

## 6. Suggestions

- In future, ask the ISA to ask attendees to fill out the feedback form when serving the food.
- Brief ISAs on food safety
- Try to be engaging during the presentation, the presentation can be a bit dry for some of the departments and brief UMSUI representatives on possible topics to converse about to be more proactive in facilitating conversation.





## 7. Budget

A total of **\$1100.00** have been allocated for this event, and the total actual expenditure for this event is **\$993.94** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Food Catering	1	\$750	\$771.5	\$750.00
Beverages	1	\$80.00	\$46.5	\$80.00
Napkins: 100 serviettes	2	\$2.40	\$2.85	\$4.80
Gloves	1	\$10.00	\$5	\$10.00
Name Tag Pack	2	\$35.97	\$71.94	\$75.00
Prizes	3	\$16.00	\$33	\$50.00
Miscellaneous	-	\$60 (bins) + \$3.15	63.15	\$130.00
<b>TOTAL</b>			<b>\$993.94</b>	<b>\$1100.00</b>
<b>Surplus</b>				<b>\$106.06</b>

## 8. Conclusion

This concludes our report for the Heads of Clubs 2024. Please do not hesitate to contact the P&S Department should you have any queries.

**Prepared by,**

**Ella LIANG**

**Partnership & Sponsorship Department 2024/25**

**UMSU International**



## **Food Adventure Sem 2 2024 Report**

Central Committee Meeting #4 – Monday 9<sup>th</sup> September 2024

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### **1. Introduction**

This report provides an overview of the Food Adventure 2024 which was held on August 17<sup>th</sup>. The event offers students a unique opportunity to immerse themselves in Melbourne's rich food culture while fostering social connections. Participants explore a variety of restaurants featuring diverse cuisines, allowing them to experience the city's culinary diversity and make new friends along the way.

### **2. Event Details**

Date	: Saturday, 17 <sup>th</sup> August 2024 [(10:30am – 3:30pm AEST)]
Venue	: Walking tour with 3 routes (South Melbourne, Carlton, and South Yarra)
Number of Attendees	: 136
Coordinators	: Xin Huai LEE (Aceline), Shreeyukta ADHIKARI, Ynez WU, Kayden SAINGAM
Manpower	: 9 OBs & 24 ISAs (including coordinators which consists of 4 Department Members)
Budget	: \$5000

### **3. Event Overview**

The students will be divided into 11 groups where each group will visit 4 restaurants at either South Melbourne, South Yarra or Carlton.

### **4. Event Timeline**



Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
0	10/10/2024	Initial planning + proposal	Planning details and writing up the proposals	Kayden SAINGAM, Xin Huai LEE
0	17/11/2024	Teamwork setup	Setting up the team project with UMSU staff members	Kayden SAINGAM
0	20/11/2024	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
0	23/11/2024	Risk Assessment Creation	Filling out a risk assessment sheet for contingencies in the event	Kayden SAINGAM
0	30/11/2024	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
0	15/1/2024	Pre-order menu	Selecting a menu ahead of time	Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
0	23/1/2024	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
0	24/1/2024	Creating Sign Up Sheets	Creating sign up sheet that will include attendees dietary requirements,	Shreeyukta ADHIKARI
0	25/1/2024	Coordinate with M&M for design	Coordinating the design of the posts/poster	Xin Huai LEE
0	1/2/2024	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Kayden SAINGAM
0	8/2/2024	Marketing +	Coordinate with M&C to post the event on	Kayden



		Ticketing	social media and registrations will open through the ticketing system	SAINGAM
0	10/2/2024	Briefing documents created	Writing up three travel booklets (for each route) for the participants and preparing the documents for the briefing (putting in PDF format for group chats in each route) Info will include: Contacts for PIC	Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
0	12/2/2024	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Kayden SAINGAM
0	13/2/2024	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Xin Huai LEE
0	14/2/2024	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Kayden SAINGAM
0	17/2/2024	Allocate participants into groups	Allocating the final list of participants into groups	Kayden SAINGAM
0	19/2/2024	Brief OBs and ISAs	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.	Kayden SAINGAM Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
<b>Event Day</b>				
0	22/2/2024	Set up and check in	Setting up in front of Building 168	Kayden SAINGAM Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU
0	22/2/2024	Briefing	Final brief for OBs and ISAs	Kayden SAINGAM Shreeyukta ADHIKARI,



				Xin Huai LEE, Ynez WU
0	22/2/2024	Event	The event will take place from 10:00 AM - 3:30 PM	Coordinators , OBs, ISAs
<b>Post Event</b>				
0	23/2/2024	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
1	26/2/2024	Report	Writing up the report	Kayden SAINGAM Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU

### **Pre-event**

- Research and select 4 restaurants per route (South Melbourne, South Yarra, Carlton)
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have each attendee paying \$5 to participate in the event
- Work with the HR department to get 24 ISAs to help guide the groups.
- Before the event day, event coordinators will brief the OBs and ISAs about their duties.

### **Event Day**

- OBs and ISAs are to meet at the meeting point by 10:30am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:00 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:30 AM, 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>
<b>17<sup>th</sup> August</b> 11- 11:30am	Attendance	ISAs & OBs check in with event coordinators and head of to their respective restaurant & group	Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU
11:30am - 11:45 am	Group Distribution	Participant arrives and gets sorted to their groups	Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU
12pm – 3:30pm	Food Adventure Event	ISAs & OBs bring the participants to their Routes and Restaurants	Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU + ISAs + OBs

**Post Event**



- After 3:30 PM, each ISA leader should provide their group members with a QR code of the feedback survey to complete. Students then can be on their way back.

## 5. Reflections

### Attendance

-> Most of the participants attended, with only a few from each route missing, which was expected.

->Group allocation was relatively straightforward, though it's important to emphasize the need to spread out participants evenly to avoid clustering.

->There were some issues with participants requesting to be paired with friends, but due to the logistical complexities and the last-minute nature of these requests, we had to remain firm and adhere to the original group allocations.

### Restaurant Choices

- South Melbourne
  - Overall, attendees expressed satisfaction with the restaurant choices, but many felt that a visit to a dessert place would have been a nice addition. Feedback would be to ensure that dessert options are included to enhance the overall experience.
- South Yarra
  - Overall, the event went well, though some participants felt that the ISAs weren't sufficiently briefed. Additionally, there was some feedback that the group assignments seemed random, but this was intentional to encourage diverse interactions. Fluctuations in the number of students made it challenging to adjust on the spot.
- Carlton
  - Speak with the restaurants regarding of the time and reschedule departure time. Take into account the short travel distance so that the participants can arrive later.

## 6. Feedback

[https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=z\\_NbDvQft0aRdlLFOMIqTVX58EkDohFDv5jjj7L20XtUNUNPVFFBREIxMVdSVUFTSVFXTFU4QTVNNCQIQCNOPWcu](https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=z_NbDvQft0aRdlLFOMIqTVX58EkDohFDv5jjj7L20XtUNUNPVFFBREIxMVdSVUFTSVFXTFU4QTVNNCQIQCNOPWcu)

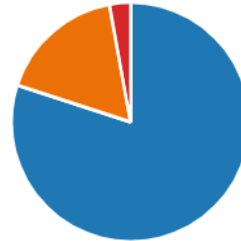
- We received a total of 113 responses from the feedback form.
- 97.14% of the participants gave would join the event again & Recommend to this event to their friends.
- On a scale of 5, 92.9% rated the enjoyment of the event above 4



## 2. How likely would you join an event like this again?

[More Details](#)

Very likely	56
Likely	12
Neither likely nor unlikely	0
Unlikely	2
Very unlikely	0



## 3. Would you recommend this event to a friend?

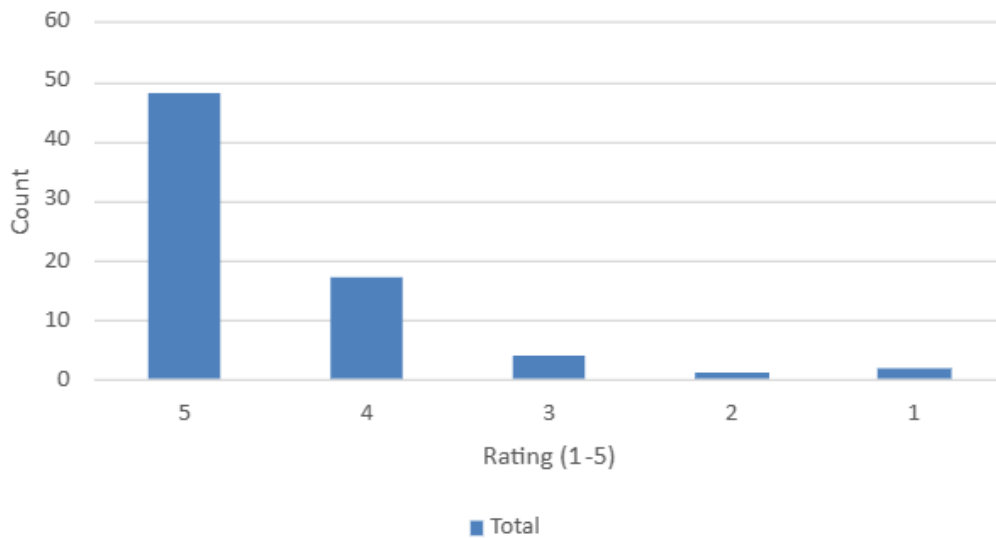
[More Details](#)

[Insights](#)

Yes	68
No	0
Maybe	2



## Enjoyment Rating





### 5. How did you find the food portions?

[More Details](#)

[Insights](#)

<span style="color: blue;">●</span> Too much	5
<span style="color: orange;">●</span> A bit too much	36
<span style="color: green;">●</span> Just right	29
<span style="color: red;">●</span> A bit little	0
<span style="color: purple;">●</span> Too little	0



### 7. Suggestions

- ⊘ Reduce the overall event duration by shifting the end time from 5pm to 4pm for more efficient scheduling.
- ⊘ Collaborate with the Unimelb Vegan Club to promote the Vegan Route through their official social media channels, increasing visibility and participation from the vegan community.
- ⊘ Intensify event promotion for the two weeks leading up to the event via social media, ISAs, and a giveaway. This will ensure greater awareness and drive more engagement.
- ⊘ Reduce the number of tickets for the Vegan Route from 40 to 30, while increasing the ticket availability for the Non-Vegan Routes to better meet participant demand.
- ⊘ Implement a feedback mechanism asking participants to provide insights on which restaurants or dishes they found most enjoyable. This will help improve future events.
- ⊘ Ensure that the opening hours of all restaurants are confirmed, and create a staggered departure schedule for different routes to avoid delays.
- ⊘ Be specific in assigning the exact number of groups to ensure clarity and proper distribution of participants.
- ⊘ Reinforce the importance of punctuality by strictly adhering to the event schedule. Latecomers should not be admitted, and participants should be clearly informed that timely arrival is mandatory for the event's success.
- ⊘ Establish a group chat for each route to facilitate smooth communication. This will help if any group finishes earlier than expected, ensuring efficient coordination and saving time.



## 8. Budget

A total of **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$4248.08** with the breakdown as listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Carlton Expenditure	1595.40	1666.66
South Yarra Expenditure	1714.00	1666.66
South Melbourne	1528.00	1666.66
Ticket	(589.32)	0
<b>TOTAL</b>	<b>4,248.08</b>	<b>5000</b>
<b>Surplus</b>		<b>751.92</b>

## 9. Conclusion

This concludes our report for the Food Adventure 2024. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

**Prepared by,**

Kayden SAINGAM , Shreeyukta ADHIKARI, Xin Huai LEE, Ynez WU

**Cultural & Social Department 2024/25**

**UMSU International**



## 6. Other Business

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- Reminder to volunteer for events
- UMSU International Awards

## 7. Next Meeting

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CCM #5

Date : Monday, 30<sup>th</sup> September 2024 (17:30)

Venue : PAR-155-B1-B25-Theatre 2, Old Geology