

## **Agenda**

Emergency Central Committee Meeting #2 – Thursday, 31<sup>st</sup> July 2025

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Time : 17:20

Venue : 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 #12

### **4. Proposals**

- 4.1. Food Adventures Sem 2 2025 Proposal
- 4.2. Glovey's Get-Togethers 2025 Proposal
- 4.3. ISA Recruitment August Sem 2 2025 Proposal
- 4.4. Big Day Out August Sem 2 2025 Proposal
- 4.5. CCM Catering Sem 2 2025 Proposal
- 4.6. Heads of Clubs Sem 2 2025 Proposal

### **5. Other Business**

## 6. Next Meeting

### Unconfirmed Minutes

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

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Time : 17:00

Venue : PAR-260-L1-101A-101 & 102 Combined

#### 1. Procedural Matters

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

#### Late with Apologies

Directors: Yuxuan LIU

Officers: Cornellius SALIM (Cornel), Daaksha NEGI, Qawiemah LEONG

#### Absent with Apologies

Directors: Shruthi Tharmia PRABHUSHANKAR

Officers: Isabelle HII, Kathryn WANG, Alyssa RESWARI, Jeasy CHUNN, Pavitra RAVI, Qawiemah LEONG. Shreeyukta ADHIKARI

#### Motion 1

Move that Standing Orders be adopted for CCM #12 at 5:09PM.

Mover : Suhas AGRAWAL

Seconders : Raunak RAGHAVAN

CARRIED without contention.

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

#### Motion 2

Move that the **Agenda for CCM #12** be adopted at 5:10PM

Mover : Ella Jiayu LIANG

Seconders : Made Vinaya WIHARSA

**Motion Carried.**

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

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

#### Motion 3

Move that the **minutes of CCM #11 be accepted and confirmed as a true and accurate record.**

Mover : Kayven Claus SATRIO

Seconders : Jasmine LOW

**Motion Carried.**

#### Motion 4

Move that the **Exam Pack Giveaway Sem 1 2025 Proposal** be accepted.

Mover : Tiffany AUYEUNG

Seconder : Zhao He KOK

**Motion Carried.**

#### Motion 5

Move that the **Get Certified Sem 1 2025 Report** be accepted.

Mover : Yuxuan LIU (Linda)

Seconder : Aerizqa Aisyah RAKHMADANI

**Motion Carried.**

#### Motion 6

Move that the **Snack and Seek Sem 1 2025 Report** be accepted.

Mover : Korakot SAINGAM (Kayden)

Seconder : Minh Daht NGUYEN (Damian)

**Motion Carried.**

#### Motion 7

Move that the **Buddy Up Sem 1 2025 Report** be accepted.

Mover : Cornellius SALIM

Seconders : Shruthi Tharmia PRABHUSHANKAR

**Motion Carried.**

#### 4. Other matters

##### Motion 8

Move that the **PR Visa Workshop Sem 1 2025 Report** be accepted.

Mover : Irina Gabriella ANANDA

Seconders : Isaac Hung Nguong HII

**Motion Carried.**

##### Motion 9

Move that the **Meat and Greet Sem 1 2025 Report** be accepted.

Mover : Laavanya YADAV

Seconders : Seoyoun KIM (Youn)

**Motion Carried.**

##### Motion 10

Mover : Olivia LIN

Seconders : Ella Jiayu LIANG

**Motion Carried.**

**Motion 11**

Move that **CCM #12** be adjourned at 5:46PM

Mover : Ashley OETOMO

Seconder : Kayven Claus SATRIO

**Motion Carried.**

**Prepared by,**

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

**Food Adventure Sem 2 2025 Proposal**

Emergency Central Committee Meeting – Thursday, 31st July  
2025

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**1. Introduction**

Food Adventure is an opportunity for students to befriend and familiarize Melbourne by delving into its food culture. Students will get to try on delicacies of diverse cuisines from several restaurants. Students will be split into groups and led to discover

**2. Objectives**

This event aims to:

- Provide the opportunity for freshmen to gather and socialize
- Allow students to experience the diverse food culture in Melbourne

- Promote UMSU International by providing participants with information about us throughout the event

### 3. Event Details

Date	: Saturday, 16 <sup>th</sup> August 2025
Venue	: In person, South Lawn
Number of Attendees	: 150
Coordinators	: Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
Manpower	: 12 OBs & 24 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$5000

### 4. Event Overview

The students will be divided into 12 groups where each group will visit 3 restaurants at either Brunswick, Carlton or South Yarra.

Potential List of Restaurants: **(Subject to Change)**

Brunswick	South Yarra (Vegan)	Carlton
Momo Central Nepalese	Jumi's Cafe	Dumpling Max
Docks Fish and Chips	Dessert Culture	Beku Gelato
Pho My Tho	Madame Yen	Just Reload

### 5. Event Timeline

Wk	Date	Activity	Descriptions	PIC
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<b>Pre-event Preparations</b>				
0	3/7/2025	Initial planning	First meeting to delegate works	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
0	5/7/2025	Proposal	Start writing the proposal	Shreeyukta ADHIKARI
0	10/7/2025	Teamwork Setup	Setting up the team project with UMSU staff members	Shreeyukta ADHIKARI
0	12/7/2025	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
0	15/07/2025	Contact MnM for Promotion materials	Coordinating the design of the posts/poster	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan

				SONG, Bhavya MIDDHA, Neeya SIBU
0	16/7/2025	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
0	18/7/2025	Pre-order menu	Selecting a menu ahead of time	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
0	19/7/2025	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU

0	21/7/2025	Creating Sign Up Sheets	Creating signup sheet that will include attendees dietary requirements,	Shamshul Arham ARKHAND
1	23/7/2025	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Shreeyukta ADHIKARI
1	26/7/2025	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
1	28/7/2025	Create travel booklets + briefing documents	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	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
2	30/7/2025	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
2	30/7/2025	Buying items for event	Any necessary materials such as wristbands or emergency equipment such as Epi pens	Shreeyukta ADHIKARI

2	31/7/2025	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Neeya SIBU
2	2/8/2025	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Neeya SIBU
2	5/8/2025	Allocate participants into groups	Allocating the final list of participants into groups	Shreeyukta ADHIKARI
3	15/8/2025	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.	Shreeyukta ADHIKARI
<b>Event Day</b>				
3	16/8/2025	Set up check in table	Setting up at south lawn	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
3	16/8/2025	Briefing	Final brief for OBs and ISAs	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU

3	16/8/2025	Event	The event will take place from 11:00 AM - 3:30 PM	Coordinators, OBs, ISAs
<b>Post Event</b>				
4	16/8/20245	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
4	18/8/2025	Report	Writing up the report	Bhavya MIDDHA, Neeya SIBU

### **Pre-event**

- Research and select 3 restaurants per route (Brunswick, South Yarra, Carlton).
- 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 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 11 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:20 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:40 AM, all groups should be on their way to their respective restaurants assigned.

### **Event Flow**

Time	Activity	Details	PIC
11:00 am - 11:10 am	Setting up check in table	Event coordinators will set up the check in table at South Lawn	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya

			MIDDHA, Neeya SIBU
11:10 am - 11:20 am	Briefing OBs and ISAs	Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete.	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
11:20 am - 11:40 am	Taking attendance	Taking attendance of all the participants and allocating them into their groups.	Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Bhavya MIDDHA, Neeya SIBU
11:40 am - 12:00pm	Head to Routes	In groups of 10, participants are to separate and head into their own routes. Each coordinator and 1 OB will head to their allocated route to supervise.	ISAs and OBs
12 pm - 12:45 pm	First Restaurant	Group should arrive by 11:45 at their designated first restaurant. Timekeeper must remind all participants 5 minutes before they have to head out to the second restaurant.	ISAs and OBs
12:45 pm - 1:30 pm	Second Restaurant	Group should arrive by 12:45 to the second restaurant.	ISAs and OBs
1:45 pm - 2:30 pm	Third Restaurant	Group should arrive by 1:45 to the third restaurant.	ISAs and OBs

### Post Event

- After 3:00 PM, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Leaders should ensure the students completed the survey before leaving. Students then can be on their way back.

## 6. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Brunswick Expenditure	3	555.56	1666.66
South Yarra Expenditure	3	555.56	1666.66
Carlton Expenditure	3	555.56	1666.66
<b>TOTAL</b>			<b>5000.00</b>

## 7. Conclusion

This concludes our proposal for the Food Adventure Proposal 2025. Please do not hesitate to contact the Cultural & Social Department should you have any queries or suggestions for potential restaurants.

**Prepared by,**

**Shreeyukta ADHIKARI**

**Cultural & Social Department 2024/25**

**UMSU International**

## **UMSU Intl. Glovey's Get-Togethers Proposal**

Emergency Central Committee Meeting #2 – 31st July 2025

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### **1. Introduction**

UMSUi Glovey's Get-Togethers is a program designed to make the semester feel more fun, relaxed, and connected for all students by offering a casual and welcoming space to take part in hobby-based activities. These activities will not only help students unwind and de-stress but also create opportunities to meet new people and naturally spark new friendships along the way. With many students expressing concerns about building friendships and suffering feelings of isolation, Glovey's Get-Togethers aims to add a warm, uplifting energy to help build a more inclusive and emotionally healthy campus environment. We will also host ongoing events in week 3 and week 9, such as Winter Themed Paint n Sip and Cat Cafe Sessions, to facilitate these relationships.

## 2. Objectives

This event aims to:

- Create a safe and welcoming space, especially for new and international students, to feel included, supported, and comfortable connecting with other peers
- Helping students to find a sense of belonging by strengthening their bonds with their peers through shared, low-pressure social activities
- Reinforce UMSUi's role as a welcoming and inclusive support system for all students

## 3. Event Details

Date	: Week 3 and Week 9
Venue	: Venue Various
Number of Attendees	: 50 – 60 per event, total 100 – 120
Coordinators	: Irina ANANDA, Daaksha NEGI, Jane CHEN, Amanda LI, Elaine YE, Roger CAO, Meghna MALLIK
Manpower	: All the coordinators
Budget	: \$2000

## 4. Event Overview

Glovey's Get-Togethers is a semester-long program designed to ease connections and combat loneliness in University, which is a prominent issue amongst International students. While it shares some similarities with Buddy Up, Glovey's Get-Togethers takes a different approach—fostering a more dynamic and energetic atmosphere through larger-scale events. Unlike Buddy Up's smaller, intimate gatherings, this program offers students the chance to meet a broader range of peers to help students find a sense of belonging.

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1		Event Proposal	- Present proposal during E-CCM	Irina ANANDA,

				Daaksha NEGI
1-3	28 <sup>th</sup> July – 08 <sup>th</sup> August	Event Preparations	<ul style="list-style-type: none"> <li>- Finalise event details</li> <li>- Purchase necessary supplies/food for event</li> <li>- Book Venues</li> <li>- Organise sign-ups for even</li> </ul>	Irina ANANDA, Daaksha NEGI, Jane CHEN, Elaine YE, Roger CAO
3		Event #1	<ul style="list-style-type: none"> <li>- Finalise the participant list</li> <li>- Finalise Preparations for the event</li> </ul>	PICs
9		Event #2	<ul style="list-style-type: none"> <li>- Finalise the participant list</li> <li>- Finalise Preparations for the event</li> </ul>	PICs
<b>Event Day</b>				
3 & 9		Host events in weeks 3 & 9	<ul style="list-style-type: none"> <li>- Prepare for events</li> <li>- Run events</li> </ul>	PICs
<b>Post Event</b>				
3 & 9		Collect event feedback	<ul style="list-style-type: none"> <li>- Create feedback forms for the participants to fill in</li> <li>- Internal meetings to discuss about the performance and how can it be improved</li> </ul>	ALL WELFARE

### Pre-event

- Brief ISAs before each event for the various tasks.

### 6. Budget

A total of **\$2000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Various Activity Supplies	120	12.5	1500
Various light snacks and drinks	120	4	480
Miscellaneous	1	20	20
<b>TOTAL</b>			<b>2000.00</b>

## 7. Conclusion

The Welfare Department aims to provide meaningful support and foster a stronger sense of community for international students at the University of Melbourne. We understand that international students may often feel disconnected and uncertain about forming friendships, and we recognize the importance of social and welfare support during these times. While one-off events may not always lead to lasting friendships, we believe that fun, hobby-based initiatives like Glovey's Get-Togethers can create the opportunities students need to build genuine, long-term connections.

This concludes our proposal for the Glovey's Get-Togethers Initiative. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Irina ANANDA, Daaksha NEGI

Welfare Department 2025/26

UMSU International

### ISA Recruitment August 2025 Intake Proposal

Emergency Central Committee Meeting #2 – Thursday 31<sup>th</sup> July 2025

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## 1. Introduction

The Semester 2 ISA Recruitment 2025 will be divided into two parts: July Intake and August Intake. The August Intake mainly functions to recruit ISAs to support any events going to be conducted after the start of Semester 2, 2025, such as Meet and Greet, Mental Health Day.

## 2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2025.
- Recruit around 35-40 ISAs out of 100 applications for the August Intake.

## 3. Event Details

Date : Monday, 4<sup>th</sup> August 2025 - Thursday, 17<sup>th</sup> August 2025

Venue : Online

Coordinators : Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN

Manpower : 14 Committee Members (including coordinators which consist of 4 Committee Members)

Budget : \$125

#### 4. Event Overview

We are now aiming to start our August Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

#### 5. Event Timeline

We aim to have the application start on 4<sup>th</sup> August and end on 13<sup>th</sup> August. Interviews will be conducted from 15<sup>th</sup> August to 17<sup>th</sup> August.

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>			
25/07/2024 - 3/08/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Suhas AGRAWAL,
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
<b>Event Day</b>			
4/08/2024 - 13/08/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
05/08/2024 - 13/08/2024	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
15/08/2024 - 17/08/2024	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN

Post Event			
18/08/2024	Send Emails	Send out acceptance and rejection emails for candidates	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
26/08/2024	Big Day Out	A welcoming and induction event for ISAs	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN

6. Budget

A total of **\$125** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Social Media Advertisement	1	125	125.00
TOTAL			125.00

7. Conclusion

This concludes our proposal for the ISA Recruitment August 2025 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Suhas AGRAWAL  
Human Resources Director 2025/26  
UMSU International

## **Big Day Out (March 2025) Proposal**

Emergency Central Committee Meeting #2 – Thursday 31<sup>th</sup> July 2025

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### **1. Introduction**

Big Day Out serves as an initial meeting between new International Student Ambassadors and Office Bearers who would be working together for the next year. This event also serves as a platform for OBs to introduce their roles and responsibilities to the new ISAs and give out their expectations towards them. Food and drinks will also be provided by the end of the event during the bonding sessions between the OBs and the ISAs.

### **2. Objectives**

- Provide an induction for ISAs to get to know about UMSU International
- Increase motivation of ISAs in participating at UMSU International events
- Build up connections and bondings between the ISAs and OBs

### **3. Event Details**

Date	: Tuesday, 26th August, 2025
Venue	: Art West Room 256
Coordinators	: Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
Manpower	: 4 Committee Members
Budget	: \$350

#### 4. Event Details

Date/Time	Details	PICs
17/08/2025	Inform the OBs regarding the event details and request for new introduction slides	Suhas AGRAWAL
13/08/2025 - 26/08/2025	Prepare for the first in-person Big Day Out <ul style="list-style-type: none"> <li>- Order food and drink</li> <li>- Draft proposal</li> <li>- Make slides and presentation documents</li> </ul>	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
26/08/2025 17:00 - 18:00	Set Up, Taking Attendance,	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
26/08/2025 18:00 - 20:00	Big Day Out Presentation & Dinner Session	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
26/08/2025 20:00 - end	Bonding Time, Pack Up	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN

#### 5. Budget

A total of **\$350** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
IDA Bar	1	350	350.00
<b>TOTAL</b>			<b>350.00</b>

#### 6. Conclusion

This concludes our proposal for the Big Day Out(August 2025 intake). Please do not hesitate to contact the Human Resources Department should you have any queries.

**Prepared by,**

**Suhas AGRAWAL**

**Human Resources Director 2025/26**

**UMSU International**

## **CCM Catering Sem 2 2025 Proposal**

Emergency Central Committee Meeting #2 – Thursday, 31<sup>st</sup> July 2025

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### **1. Introduction**

We will be providing catered food after our fortnightly Central Committee Meetings as a way of fostering connections and communication between committee members outside of work.

### **2. Objectives**

This event aims to:

- Promote conversations between committee members
- Allow for light-hearted communication in a relaxed atmosphere

### **3. Event Details**

Date	: CCMs #1, #2, #3, #4 and #5
Venue	: UMSU International Lounge
Number of Attendees	: 30-35
Coordinators	: Kaelyn MIRANDA
Manpower	: 1
Budget	: \$3500

#### 4. Event Overview

Catering companies will be contacted two weeks prior to CCM, and invoices will be sent to the Treasurer for processing. After the CCM, feedback will be collected to improve on future menus.

#### 5. Event Timeline

Week #	Activity	PIC
<b>Pre-event Preparations</b>		
3, 5, 7, 9	Contact catering company	Kaelyn MIRANDA
3, 5, 7, 9	Process invoice	Kaelyn MIRANDA
<b>Event Day</b>		
3, 5, 7, 9, 11	Collect food and set up in lounge	Kaelyn MIRANDA
<b>Post Event</b>		
3, 5, 7, 9, 11	Clean up lounge	Whole Committee
3, 5, 7, 9, 11	Collect feedback	Kaelyn MIRANDA

#### 6. Budget

A total of **\$3500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Catering	5	700	3500
<b>TOTAL</b>			<b>3500</b>

## 7. Conclusion

This concludes our proposal for the CCM Catering Sem 2 2025 Proposal. Please do not hesitate to contact the General Secretary should you have any queries.

Prepared by,

Kaelyn MIRANDA

General Secretary 2025/26

UMSU International

## Heads of Clubs Proposal

Emergency Central Committee Meeting #2 – 31<sup>st</sup> July 2025

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### 1. Introduction

Heads of Clubs is a semi-formal networking event where executive committee members of clubs within the university are invited to get to know more about the projects held by UMSU International and what UMSU international can offer to 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 publicise their events for the semesters and discuss potential challenges and problems they may face.

### 3. Event Details

Date : Thursday, 14<sup>th</sup> August 2025, 4:00 – 6:00 PM

Venue : TBD

Number of Attendees : 60 ~ 90

Coordinators : Whitney YEUNG, Dhruv RANA, Keyur GOHEL

Manpower : Coordinators & 1 OB from each department (preferably Directors) & 4 ISAs

Budget : \$1000.00

#### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
N/A	30 <sup>th</sup> July	Present Proposal	- Present proposal during ECCM	Whitney YEUNG
N/A		Prizes	- Contact UMSU Advertising Officer about prizes available to use during the event	Whitney YEUNG
N/A	July 26 <sup>th</sup> – 28 <sup>th</sup>	Logistics	<ul style="list-style-type: none"> <li>- Book venue</li> <li>- Contact and order food from Vendors</li> <li>- Ticketing link from CME Help Desk</li> <li>- Task sheet for ISAs</li> </ul>	Whitney YEUNG, Keyur GOHEL
1	July 28 <sup>th</sup> – August 1 <sup>st</sup>	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>	Whitney YEUNG, Keyur GOHEL
1	July 28 <sup>th</sup> – August 1 <sup>st</sup>	Department Slides	<ul style="list-style-type: none"> <li>- Notify committee about slides</li> <li>- Finalise and compile slides</li> </ul>	Dhruv RANA

2	August 4 <sup>th</sup>	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>	Whitney YEUNG, Keyur GOHEL
	August 8 <sup>th</sup> – 10 <sup>th</sup>	Logistics #2	<ul style="list-style-type: none"> <li>- Buy Drinks and Supplies</li> </ul>	Dhruv RANA
2	August 4 <sup>th</sup> – 8 <sup>th</sup>	Feedback Form	<ul style="list-style-type: none"> <li>- Create feedback form to be used on the day post-event</li> </ul>	Whitney YEUNG
<b>Event Day</b>				
3	August 14 <sup>th</sup>	Heads of Clubs Event	(Written in event flow down below)	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
<b>Post Event</b>				
5	August 25 <sup>th</sup> – 27 <sup>th</sup>	Report	Writing and filling out the report	Whitney YEUNG
6	N/A	Present Report	Present report in CCM	Whitney YEUNG

### **Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
3.00 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>	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
4.00 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>	Whitney YEUNG
4.00-5.00 PM	Presentations	<ul style="list-style-type: none"> <li>- Exco presentation</li> <li>- Department presentations</li> <li>- Order: President Vice president + E&amp;W, Vice president + C&amp;S,</li> </ul>	Whitney YEUNG

		Vice president + M&M, HR P&S + Treasure + Grants	
5.00 - 5.30 PM	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>	Whitney YEUNG
5.30 - 6.00 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 network and interact</li> <li>- Feedback form in break</li> </ul>	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
6.00 - 6.30 PM	Clean Up	<ul style="list-style-type: none"> <li>- ISAs and P&amp;S department clean up once all participants leave</li> </ul>	Whitney YEUNG

## 5. Budget

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

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)
Food Catering	1	\$800	\$800
Beverages	1	\$139	\$139
Napkins: 100 serviettes Coles	2	\$1.00	\$2.00
Gloves	1	\$8	\$8
Miscellaneous	-	-	\$180.00
<b>TOTAL</b>			<b>\$967.00</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 Semester 2 Heads of Clubs Proposal 2025. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

**Prepared by,**

**Whitney YEUNG**

**Partnership and Sponsorship Department 2025/26**

**UMSU International**

## **6. Other Business**

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## **7. Next Meeting**

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CCM #1 (2025/26 Committee)

Date : Wednesday, 13<sup>th</sup> August 2025 [17:30]

Venue : PAR-122-L1-124-Turner Theatre