

Agenda

Central Committee Meeting #11 – 17th May Friday 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

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. Confirmation of Previous Minutes

3. Matters Arising from Previous Minutes
 - 3.1 The Summit 2019 Final Report

4. Proposal
 - 4.1 Goal Setting Workshop Semester 1 2019 Proposal
 - 4.2 OB Appreciation Event Semester 2 2019 Proposal
 - 4.3 Night Market After Party 2019 Proposal

5. Reports
 - 5.1 Night Market 2019 Final Report
 - 5.2 Mental Resilience Workshop Semester 1 2019 Final Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting 10 – 3rd May Friday 2019

Date : 3rd May 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

- 1. Procedural Matters**
- 2. Acknowledgement of Indigenous Owners**
- 3. Official Welcome**
- 4. Attendance and apologies**

Absent with Apologies

Exco : -
Directors : -
Officers : Ajinkya DHAMALE, Harikrishnan KOLAMVEETTIL

Late with Apologies

Exco : -
Directors : -
Officers : Xiaohan (Daisy) WU, Michael William GUMARDI, Desmond Wen Zhen CHEW

Leaving Early with Apologies

Exco : -
Directors : Olivia IRISH
Officers : Bellivia MILLENIA

Motion 1

Move that Standing Orders be adopted for CCM #10 at **16 43**.

Mover : James Bima NOTOWIDJOJO

Secunder : Hana AGUSTINE

CARRIED without contention.

5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #10 be adopted.

Mover : Kenny Wei Kiat WONG

Secunder : Zhen Torng LEE

CARRIED without contention.

6. Matters Arising from Previous Minutes

7. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #9 be accepted and confirmed as a true and accurate record.

Mover : Li Shern (Gladys) LEE

Secunder : Siobhan LIM

CARRIED without contention.

Motion 4

Move that the ISA Appreciation Night Semester 1 2019 Proposal be accepted.

Mover : Hwei Shin (Cynthia) LEOW

Secunder : Sherlyne Jennifer SANTOSA

CARRIED without contention.

Motion 5

Move that the Mental Resilience Workshop Semester 1 2019 Proposal be accepted.

Mover : Olivia IRISH

Seconder : Yaan Kit NG

CARRIED without contention.

Motion 6

Move that the Exam Pack Giveaway Customised Goods Semester 1 2019 Proposal be accepted.

Mover : Natassia Thanh MINHTRI

Seconder : Weiryn TAN

CARRIED without contention.

Motion 7

Move that the Exam Pack Giveaway Semester 1 2019 Proposal be accepted.

Mover : Kevin KALIP

Seconder : Sher Lynn LIM

CARRIED without contention.

Motion 8

Move that the Summit 2019 Final Report be accepted.

Mover : Michael William GUMARDI

Seconded : Ren Jie (Jack) PHANG

CARRIED without contention.

8. Other matters

Motion 9

Move that CCM #10 be adjourned at **18 12**.

Mover : Yunan LIN

Seconded : Elisabeth NG

Motion CARRIED.

Prepared by,

**Kar Mem (Krystal) NGOOI
Secretary 2018/2019
UMSU International**

The Summit 2019 Final Report

 Central Committee Meeting #11 – 17th May 2019

1. Introduction

UMSU International’s “The Summit: Improvise. Adapt. Overcome.” is an annual networking and professional conference that connect the current and aspiring student leaders with industrial professionals and inspirational leaders. Through a series of presentations, workshop and a panel discussion, we aim to engage the delegates to have a discussion over the employability challenges among the university student community, especially towards the international students. A variety of delegates from different universities, organization, clubs and societies will be invited to produce diverse discussions.

2. Objectives

- a. Inspire and motivate current and aspiring students’ leaders to make a positive impact in their communities
- b. Equip student leaders with the skills necessary for the challenges of an employment market in constant changes
- c. Provide a platform for student leaders to engage in discussion and problem-solving on the challenges

3. Event Overview
a. Event Summary

The Summit: Improvise. Adapt. Overcome	
Date	13th April 2019 (Saturday)
Time	9:00 AM - 5:30 PM
Venue	Woodward Conference Room, Level 10, Law Building

b. Participants

Number of participants registered	131
Number of RSVP	87
Number of show up	68
Participating rate	78%
Clubs and Organization	20

c. Speakers

Due to a miscommunication between one of the speakers and the organising committee, the speaker was ill-prepared for the session. The speaker had been allocated to join the panel session, and fortunately, the speaker (Mr Josh) conducted the workshop following the session are able to help as a replacement speaker.

However, the speaker had failed to show up for the event due to a sudden notice in the middle of the event. With another panellist reported an absence due to sickness, the organising had a made decision to invite Ms Olena to replace the empty slot for the panel session.

Herby is the list of the speakers and their topic of presentation:

Speaker	Topic
Ethan Donati	“How to win in this modern world?”
Wesa Chau	“Cultural intelligence in the working place”
Josh Farr	“Student Employment”
	“Workshop: Authentic leadership”
Matt De Bono	“Entrepreneurship in this rapid world”

d. Panellist

Topic: Now or Never: Preparing for the Inevitable
Jonas Larsen (Moderator)
Daniel Nguyen
Zoe Alexiades
Olena Nguyen

4. Agenda

The event was carried according to the following agenda with changes made to compensate for the sudden re-allocation of speakers and a minimal variation (± 5 minutes) for the duration of each session. The event ended at 4:50 PM

Time	Itinerary
0815 - 0900	Venue setup
0900 - 0930	Registration
0930 - 0945	Opening address Speaker: Ren Jie Phang (Vice President of UMSU International)
0945 - 1030	Keynote 1 Topic: How to win in the modern world? Speaker: Ethan Donati (Managing Director and Founder of My Millions Dollar Funnels)
1030 -1100	Morning Tea
1100 - 1145	Plenary Session 1 Topic: Cultural Intelligence in Australia's Workplace Speaker: Wesa Chau (Director of Cultural Intelligence)
1145 - 1230	Plenary Session 2 Topic: Student Employment in Australia Speaker: Josh Farr (Founder of Campus Consultancy)
1230 - 1300	Lunch
1300 - 1430	Workshop 1 Topic: Leadership Speaker: Josh Farr (Founder of Campus Consultancy)
1430 - 1445	Break
1445 - 1545	Panel Discussion Topic: Now or Never: Preparing for the Inevitable Panellist: Daniel Nguyen, Zoe Alexiades, Olena Nguyen Moderator: Jonas Larsen
1545- 1645	Keynote 2 Topic: Adapting to Changes in Entrepreneurship Speaker: Matt De Bono (Founder at SparkStarter)
1645 - 1700	Closing address Speaker: Olivia Irish (Education & Welfare Director, UMSU International)

1700 -1730

Networking with Evening Tea

5. Timeline

a. Proposed preparation timeline

Period	Task
Summer Break +Week 1	<ul style="list-style-type: none"> - Discussion and of the overall theme and aims - Shortlisted speaker and
Week 2	<ul style="list-style-type: none"> - Send out the invitation to the internal and external organisation
Week 3	<ul style="list-style-type: none"> - Emcee recruitment - Gift confirmed for the speakers
Week 4	<ul style="list-style-type: none"> - Emcee audition - Progressively update the website and facebook page about the speaker and panellist - Draft of program booklet to be completed - Physical publicity commence
Week 5	<ul style="list-style-type: none"> - Confirm program booklet - Confirm student delegate from the invited organisation - Emcee script to be confirmed - Stationery for the event to be bought
Week 6	<ul style="list-style-type: none"> - Venue visit if necessary - Briefing for volunteers - Final confirmation emails to speakers, panellist, volunteers and delegates

b. Actual preparation timeline

6.

Period	Task
Summer Break +Week 1	<ul style="list-style-type: none"> - Overall theme confirmed
Week 2	<ul style="list-style-type: none"> - Send out the invitation to the internal and external organisation

Week 3	<ul style="list-style-type: none"> - Emcee recruitment
Week 4	<ul style="list-style-type: none"> - Gift confirmed for the speakers - Emcee audition - Progressively update the website and facebook page about the speaker and panellist - Physical publicity commence
Week 5	<ul style="list-style-type: none"> - Gift confirmed for the speakers - Confirm student delegate from the invited organisation - Emcee script to be confirmed - Finalisation for all speakers and panellists
Week 6	<ul style="list-style-type: none"> - Program booklet confirmed and sent for printing - Stationery for the event to be bought - Venue inspection - Briefing for volunteers - Final confirmation emails to speakers, panellist, volunteers and delegates

7. Finance

The budget allocated for The Summit 2019 is 16070 (incl. GST)

Category	Allocated	Items	True Expenditure (with GST)
Venue	10000	Woodward Conference Centre for 100 attendees	10164
Appreciation gift	2000		
		Braun Buffel Cardholders	888.4
		Koko Black	205.2
		Organising Committee and Volunteer Appreciation	400
Program booklet	650	Booklet for 110 copies	490.6
Stationery	100		
		Printing	8.32
		Name Tags Holder	83.88

		Pens	21
Videographer	300		300
Other	3020		
		Wesa	330
		Josh	605
		Water	3.2
SUM	16070		13499.6
Budget Surplus			2570.4

The budget surplus of \$600 will be brought forward to the Exam Pack Giveaway Semester 1, 2019. The remaining budget surplus of \$1,970.40 will be brought forward to Professional Mingle, Semester 2, 2019.

Amendment: The amount of the expenditure for the organising committee and volunteer appreciation amended to AUD\$400. This is due to the underestimation of the expected expenses. I apologise for any inconvenience, and please do not hesitate to approach me if there is any further concerns or questions.

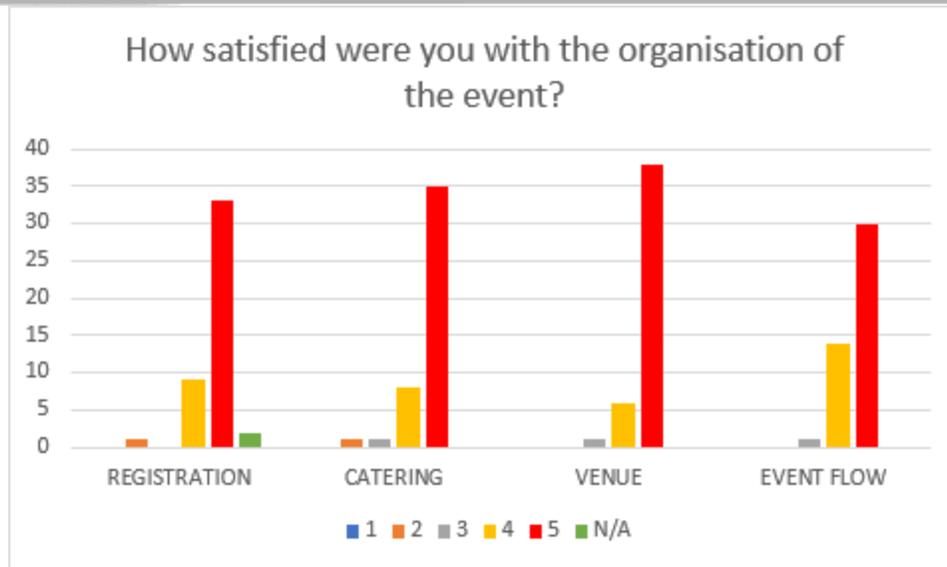
8. Student Feedback

A feedback paper was given during the 15 minutes break to the delegates to garner their feedback for further reference. 45 responses were collected

- a. How satisfied were you with the event?

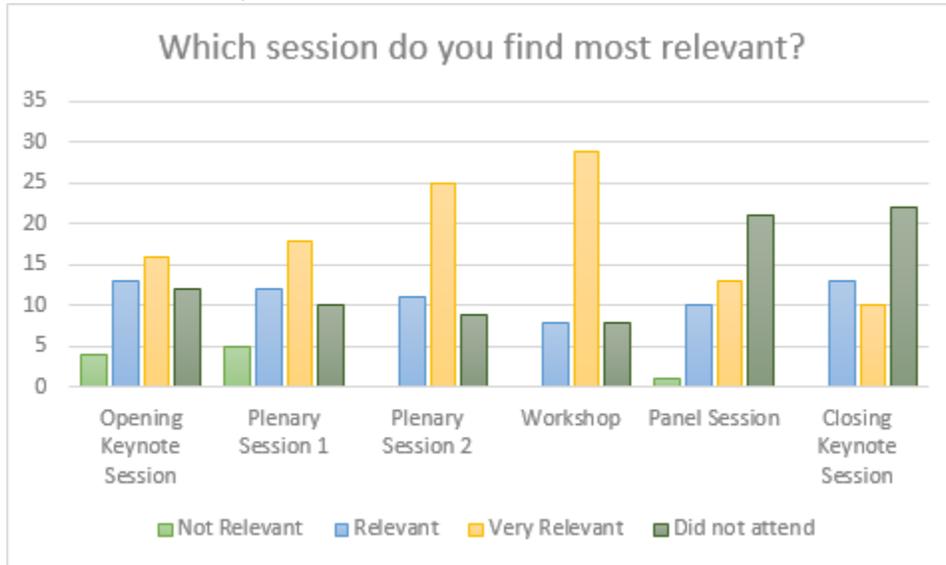


- b. What were your key takeaways from this event?
- i. Goal setting
 - ii. Personal leadership
 - iii. Be proactive in achieving the goals
 - iv. "Visualise the failure and associated feelings so that I can try to avoid it"
 - v. "A hint to fixing self-awareness; A push to cultivate further cultural intelligence; A push to achieve my goals and understand what employers are looking for."
- c. How satisfied were you with the organisation of the event?

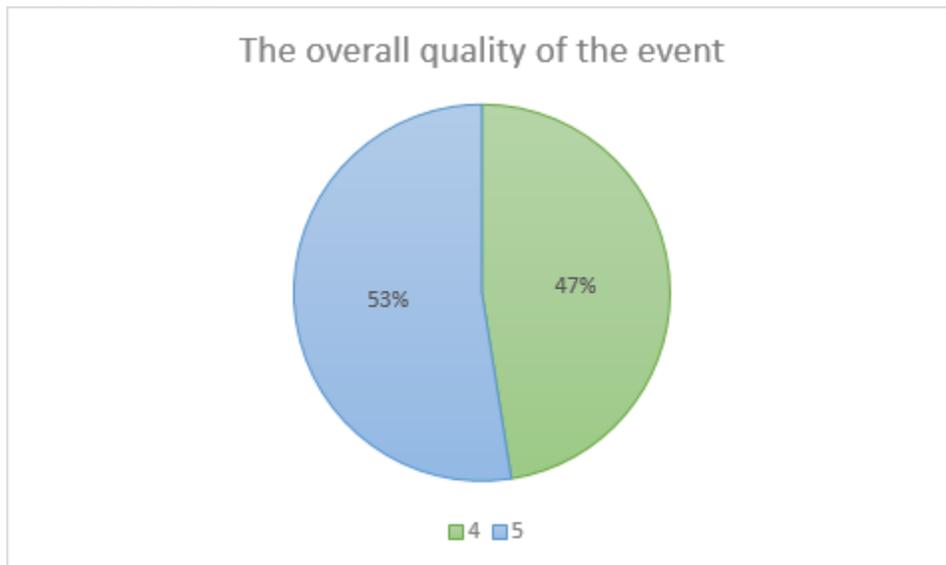


- d. Additional feedback on event organisation
- i. Wonderful flow of the event
 - ii. Great venue choice for the event
 - iii. Feedback forms should be given out at the end of the event
 - iv. Introduction of more interactive session/workshops
 - v. Shorter event duration
 - vi. More networking opportunities
 - vii. Should be held in a better venue
 - viii. The cultural intelligence session can be more interesting
 - ix. Lack of cutlery during the refreshment sessions
 - x. Would be great if there is more information on social media before hand

e. Which session do you find most relevant?



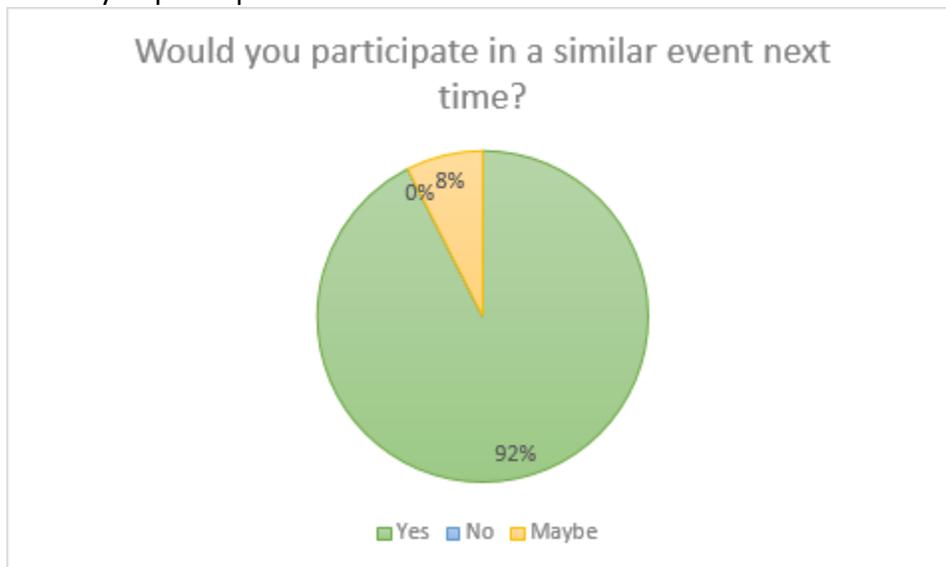
f. How would you rate the quality of the session content for both presented and pre-session materials?



- g. Additional comments regarding the sessions
- i. More publicity for this event is needed
 - ii. More practical sessions for the events
 - iii. Ice breaking sessions
 - iv. Use an online feedback form
 - v. Photo sharing via Google drive
 - vi. Usage of application such as pollEv for panel sessions

- h. Overall feedback on The Summit 2019
- i. The event was really insightful/ useful/ beneficial to me
 - ii. Good time arrangement
 - iii. Food was great
 - iv. Avoid doing the event around mid-semester period
 - v. Narrow the duration of the event
 - vi. Increase the number of the attendees
 - vii. Include the name of the clubs or organisations' representative on their name tag

- i. Would you participate in a similar event next time?



- j. What topic do you wish The Summit discuss in the future

Topic	Number
Technical/soft skills	10
Employability	7
Networking	4
Finance management	3
Public speaking	2
International student welfare	2

Time management	1
Job prospectus	1
Sustainability	1
Mental/ Physical health	1
Startup	1

9. Problems encountered

- a. Miscommunication with one of the speakers a few days before the event. We had to find an alternative speaker to replace them.
- b. Last minute pulling out and failure to attend by the delegates were significant, and this situation had occurred for the past The Summit.
- c. Delegates left earlier due to the long hours' structure of the event.
- d. The clock at the venue was not aligned with time shown on mobile devices which had caused some speakers to run over time.
- e. Late finalisation of the speakers and panellist added stress on the booklet design
- f. The emcees were slightly out of focus due to tiredness during the final phase of the event in trying to perform at their full potential

10. Recommendation

- a. To organise the future “The Summit” in the early semester when the period has lesser assessments going on compared to the mid-semester. This is to garner more participants and ensure their presence throughout the event
- b. To move the commence of the preparation period earlier to allow more time on the publicity, the selection of the appreciation gifts, and efficiency in the drafting of the programme booklet
- c. To send out the invitation to both external and internal clubs and societies before Heads of Club (HOC) meeting to allow longer buffer time in waiting for their responses
- d. It is encouraging, and if it is possible to do so and done in a professional setting, to liaise with the professionals through LinkedIn for the discussion of their responsibility for the event.
- e. It is crucial to make the correct information is received and well understood by the invited guests. Follow up emails or LinkedIn messages are important to make sure the invited guests are in the same pace with the organising committees.
- f. Depending on the timeline, to allow at least more than 3 weeks of preparation period for the emcees to write and rehearse their scripts.
- g. To reduce the duration of the summit, as this has been popular feedback from the participants

11. Conclusion

The Summit 2019 was a success. On behalf of the Education and Welfare Department, I would like to express my deepest gratitude to all parties involved and helped to bring The Summit to a greater height. Special shoutout to the Media and Communication team, we truly appreciate your hard work in liaising with the UMSU Communications for the programme booklet. I would like to take this opportunity to thank my team for this great achievement -- pulling it off in just two months from scratch was really amazing, and I am pleased to have everyone in this uneasy journey. This marks the end of my report for The Summit: Improve. Adapt. Overcome., semester 1 2019. Shall you have any enquiries or concerns, please do not hesitate to approach the Education and Welfare team. Thank you.

Prepared by,

**Education and Welfare Department 2018/2019
UMSU International**

OB Appreciation Event Semester 2 2019 Proposal
Central Committee Meeting #11 – 17th May 2019**1. Introduction**

The OB Appreciation Meal, Trip and Merchandise is an annual expenditure intended to appreciate the office bearers of the previous term over their efforts to improving the university experience of international students throughout the course of their term.

OB Appreciation Lunch

Date: 17th August 2019

Venue: Eureka 89

Attire: Formal

Attendance: All UMSU International Officer Bearers and Project Coordinator (25 People)

OB Appreciation Trip

Date: 10th August 2019 (Tentative)

Venue: TBA

Attendance: All UMSU International Officer Bearers

OB Appreciation Merchandise

Recipients: All UMSU International Officer Bearers and Project Coordinator

2. Objectives

This expenditure detailed in this proposal is intended to give thanks to the office bearers of the 2018/19 term for their efforts in upholding and improving the events and services provided by UMSU International.

3. Budget

The allocated budget for OB Appreciation 2019 amounts to \$11,000.00

Item	Price
Appreciation Lunch at Eureka 89	\$5,500.00
Appreciation Trip	\$3,500
Appreciation Merchandise	\$1,000.00
Total	\$10,000.00



4. Conclusion

Please do not hesitate to approach myself or the Executive Committee of UMSU International 2018/19 regarding this proposal.

Prepared by,

Kevin KALIP
Treasurer 2018/2019
UMSU International

Goal Setting Workshop Semester 1 2019 Proposal
Central Committee Meeting #11 – 17th May 2019**1. Introduction**

This initiative aims to equip Office Bearers with useful skills such as goal setting with the hope that it will aid in shaping the future direction of each department or the organization as a whole. With the recent announcement of elected Office Bearers (OBs) term 2019/20, this can be a good opportunity for the current and incoming OBs to engage in the goal setting activity.

As this is a new initiation from the Education and Welfare Vice President, any suggestions or comments are highly appreciated.

The objectives event is:

- To equip the OBs with transferable skills such as goal setting that can be useful in any different working environment.
- To help the newly elected OBs with their transition into their role.

2. Event Overview

The current and incoming Executive Committees and the Directors of every department will be prioritised for this workshop. The Officers are encouraged to come, but the number of seats will be limited.

Event Details

Date: 24th May 2019

Time: 4:30 - 7:30 PM

Venue: TBC

3. Event Flow

Time	Agenda
4:30 - 4:40 PM	Welcome
4:40 - 6:10 PM	Design Thinking Process
6:10 - 6:30 PM	Break
6:30 - 7:30 PM	Topic: Growth Mindset

4. Budget

The budget allocated to this workshop will be AUD\$650



Item(s)	Budget
Speaker	550
Appreciation Gift	40
Refreshment	60

5. Conclusion

This concludes my proposal to the Goal Setting Workshop, Semester 1 2019. If there is any suggestions or concerns, please do not hesitate to approach me at any time. Thank you.

Prepared by,

(Jack) Ren Jie PHANG
Vice President (Education and Welfare) 2018/2019
UMSU International

Night Market After Party 2019 ProposalCentral Committee Meeting #11 – 17th May 2019**1. Introduction**

With the excess budget from Night Market 2019, the C&S Department has decided to have an appreciation dinner for all OBs and the ISAs involved in Night Market.

Date: 23rd May 2019 (Week 11 Thursday)

Venue: Members' Lounge

Time: 6:00pm - 8:30pm

Budget: \$750

2. Timeline

Time (PM)	Duration	Performer
4.30 - 5.30	1h	Purchase utensils/drinks from Woolworths
5.45 - 6.30	1h	Collect food from the Ziyka
6.30 - 8.00	1h30m	Bonding time
8.00 - 8.30	30m	Clean up

3. Budget

Items	Expenditure
Food	\$700
Drinks and Utensils	\$50
Total Budget Provided	\$750

This concludes the proposal for Night Market After Party 2019. Please feel free to voice out any concerns or comments to the C&S Team.

Prepared by,**Cultural and Social 2018/2019 Department
UMSU International**

Night Market 2019 Final ReportCentral Committee Meeting #11 – 17th May 2019

1. Introduction

This report covers the period from 1st January 2019 to 2nd May 2019 for the event Night Market 2019 — Out Of This World and pertains the planning and execution of the event by the UMSU International Committee 2018/19.

2. VIP Reception

Coordinators: Jonas Larsen, Dylan Lau

Venue: Ida Bar

Time: N/A

Catering: UMSU student bar catering alcohol

Budget: \$150

The VIP reception had to be cancelled due to the low number of VIPs being able to attend the reception. This is partly because Night Market was coinciding with two other events. One being the grand opening of the new Old Quad and the other being a public lecture hosted by a renowned academic. Most of Chancellery attended the Old Quad opening while faculty deans and academics attend the public lecture. Because of the poor response, the VIP reception was cancelled as it wouldn't serve much of a purpose for the night.

However, it is still recommended for future organizers to attempt to hold this reception. Having this reception provides an insight of our organization to Chancellery and shows them how the students' fees are being used. It is also encouraged for future committees to book the Staff Room or Japanese Room of the Glynn Davis Building for more grandeur for the reception.

3. Performances

Coordinator: Bellivia MILLENIA & Sherlyne Jennifer SANTOSA

Budget: \$4,500

3.1 Emcees

- Four emcees among the two active ISA batches ended up getting recruited in Week 5, which includes: Chris Carr, Faith Ang, Linda Wang, & Nur Fatimah Hassan
- The emcees worked together in forming a script with weekly meet-ups scheduled to workshop and practice.
- Script-writing began slightly late in Week 6 with only three weeks left to prepare including the mid-semester break.
- The team's dynamic (the main reason this particular group was chosen) proved to be detrimental in the emcees' overall performance, as they had to adjust to many changes throughout the week of the event.

- With an astronaut-themed set of costumes being chosen, the emcees called themselves the “AstroNOTs” throughout the evening.

*Due to recruitment being simultaneous with The Summit, there were much less candidates with on the four mentioned above having auditioned.

3.2 Performers

There were ten performances in total (7 internal and 3 external). One of the aims we had for performances this year was to showcase a variety of performances in terms of genre in music or dance.

Internal	External
<ul style="list-style-type: none"> - Unimelb Kpop - FLARE - DARE - Bollywood club - Scenery (Ryan Lim) - Apollo Fusion Band - Melbourne University Dancesport Club 	<ul style="list-style-type: none"> - Hayley Hoopla - Parkville - Ben Hutton (magician)

3.2.1 Internal Performers

- The internal performers did a great job showcasing their performances. They had high energy and enthusiasm
- The smoke effects from AVM complemented well with the performances on stage.
- FLARE did the opening act, which is the break dancing. Since this was separate from their performance, a reimbursement of props and costumes were promised in place of an additional hiring fee.
- The performers were mainly responsive in their email response.
- All important details were mainly communicated via emails, reducing the time spent to meet with each club and going through the briefing document and timeline with them. We felt that it is more effective to send info via email.
- We extended performance time for UKC and MU Dancesport to 20 minutes, compared to the usual 10 minutes as they’ve requested previously. We gave them the extended time as we expected that their choreography were rehearsed in the longer time frame.

- UKC's performance were scheduled earlier than expected, resulting in some performers not yet ready and standby by the stage tents.
- We tried to communicate with them and offer emcees to improvise in the meantime, but all the performers were shortly ready.

3.2.2 External Performers

- Among the three external performers, two (Hayley Hoopla and Ben Hutton (magician)) were hired to rove around the Food Stalls and Performances area of the Night Market for an hour and two hours, respectively.
- While the initial plan was to have a higher number of external performers - as much as the budget allows - a largely anticipated one, The Bass in Vader confirmed being unable to attend two days prior to the event after much contact was tried to be made. A backup timeline was made prior to the confirmation so it was no longer a large issue.
- A significant reduction in the number of audience members was seen during the 30 minutes setlist by Parkville. While the performance was met by positive comments, it was in large part due to the rain that occurred specifically during their performance.

3.3 Opening Ceremony and Closing ceremony

3.3.1 Opening Ceremony

The opening ceremony took place at 6.05 - 6.18 which was slightly later than scheduled. The initial plan of having VIPs during the opening ceremony had to be changed (as mentioned above) on the days coming up to the event.

The opening then involved the President of UMSU International, Jonas Larsen, to provide an opening speech then welcoming other committee members to join him on stage. A red button was pressed to "trigger" a rocket launch which was shown through the LED Screen on stage.

There was a considerably large crowd attending the opening ceremony and continued to stay to watch the following performances.

*A flag was meant to be used to symbolize the official start to the event. It was however trialed on the day and due to wind and fear of falling hazard, had to be removed from the plan entirely.

3.3.2 Closing Ceremony

Closing ceremony took place earlier than scheduled at from 9:45 - 10:00 pm. The crowd in front of the stage by then was still surprisingly large as we ended high with the Melbourne University KPOP

Club ending the performances. The Cultural and Social Vice President, Dylan Lau was invited on stage to give an appreciation speech to all involved such as AV Melbourne, Project Coordinator Aviya Bavati, as well as committee members and volunteers. Night Market ended as OBs and ISAs gathered on stage for a group photo and a final thank you by the emcees.

3.4 LED Screen

Night Market 2019 introduced the LED screen as a backdrop for our stage. The screen was surprisingly easy to use, but required a bit of preparation beforehand. A stock video membership was purchased to obtain easy access to graphics that were used as a motion background for the performances. These videos had to be encoded with a special codec and given to AV Melbourne.

The LED screen provided an attractive element for the stage and it turned out very successful. As an improvement, it could have been utilized a lot further had we known about the process on using the stage earlier. The night had limited each performance to a single motion background, but changing the background for every set in the performance would definitely produce a better feel for the audience.

3.5 Green Room and ISAs

The green room was moved from Mary Cooke Rooms A and B to the Ante Room and Private Dining Room, accessible through the North Court. While an initial concern was the distance of the room to the stage, the space and amenities available was worth the slight hassle of ushering performers. Drinks and snacks were displayed throughout the night for performers to help themselves with. An ISA is put in charge as 'Green Room Assistant' to ensure cleanliness and belongings are well-kept.

Three ISAs were in rotation throughout the night with roles such as the following:

- Green Room Assistant - standby at the Green Room at all times and in charge of contacting performers who has yet to arrive after their call time.
- Usher (Green Room) - responsible for ushering performers from the Green Room to the side of the stage 20 minutes before their performance time.
- Usher (Stage) - responsible for ushering performers from the stage, back to the Green Room. Also has to standby for any miscellaneous tasks as instructed by coordinators or as requested by performers.

3.6 Performance Timeline

Time (PM)	Duration	Performer	Description
3.00 to 4.00	1h	Equipment set-up (Apollo)	
4.00 - 5.00	1h	Apollo Fusion Band	Sound Check
5.00 - 5.30	30min	FLARE (stage marking)	Pre-show state

5.30 - 6.00		*Emcees and Stage Management team ready	Final Set up
6.00 - 6.02	2 min	Emcees	Opening Ceremony - Introduction - Invite committee members
6.02 - 6.07	5 min	UMSU Intl President (Jonas Larsen)	
6.07 - 6.15	8 min	Official event open	Countdown > Rocket Launch video > Flag (front of stage)
6.15 - 6.20	5 min	FLARE	(Opening Act) Break dancing
6.20 - 6.25	5 min		Set up & Emcee
6.25 - 6.40	15 min	Melbourne University DanceSport Club (MUDC)	Salsa, Zouk, Batchata, Swing dance
6.40 - 6.45	5 min		Set up & Emcee
6.45 - 6.55	10 min	DARE	KPOP Dance
6.55 - 7.15	20 min	Intermission: EMCEES PERFORMANCE	Intermission
7.15 - 7.25	10 min	Apollo Fusion Band	Fabulous Fusion band
7.25 - 7.35	10 min		Set Up & Emcee
7.35 - 7.50	15 min	Scenery	Indie/R&B Band
7.50 - 8.00	10 min		Set Up & Emcee
8.00 - 8.10	10 min	Hayley Murphy a.k.a Hayley Hoopla	Hoop Act
8.10 - 8.20	10 min		Set Up & Emcee
8.20 - 8.50	30 min	Parkville	Three-piece folk/acoustic band
8.50 - 9.05	15 min	Intermission: Magician on Stage	
9.05 - 9.15	10 min	FLARE	Tap/Jazz, Urban, Lyrical Fusion, Comm Heels, Kpop
9.15 - 9.20	5 min		Set Up & Emcee
9.20 - 9.30	10 min	Bollywood Club	Bollywood Dance
9.30 - 9.35	5 min		Set Up & Emcee
9.35 - 9.55	20 min	University of Melbourne KPOP Club (UKC)	KPOP Dance
9.55 - 10.00	5 min	Emcees + UMSU Intl C&S Vice President	Closing speech & greeting

3.7 Expenditure

Description	Expenditure (AUD)
Opening Ceremony	122.48
External Performances	2395.00
FLARE	370.00
Internal Performances	800.00
Emcees Costumes and Props	413.49
Green Room	119.97
Parking Permits	80.00
LED Screen Content Membership	55.87
Total	4356.81
Budget	4,500.00
Excess	143.19

3.8 Other Issues Encountered

During the day of the event, the committee was given notice by another event by the Chancellery department of the University about a simultaneous event occurring during Night Market at the Old Quad. Due to some misconceptions of the volume used during early soundcheck the night before, an issue came requiring any music or sound to be lowered significantly at approximately 6.20 pm to 6.30 pm. No particular adjustments were made to the timeline, however the lowering of volume was quite noticeable and had affected one of our internal performances.

3.9 Suggested Improvements and Recommendations

- More time should be allowed to source for external performers as there may be unforeseen circumstances that result in cancellation. Confirmation through writing is also advised.
- The use of Ante Room and the Private Dining Room proved to be a good choice as the toilets also act as changing rooms which is appropriate and useful for the performers/
- It is recommended that ISAs and OBs that are assigned to performances on the day of the event be fully aware of the tasks at hand as it does require timeliness. A follow up after the volunteer briefing is definitely recommended.
- All performances should be confirmed at least three weeks prior to the event.
- Emcees are advised to start writing their script immediately after recruitment to allow for more practice times.
- Follow ups and constant communication with AVMelbourne is recommended as the timeline is being produced. Many changes was made only days prior to the event which was quite rushed. Allow for more time to discuss and set the timeline.
- Recruitment of four emcees was actually useful, allowing for more change-ups and rest times. More encouragement for ISAs to to sign up and audition is also highly encouraged as there was no rejection made this year.
- The mix of bands, dances, etc. throughout the timeline is also highly recommended. While it may be more complicated logistics wise, as long as it is communicated and given approval by AVMelbourne, it should not be of any issue.

4. Decorations

Coordinator(s): Natassia Minhtri, Daisy Wu

The decorations were done based on the theme “Out of This World” which included space and galaxy themed decorations. A team of 15 ISAs and 2 OB was formed 4 weeks prior to the event. Unlike past decoration teams, we focused on making decorations throughout event area instead of decorating the stage.

4.1 Decoration Team Timeline Breakdown

- Week 1:
 - Recruit ISA brainstorming group.
- Week 2:
 - Brainstorm Ideas for decorations that are not location specific, i.e. can be placed accordingly to the layout of the event.
- Week 3:
 - Confirm ideas with AV and re-adjust accordingly.
 - Re-adjust layout/idea with the new layout of the Night Market (if there is any) and/or any request from C&S VP or director.

- Buy materials and recruit ISAs for decoration team.
- Week 4, 5 & 7:
 - Work through the decoration pieces.
- Week 7 (1 Days before the event)
 - Set up all the pieces that could be done in concrete lawn.
- Week 7 (Event day)
 - Set up all the pieces for North Court.
 - Install lights and batteries inside cloud lanterns.

4.2 Problems Encountered

- Not all ISA in the team put equivalent effort and time as others in the team, and some availabilities were limited.
- Arts room was not available as often as possible due to regular workshop/classes being held.
- Arts room was not sufficiently cleaned up, and a clean up by University Services was required for a thorough clean.
- A few paint brushes from the Arts Lab had to be paid and replaced for as they were not washed properly and became damaged.
- Styrofoam proved to be difficult to work with, and very messy.
- Time for set up prior to the event day was not possible due to the overnight rain.
- Time to install batteries into the lights was very short due to battery limited lifespan and a delay in online order deliveries.
- Some cloud lanterns became a bit limp after a brief shower of rain.
- Some decoration items are labour- intensive to clean up such as the illuminated pebble stones
- Insufficient planning led to ineffective collaboration with a club where a scarce number of student volunteers getting involved for limited hours.
- Due the to lack of regular involvement, the student volunteers were unable to contribute as significantly as the ISAs in the team.

4.3 Suggestions

- Confirm all decoration projects well before week 3.
- Selecting ISAs for decoration team based on google form response and their available hours. Previous experience in arts and craft should also be considered
- A system to use combination of sign-in sheets and google sheets to keep track ISAs hours was proven to be efficient and satisfactory for ISAs as well.
- Should ensure that the Arts Lab should be cleaned very thoroughly, as it is a shared space within the university, and that all materials are washed carefully.

- Collaboration with UMSU Arts is recommended for future decoration teams, so that students are well informed of the Arts Lab facilities, and can work together to brainstorm more decoration project ideas.
- It is suggested to not use styrofoam again, and possibly find a more environmentally friendly resource.
- Building close relation with and within the decoration team was very necessary to motivate the team.
- Opening volunteer hours for ISAs that are not part of decoration team was also very effective to fill up occasional shortage of manpower due to availability schedule.
- Be mindful on how decoration team progress early on, to allocate appropriate time to finish each decoration pieces, recruiting additional members might as well be necessary.
- Establishing an ISA decoration brainstorming was helpful for the start up.
- Collaborations with clubs in any forms should be planned early enough before the semester especially when human resources acquisition is involved

4.4 Expenditure

Items	Expenditure
1. Planetarium marquee: I. Star projector II. Beacon light III. Thread IV. Sandpaper and spray paint V. LED Tealight Candles	\$29.98 \$19 \$15.77 \$56.90 \$3 Total: \$124.65
2. Cloud lights: I. Misc, fabric and glitter II. Fairy lights III. Lantern packs IV. Batteries	\$593.71 \$270 \$238.00 \$200 Total:\$1301.71
3. Planetarium: I. Newspaper II. Pebbles (5000 pieces) III. Neon Paint IV. Fluff V. Styrofoam	\$83.30 \$304.99 \$181 \$10 \$200

VI. Streamers	\$34 Total:\$813.29
4. Miscellaneous:	
I. Glue guns, glues and glue sticks	\$321.15
II. Clean up	\$100
III. Paint brushes	\$50
IV. Delivery	\$27.47
	Total:\$498.62
5.OB's costumes Alien hairbands	\$145.26 Total: \$145.26
Total Budget Provided	\$3000
Total Budget Spent	\$2883.53

5. Activities

Coordinator(s): Kenny Wong, Jenn Lin Tay

5.1 Carnival Games

Total of 7 carnival games were set up at North Court:

1. Gravitational Pull (by Cast on Charity club)
2. Meteor Shower (by Cast on Charity club)
3. Zero Gravity (Hangman hired from Smart Amusements)
4. Raging Taurus (Mechanical Bull hired from XtremePartyHire)
5. Saturn's Ring (DIY)
6. Stellar Stacking (DIY)
7. Blast Off (DIY)

Participants were required to buy the token voucher at the ticket booth at price of \$1 for 1 game, with a buy 5 get 1 free promotion. By playing the carnival games, winning tickets were earned and accumulated by participants to win various prizes. The prizes were 163 varieties of stuffed toys, 100 free ice cream vouchers, 20 movie vouchers, 34 Strike Bowling vouchers and 1 Free Entry to the Melbourne Planetarium.

5.1.2 Cast on Charity

We collaborated with Cast On Charity by giving them 2 games stalls too operate. They were given the freedom to design and operate their own carnival games. They collected a total of 252 tickets

during Night Market thus earning \$252 to be donated to a charity of their choice, WWILD, a charity that helps people with intellectual disabilities who have experienced sexual violence.

5.1.3 Problems & Suggestions

- Due to a logistical error, the number of times that a free token was given out (from the Buy 5 Get 1 Free offer) was not kept track of, thus the ticketing system was not effective. Furthermore, there was an issue with the receipts on the receipt book not being copied onto the carbon copy. Thus, we were unable to ascertain the exact amount of profit earned during the night as we could not tally the money and tickets earned.
- There was a sufficient amount of prizes to last throughout the whole night.
- The hired games, Hangman and the Mechanical Bull, were especially popular, consistently garnering a large crowd of participants and onlookers.
- The mechanical bull broke down at 8:30pm due to technical issues. A partial refund of \$120 was given.
- A longer set up time should be given for the stalls to set up as 1 hour was not sufficient, causing a delay in starting the carnival games.
- It is recommended to print more tickets and tokens to avoid shortages, buy more receipt books, and also prepare necessities such as tape and scissors.

5.2 Haunted House

The haunted house was located in the members lounge and organised by the coordinators and 16 ISAs. During week 3, haunted house group leader positions were opened to 4 ISAs from the old batch through google form. These leadership positions consisted of 1 overall leader and 3 lane leaders. Next, team members were recruited from both the old and new ISA batch. The ISAs were split into 3 haunted house lanes with 4 ISAs per lane. The ISAs were given the opportunity to plan and execute the event under supervision of coordinators. The Haunted House started at 6:30 pm and ended at 9:30pm. The Haunted House ISAs were not given food vouchers like the other ISAs, but instead extra budget was allocated to purchase food for them. At 7:45 pm, there was a 15 minute toilet break.

5.2.1 Problems and suggestions

- Due to basement kitchen being inaccessible this Night Market, the glass doors of the Union House, which were originally planned to be used as the exit, were closed off. Thus, a complete redesign of last year's Haunted House was required.
- Taking into account of last year's Haunted House issue of overextending past 9:30 pm, this time round the queue was cut off at 8:30 pm. This allowed the final group of participants to leave by 9:30 pm. 8:30 pm proved to be a good cutoff time and would be recommended to the future C&S team, should they proceed with opening a Haunted House.
- The Haunted House was a success this year attracting a large number of people towards it.

- It is highly recommended to have one ISA on standby to provide water to the Haunted House scarers as they would be screaming for a few hours without rest.
- It is also highly recommended that the black cloth used for the Haunted House be kept to be reused for next year's Haunted House (should there be one). The cloth took up a sizeable chunk of the budget and it is extremely likely that future Haunted Houses would require it too.

5.3 Photobooth

Photorazzi photo booth hire was used for the event. The photo booth was generally well received.

5.4.1 Henna Booth

3 henna artists were hired for the event and were given a 30 minute break during their shifts. These henna artists were all students from the University of Melbourne's Bollywood Club, with one of the henna artists being the president himself. The henna artists were paid \$20 per hour. The materials were bought by one of Henna artist to ensure the quality of Henna ink.

5.4.2 Problems & Suggestions

- Due to the long queue for the henna booth, one of the henna artists insisted on skipping their break, and another artist found another member from the Bollywood club to replace them during their break.

5.5 Expenditure

Activity	Estimated Budget	Actual Spending	
			Total
Haunted House	\$1,080.00		\$957.97
Lane 1		\$172.45	
Lane 2		\$196.44	
Lane 3		\$228.76	
Make Up		\$99.42	
Food		\$260.90	
Prizes	\$1,200		\$1,250.48
Henna	\$240.00		\$250.00

Henna Artists		\$220.00	
Henna Ink		\$30.00	
Photobooth	\$800.00		\$1,200.00
Carnival Games	\$1,360.00		\$1,416.46
1. Stellar Stacking		\$80.00	
2. Blast Off		\$55.98	
3. Saturn's Ring		\$32.15	
4. Zero Gravity - Hired Hangman		\$360.00	
5. Raging Taurus - Hired Mechanical Bull		\$705.00*	
6. Cast on Charity - Gravitational Pull		\$59.57	
7. Cast on Charity - Meteor Shower		\$11.00	
Additional (black cloth, receipt books)		\$112.76	
GRAND TOTAL	\$4,680		\$5,074.91

***Paid \$825 originally for mechanical bull less \$120 refund**

Carnival Games Profit	
Total profit earned	\$735.00
(-) Cast on Charity donation	-\$252.00
Profit	\$483.00

6. Food Stalls

Coordinator(s): Pik Yu (Phoebe) Teh, Yaan Kit Ng, Yunan Lin

The event featured 19 food and drinks stalls located in the University Plaza, with majority of the food being prepared either in store or in the hired portable kitchen supervised by the food coordinators and hired chefs.

6.1 Food Stall Competition

For this year's Night Market, food stalls were assessed on a continuous basis. Categories that were assessed included compliance with food safety, attendance and punctuality with meetings and due dates, as well as the quality of the food and stall design. The winners were Laika Burger, Melbourne University Japanese Club, and Salamatea, who each received a prize of \$100.

6.2 Food Stalls

19 food stalls participated this year, which were run by clubs, societies and students. In general, stalls were all successfully provided with the sufficient amount of cooking equipment and bain maries. Most clubs were very satisfied with the overall event. Several clubs had all their food sold out before the end of the event.

6.3 Kitchen

As the Union House kitchen was unavailable, a portable kitchen was hired and brought in, along with a portable cool room to serve as refrigerated storage. The kitchen and cool room were set up in the car park adjacent to North Court and the University gym. The kitchen was opened to the food stall groups for preparation three days before Night Market. Fridge units in the kitchen and the portable cool room were both available for use by the groups. Strict rules regarding the transport and temperature of hazardous foods were adhered to by the OBs and ISAs in charge. On the day of the night market, each food stall group was allocated their own section of space to operate with in the kitchen. Lucy from the City Council was very satisfied with how the kitchen and food stalls were being run.

6.4 Expenditure

Item	Expenditure
Kitchen and Food Stall Supplies:	
Officeworks (blu tack, labels, stickers)	\$14
Chemist (alcohol swabs, plasters)	\$36.95
Woolworths & Coles (gloves, cleaning supplies, aluminium foil, cling wrap)	\$564.19
Water Container	\$132.35
Food Voucher Reimbursements	\$434
Food Competition Prizes	\$300
Total	\$1481.49

6.5 Deposits and Equipment Fees

Item	Amount
Food Stall Fees collected	\$750
Food Stall Deposits collected	\$950

Food Stall Deposits returned (\$50 refunded and \$50 penalised)	\$950
Equipment fees collected	\$2475
Equipment fees refunded	\$112.5

6.6 Environment/ Maintenance

Coordinator(s): Yunan Lin

The Environment/Maintenance team were responsible for the maintenance of rubbish skips, hot water and cold water tanks as well as sanitation in the stalls to further enhance the Safe Food Handling standards set by the City Council of Melbourne. The environment team were tasked with specific food stalls to oversee and resulted in a good quality of hygiene which reflected in the lack of food related health issues resulting from the event.

6.7 Problems Encountered

- Some clubs lost their equipment and ingredients
- Clubs were using phones in the kitchen and in the food stalls and occasionally not wearing gloves/hairnets/aprons, not practising proper SFH practices
- Insufficient work space in the kitchen
- Insufficient cold and dry storage space
- Insufficient dish washing facilities, had to resort to industrial dishwasher in the Union House kitchen to avoid accumulation of dirty equipment
- Bought 20 boxes of gloves but it ran out fairly quickly
- Had to constantly remind the clubs that a maximum of 4 people are allowed in the food stall at all times
- While waiting for the food to arrive, the lights from the bain maries attracted a bunch of flying bugs
- A food stall experienced recurring power failures
- Portable kitchen experienced fairly serious leaks during rain
- Portable kitchen was not set up on time and therefore Union House kitchen storage had to be used initially
- Some food stalls threw solid waste or greasy food waste into water waste bins which were supposedly only for hand washing water to dispose
- Some food stalls did not keep the front and back bench area clean and tidy
- Three of the hot water urns and two of the stoves were at fault in the first place

- Some of the OBs in charge of environments were not briefed properly before their shifts, which resulted in them not knowing what their duty was

6.8 Suggested Improvements

- Ensure clubs are briefed properly about SFH standards
- Make sure clubs label and are mindful of their equipment and ingredients
- Kitchen space for the clubs should be more carefully allocated with greater consideration to the decreased kitchen size
- Increase the proportion of food stalls which do not require the use of the kitchen (e.g. VSA where all food was externally supplied)
- Hire either a larger portable kitchen or two of the hired portable kitchens for the next event
- Hire more than one portable coolroom for cold and dry storage
- Double check with contractor that kitchen has been set up properly and correctly
- Ensure contractor is able to set up kitchen on time
- Ensure an abundance of supplies are acquired before event as leftovers can always be used in future events
- Prohibit clubs from operating the food stalls if they fail to adhere to the instructions given
- Increase the frequency of patrolling on food stalls to prevent any disobedience from happening
- Always order extra external equipment as back-up.

7. Information Booth

The information booth was located on the edge of concrete lawn, facing union house. The information booth serves as the main OB/ISA meeting point for task sign in and food voucher collection, as well as for students to acquire information about Night Market. OB/ISAs were advised to sign in at least 10 minutes prior to their first task, and were allowed to be 5 minutes late while switching back to back tasks. The OB in charge of info booth was responsible to call OB/ISAs more than 5 minutes late for task sign in to confirm attendance.

7.1 Problems Encountered

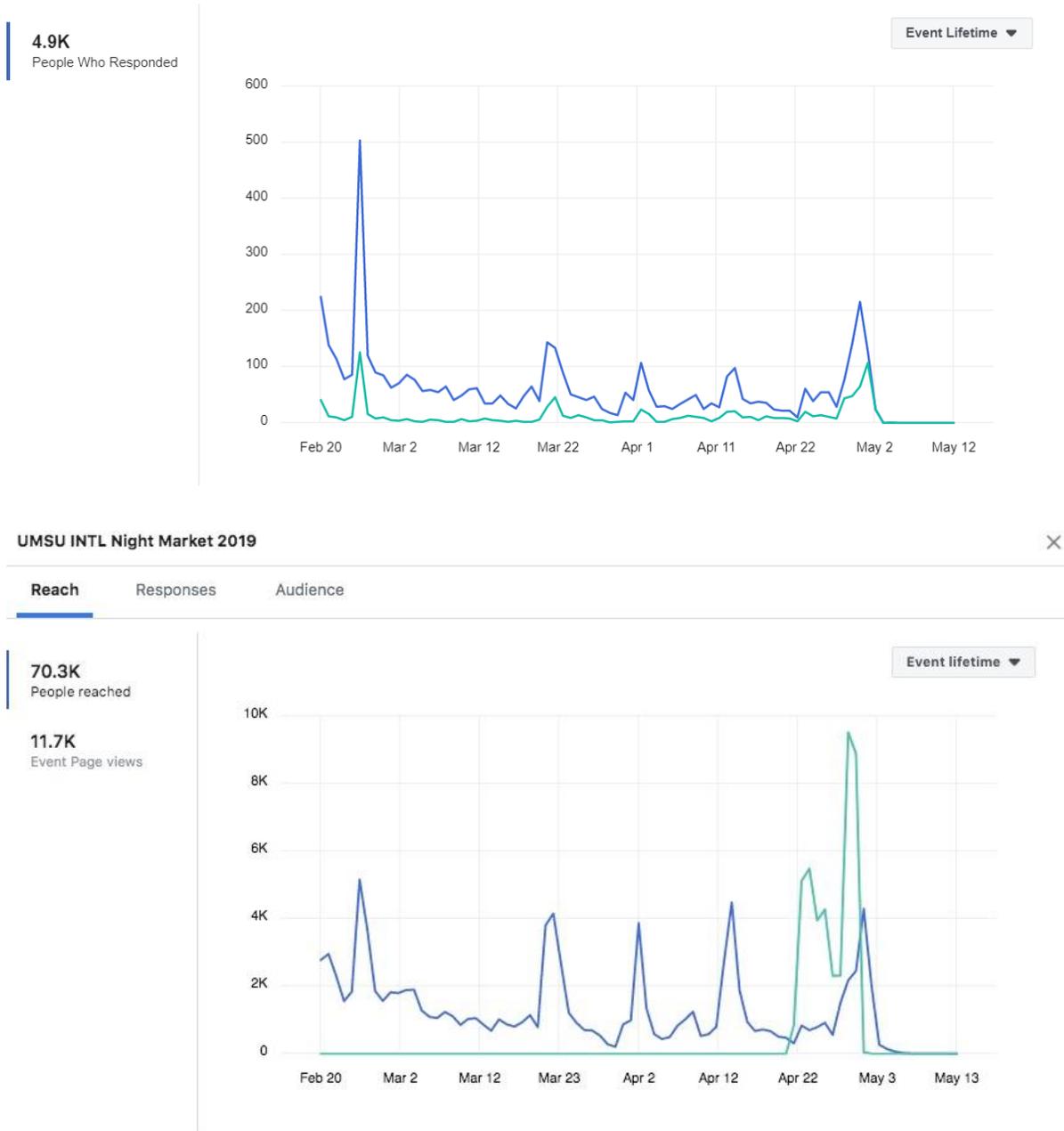
- Information booth did not receive lighting from AV. Although the problem was identified by AV during the night and was eventually fixed. The issue here is that the info booth marquee was not set up along with the food stalls marquee for some unknown reason.

7.2 Suggested Improvements

- Better communication with AV on which areas need lighting
- Zello app (an app that enables walkie talkie function in phones) is recommended for future OB/ISAs communication (OB/ISAs keep the earphone on for consistent and effective communication)

8. Publicity/ Marketing

Night Market 2019 publicity by our communication department achieved exceptional results. The Night Market 2019 Facebook event page reached 70.3k people and got 4.9k responses (interested or going) in comparison to 5.6k responses in Night Market 2018, 3.4k responses in Night Market 2017, and 2k in Night Market 2016 . Night Market 2019 FB number of responses achieved a 12% decrease from 2018. This may be due to the timing of the event, and possibly the additional events held this semester which crowded the social media schedule. The actual turnout was estimated to be over 8,000 foot traffic.



Publicity strategies for Night Market also included early publicity starting during SummerFest (click going to Night Market page as one of the conditions to get a free goodie bag) started off the event page with 500 goings, for 3-4 weeks, this number grew by itself to around 2-3k through word-of-mouth without further publicity effort. This is highly suggested to be employed in the future, as new students who attend orientation week are likely our target student interested to get involved in events, in addition, it is a good utilisation of the o-week foot traffic.

8.1 Publicity Timeline

Summerfest: FB page setup + 500 responses

Week 6: physical publicity + fb boost start

Week 7.5: non-teaching week

Week 8:: Night Market

8.2 Problems Encountered

The design of the publicity material began during the Summer Break, when most of the C&S team members were either unavailable or overseas. Hence, it was difficult to steer the direction of the design with UMSU Communications without meeting face-to-face. It is recommended for future committees to begin planning your design at the end of Semester 2 before the Summer Break.

9. Other responsibilities of the Media & Communication Department (UMSU INTL)

In addition to social media publicity and collaboration in flyer design, below is a list of other items that our UMSU INTL Communication Department helped with:

- Food voucher design
- Carnival game tickets and vouchers
- Printing of flyers and the items above
- Photography on the event day

10. Survey

We received 114 survey responses. There was no incentives provided for completing the survey. We allocated 4 ISAs to be in charge of obtaining survey responses from 7-9pm on the night. We noticed more direct and constructive criticisms in the responses potentially due to the means of data collection (posting online and relying on voluntary response). It is recommended to combine both the physical survey collection and online survey collection methods in future events for more balanced and objective results.

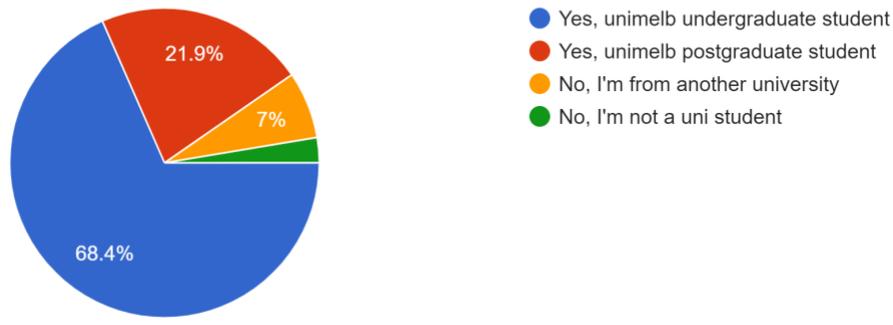
11.1 Survey results

1. Education/university demographic

The participants at Night Market included mainly undergraduate students (68.4%) at Melbourne University, and 21.9% of the participants were postgraduates, which is double the proportion from what we had last year. While 7% were students from other universities, 2.6% were not students. Overall we believe it is a good mix of participant demographic as our target audience is students at Melbourne University while also wishing to establish the brand among other universities.

Are you a student at Melbourne University?

114 responses

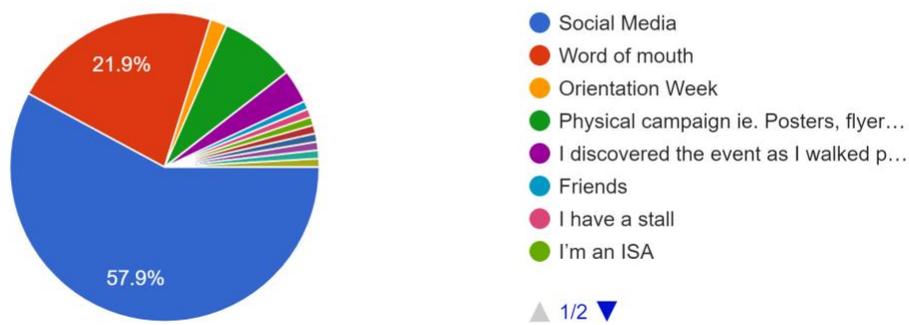


2. Publicity channel

The majority of participants heard about Night Market through social media (57.9%). The second largest channel was through word of mouth (21.9%), while the third is physical campaign (7.9%). This result may indicate that social media is the most effective publicity channel, however, it may also indicate that we did not invest enough in physical campaign and other means. A small fraction of participants knew of the event through Orientation Week while some are just passing by.

How did you hear about Night Market?

114 responses

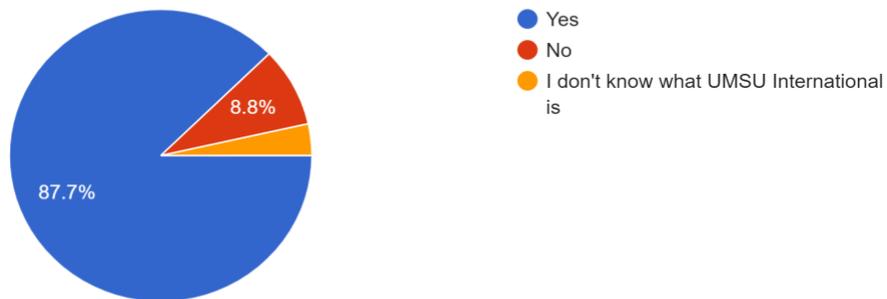


3. UMSU INTL Brand awareness

Our UMSU INTL brand recognition result is pleasing. 87.7% of participants are aware that Night Market is organised by UMSU Intl, while 8.8% are not aware. 3.5% do not know what UMSU INTL is. However considering that we have 7% of our participants being from other universities and 2.6% not being a student, the overall recognition of our organisation indicates successful brand image even outside of Melbourne University.

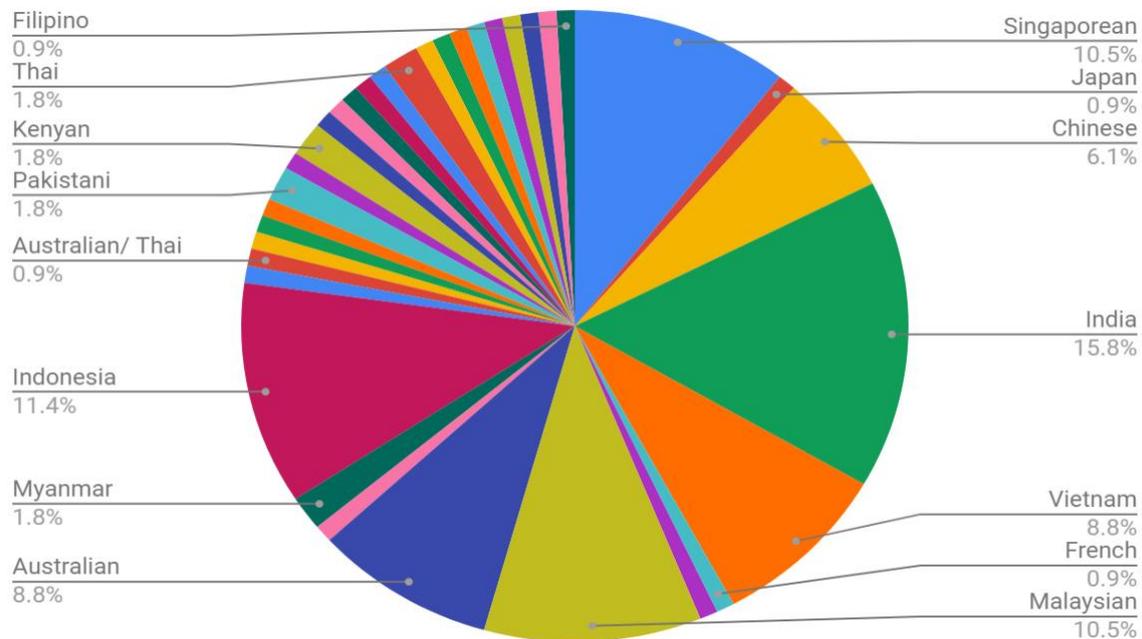
Did you know Night Market is organised by UMSU International?

114 responses



4. Nationality demographic

There were a range of 28 nationalities among the 162 participants. The nationality with the highest percentages were Indian (15.8%), Indonesian (11.4%) and Malaysian (10.5%). Other notable nationalities were Singaporean, Chinese, Vietnamese, Burmese, Kenyan, Thai, and many others.

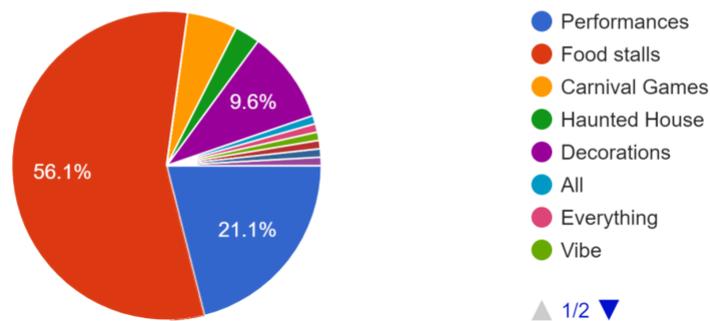


5. Night Market attraction

56.1% of the participants found food stalls the most attractive, 21.1% found performance, 9.6% found Neon decoration, 2.6% found haunted house, 5.3% found carnival games. It is worth noting that the key word in this question is “attract”. The finding indicates what attracted participants to come to Night Market. The finding is not necessarily an indicator of how well different parts of Night Market retain and entertain, or liked by participants. It is recommended that future Night Market should maintain a balance of both attraction, retention and entertainment in its activities provided.

What do you find most attractive about Night Market?

114 responses

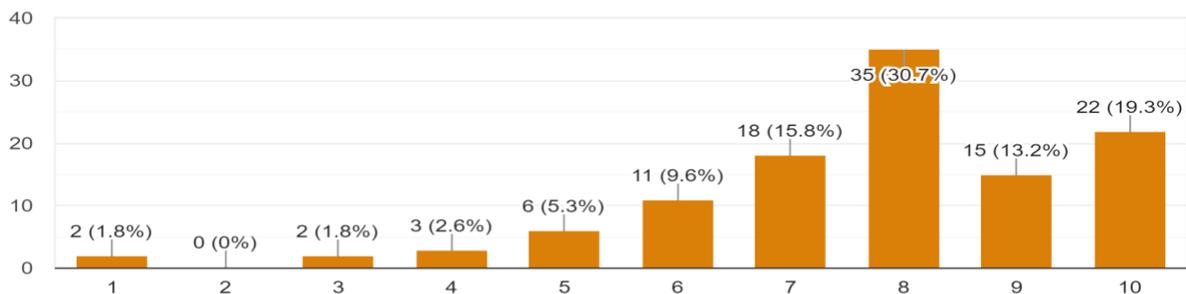


6. Satisfaction

79% rated Night Market as 7-9 out of 10. The rating with the highest frequency is 8, by 35 ratings (30.7%). 22 participants rated the event 10/10 (19.3%). We have two participants who rated the event as a 1, those two participants particularly complained about food prices, noise, and event motive. Other low ratings complained about the crowd and the wait time for food.

Overall, how do you like our Night Market?

114 responses



7. Additional comments/suggestions

Positive:

- “Nothing its all good! Great job!!”
- “good job”
- “Keep up the good work”

Negative:

- “Probably better signs on the day. It’s barely visible from Gate 10 and people might miss out”
- “The smoke machine covered what was happening on the stage”
- “the timing for the torture test can be improved”
- “There has to be more attractive activities.”
- “More vegetarian options”
- “more awesome games! the rodeo and haunted house was awesome but the rest are so so.”
- “The food prices were quite uneconomical when it comes to charging students. Also, the timing was bad. It is almost 8th / 9th week when one needs to concentrate and focus. The noise was quite disturbing especially under MSD and chemistry building. Your efforts to organize such event was good but the motive was not met. It was no different than a commercial enterprise. “

Mixed

- “Food quality varied quite a bit between stalls. Some were good and others were bad. Furthermore, a few food stalls had overwhelming long wait time (e.g. the waffle shop had a 35 min wait after placing an order), which is disappointing. Really liked that the haunted house and henna were free. “

11.2 Recommendation based on survey results

- Demographic: Maintain the ratio of participation composition, targeting mainly university students but reaching out to the general public. Nationality mix could improve by reaching out more to student clubs from other cultures, as well as exchange students.
- Publicity channel: the results indicate social media to be the most effective channel, however this needs leverage such as utilisation of orientation week traffic. Physical campaign scoring low on survey does not necessarily indicate it’s not effective, it could indicate room to increase physical campaign, the physical presence of Night Market around campus could also add on the social media effect. Attempt to reach out to external media websites or publications like What’s On Melbourne or TimeOut.
- Attraction: Consider improving other aspects of Night Market aside from food stalls. Most of the attraction comes from the food stalls, but people should come to Night Market for much more (Games, Performances, something new?).

12. Final Expenditure/Budget

12.1 Budget

The initial allocated budget for Night Market is 71.5k, adding \$1904.80 underspend budget from Summerfest, the final budget is \$73404.80. Taking 10% GST return into consideration (UMSU as a not-for-profit organisation gets automatic refund of GST), budget exclude GST is \$73404.80, budget include GST is \$81560.89.

This is how we calculated the budget include GST from budget exclude GST:

$x = \text{budget include GST}; \text{budget exclude GST} = \73404.80

$x - 0.1x = \$73404.80$

$0.9x = \$73404.80$

$x = \$81560.89$

It is highly recommended for future committee to take the 10% GST return into consideration during budget allocation, especially for events with big budgets like Night Market.

12.2 Expenditure

The expenditure (incl GST) is **\$79,669.20** (TBC)

The expenditure (excl GST) is **\$71,702.28** (TBC)

Thus, the expenditure (excl GST) exceeded budget by **\$502.28** (TBC)

Despite having 3.5k spare budget setting aside in case of unforeseen circumstances, unforeseen circumstances did happen and the consequential overspend exceeded our spare budget.

The unforeseen circumstances causing the overspend includes:

- 1). Our usual equipment supplier Harts closed down, thus weeks into the semester, we had to source another supplier with a higher fee (2.5k extra)
- 2). The agreed budget for AV Melbourne was 40k, however, it was only after the event when we received the invoice that we realized AV overspent that amount by 3.25k

With the overall 5.75k extra cost due to unforeseen circumstances, we eventually could not cover the amount exceeding and this resulted in the **\$502.28** overspend.

12.3 Budget and Expenditure break down

category	items	2019 budget	Budget update (week 7)	Budget update (post event)	Reference: 2018 expenditure
Decoration	Self-made décor pieces				
	Transportation				
	subtotal	\$2,100	\$3,000	\$2883.53	\$1,237
Performance	Emcee props and costumes	\$600	\$600	\$413.49	\$261
	Opening Props	\$100	\$100	\$122.48	\$100
	Internal performaners	\$800	\$800	\$1170	\$640
	external performers	\$3000	\$3000	\$2395	\$3,089
	Green Room			\$119.97	
	Parking Permits			\$80	
	LED screen conent membership			\$55.87	
	subtotal	\$4,500	\$4,500	\$4356.81	\$4,090
Food	miscellaneous (gloves, hairnets, detergent, ice bags etc)	\$250	\$250	\$747.49	\$482.32***
	food premises registration	\$780	\$780	\$780	\$780.000
	Comptition prize	\$300	\$300	\$300	\$300.000
	chef hiring X2 (Store & Kitchen)	\$2,700	\$2,700	\$2,700	\$2,700*
	subtotal	4030	4030	4527.49	\$4,262.32***
Activities	carnival games equips X5	\$800	\$700		\$633.800
	carnival game prizes	\$1,100	\$1,260		\$1,127.800

	haunted house (deco, prop & ISA team)	\$1,000	\$1,000		\$923.930
	others (eg. Photobooth, henna, facepaint etc)	\$1,700	\$2245		\$1,200.000
	subtotal	4600	5205	\$5,074.91	\$3,885.530
Infrastructure	Marquees, gas stoves, bainmaries, BBQ pits, Gas tanks and cage, hot water urns, fire blanket, fire extinguisher, labour, tables&chairs				
	subtotal	\$17000	\$19137.79	\$19137.79	\$17,500***
AV Hire	Saddle stage				
	PA system				
	Décor self-sourced & AV Sourced				\$15,934
	haunted house sound system&set up	\$2,800.00	\$2,800.00		\$2,628
	Power generators	\$5,500	\$5,500		\$5,317
	Others (eg. Testing & Tagging)				(17 NM MSD projection \$9490)
	subtotal	\$40,000	\$40,000	\$40,160.61	\$43,250.24** *
Publicity	Printing	\$0	\$0		\$576
	FB advertisement	\$250	\$250		\$100.000
	Snapchat filter				\$75.750
	subtotal	\$600	\$600	\$512	\$175.750

Safety	security	\$2,000	\$2,361.16	\$2,361.16	\$1,751.000
	cleaning services	\$1,111	\$1152.32	\$1152.32	\$1,111*
	fire fighter	\$1,400	\$1,500	\$1,500	\$1,400*
	st John Paramedic	\$600	\$484	\$484	\$600*
	subtotal	\$5111	\$5497.48	\$5497.48	\$4,862*
VIP	catering (drinks)	\$150	\$150	\$0	\$0.000
	parking	\$0	\$0	\$0	\$0.000
	subtotal	\$150	\$150	\$0	\$0.000
others	videographer	\$1,500	\$1700	\$1700	\$1,500.000
	Photographer	0	\$516	\$516	\$450.000
	Token of Appreciation	\$150	\$150	\$0	\$192.5***
	OB/ISA food vouchers	\$650	\$650	\$434	\$555.000
cost deduction	<i>club's share of equip hire</i>	\$2,200	\$3225	\$3132.5	\$2,200.000
	<i>Carnival Game ticket sales</i>		\$700	\$483.0	\$700*
	total (incl. GST)	\$78041	\$81061.27	\$81185.12	\$79669.2
	total (exclu.GST)	\$70236.9	\$72955.14	\$73066.618	\$71702.28

Budget (exclu GST)	\$71,500.00
Budget (inclu GST)	\$79,000
Summerfest leftover	\$1154.800
Budget + SummerFest(exclu GST)	\$72,654.80
Budget + SummerFest(inclu GST)	\$80727.56

Due to a mistake in calculation of summerfest leftover, (budget for appreciation dinner was included in summerfest leftover budget), the budget for Night Market was calculated to be \$81560.89.

A budget of \$750 (exclusive of tax) is now excluded from the Night Market budget and put aside for appreciation dinner.

Night Market is under budget by an amount of \$457.56 (inclusive of GST) - \$411.82 (exclusive of GST).

13. Conclusion

Big thanks to the UMSU INTL Committee, ISAs, Aviya Bavati, Emmily Allen and Isobel Hammel from UMSU Events; Xain, Steve and Isaac from AV Melbourne; and UMSU Communications for the planning and execution of the event. Please do not hesitate to contact the C&S team if you have any questions and/or suggestions.

Prepared by,

**Cultural and Social 2018/2019 Department
UMSU International**

Mental Resilience Workshop Semester 1 2019 Final Report

Central Committee Meeting #11 – 17th May 2019

1. Introduction

This report concludes the Mental Resilience Workshop held on Monday, 13th May 2019. The objectives of this event are as follows:

- Aiming to increase students' awareness on mental well-being, improving students' mental health literacy, and assisting students in developing mental resilience.
- Understanding healthy/unhealthy relationships with family, friends, and partners.
- Gaining insight into respective topics; as well as practical skills with which participants apply to their personal lives.

The event details are as follows:

Coordinators	Po-Han Kung (Terry) and Zhen Torng Lee
Date	13th May 2019, Monday
Time	1:15 PM to 2:45 PM
Venue	Arts West North Wing 361
Topic	Relationships and Boundaries: Family, Friends, and Significant Others
Speakers	Elisabeth Shugg from Counselling And Psychological Services (CAPS)
Target Participants	30
Participants	25
OBs and ISAs	4 ISAs (2 ISAs for each hour) and 6 OBs

2. Event Flow

Time	Activity
12:45 - 1:05 pm	Event Setup
1:05 - 1:20 pm	Registration
1:20 - 1:55 pm	Introductory Presentation

1:55 - 2:10 pm	Refreshment Break
2:10 - 2:50 pm	Practical Session
2:50 - 3:05 pm	Event Packup

3. Expenditure

The total budget allocated for this event was \$200.

	Total
Appreciation gift for speaker	\$39.90
Food and Drinks	\$56.49
Total Actual Expenses	\$96.39
Allocated budget	\$200
Budget Surplus	\$103.61

4. Feedback and Suggestions

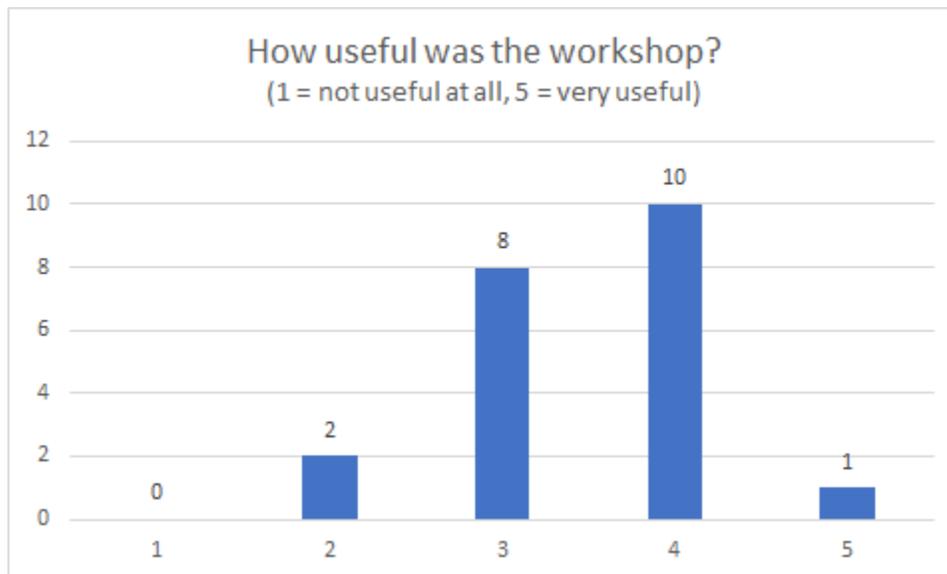
Total feedback forms collected: 21

4.1 How did you find out about this event?

UMSU Newsletter	4
Social Media	14
Friends	3
Flyers/Posters	2

Note: The response count for this question exceeds the number of collected feedback forms as this question allowed multiple responses.

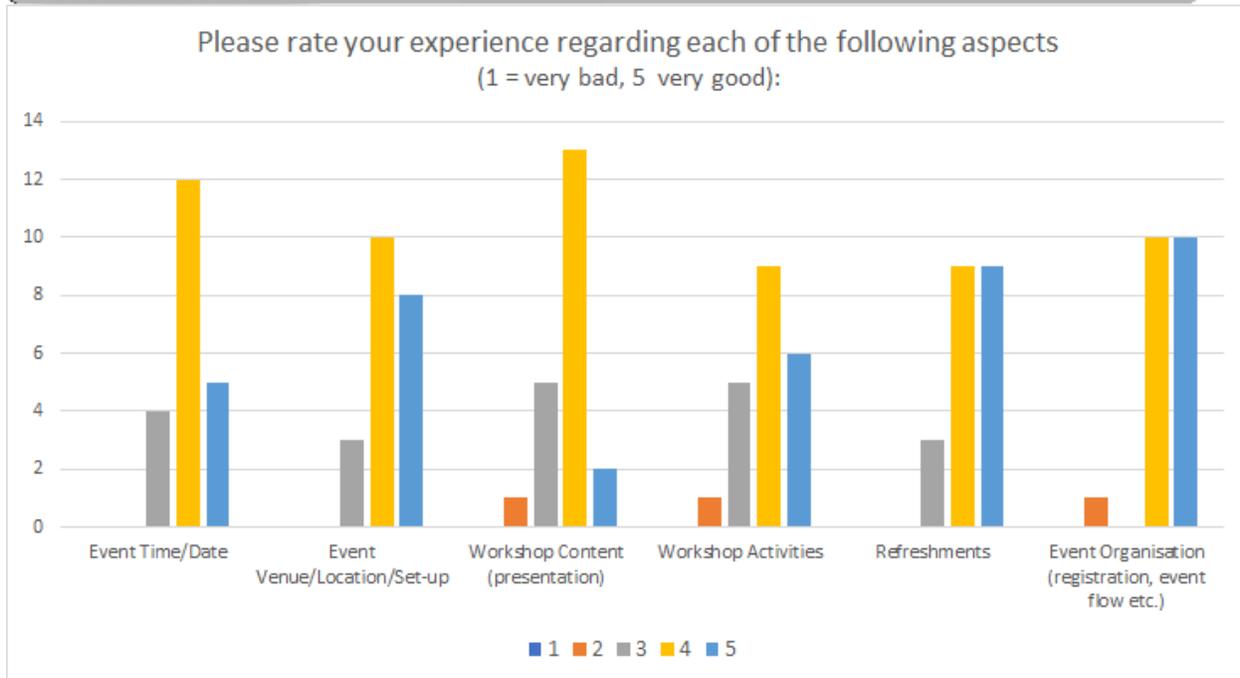
4.2 How useful was the workshop? (1 = not useful at all, 5 = very useful)



Note: average rating = 3.5

4.3 Please rate your experience regarding each of the following aspects (1 = very bad, 5 = very good):

Aspect	Average Rating
Event Time/Date	4.0
Event Venue (location and setup)	4.2
Workshop Content (presentation)	3.8
Workshop Activities	4.0
Refreshments	4.3
Event Organisation (e.g. registration, event flow)	4.4



4.4 Would you participate in future Mental Resilience Workshops?

Yes	13 (62%)
No	0 (0%)
Maybe	8 (38%)

4.5 What are some topics you wish to see future Mental Resilience Workshops address?

Interpersonal and communication skills	6
Self-confidence/-esteem related topics	3
Mindfulness practices	3
Study tips/preventing procrastination	1
Depression related topics	3
Bullying/racism related topics	1
Friends and family-related topics	1

4.6 Please feel free to express any other suggestions, opinions or inquiries:

Speaker was slow in explaining obvious concepts (e.g. healthy relationships)	1
Too focused on romantic relationships	1
Workshop duration could be longer	2
The workshop could be more intimate	1
Social media information was not accurate	1

CAPS expressed their interest in collaborating with UMSU International in the future. However, they suggested that the workshop be held earlier in the semester to avoid clashing with their hectic schedules.

It is highly recommended that future committees hold a series of similar workshops in order to address different aspects of mental well-being. Another suggestion is to amend the event title to “Mental Wellbeing Workshop”, as the concept of mental resilience might not be readily understandable.

5. Conclusion

This marks the end of the report for Mental Resilience Workshop, Semester 1, 2019. Overall, the workshop was a success despite that it was held during assessment period. It is advisable that the next committee continues to hold mental resilience workshops and reach out to more participants. This will contribute to UMSU International’s continual effort in advancing international student wellbeing and provide students with the opportunity to develop skills other than academic/employment competency.

We would like to express our gratitude to all ISAs and OBs who assisted in making the event successful. Please do not hesitate to contact us at Education and Welfare should you have any further queries or concerns.

Prepared by,

**Po-Han (Terry) KUNG and Zhen Torng LEE
 Education and Welfare Officers 2018/2019
 UMSU International**



6. Other Business

7. Next Meeting

Date : 31st May 2019

Venue : Jim Potter Room