

## Agenda

Central Committee Meeting #12 – 31<sup>st</sup> May Friday 2019

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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
  
4. Proposal
  - 4.1 Customized Goods Semester 2 2019 Proposal
  - 4.2 Central Australia Trip 2019 Proposal
  - 4.3 Officer Bearer 2018/2019 House Prize 2019 Proposal
  - 4.4 Freshers Launchpad Semester 2 2019 Proposal
  - 4.5 Head of Clubs Meeting Semester 2 2019 Proposal
  - 4.6 Winterfest Events 2019 Proposal
  
5. Reports
  - 5.1 Annual General Election 2019 Final Report
  - 5.2 Goal Setting Workshop 2019 Final Report
  - 5.3 Exam Pack Giveaway Semester 1 2019 Final Report
  - 5.3 ISA Appreciation Night Semester 1 2019 Final Report
  - 5.4 Night Market After Party 2019 Final Report
  
6. Other Business
  
7. Next Meeting



## Unconfirmed Minutes

Central Committee Meeting 11 – 17<sup>th</sup> May Friday 2019

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Date : 17<sup>th</sup> 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 without Apologies

Exco : -  
Directors : -  
Officers : Irene Yun Xin LEE

### Late with Apologies

Exco : -  
Directors : -  
Officers : Sher Lynn LIM

### Late without Apologies

Exco : -  
Directors : -  
Officers : Harikrishnan KOLAMVEETTIL, Xiaohan (Daisy) WU

### Leaving Early with Apologies

Exco : -  
Directors : -  
Officers : Michael William GUMARDI

Motion 1

Move that Standing Orders be adopted for CCM #11 at **16 40**.

Mover : Hwei Shin (Cynthia) LEOW

Seconder : Archit AGRAWAL

CARRIED without contention.

**5. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #11 be adopted.

Mover : Ajinkya DHAMALE

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

**6. Matters Arising from Previous Minutes**

Motion 3

Move that the Summit 2019 Final Report (amendment made on the expenditure section) be accepted.

Mover : Li Shern (Gladys) LEE

Seconder : Michael William GUMARDI

CARRIED without contention.

**7. Confirmation of Previous Minutes**

Motion 4

Move that the minutes of CCM #10 be accepted and confirmed as a true and accurate record.

Mover : Siobhan LIM

Seconder : Natassia Thanh MINHTRI

CARRIED without contention.

Motion 5

Move that the representative from Melbourne University Japanese Club (MUJC) be granted observer status & speaking rights.

Mover : Jenn Lin TAY

Seconder : Hana AGUSTINE

CARRIED without contention.

Motion 6

Move that the Standing Orders be suspended to discuss the Grant Application at **16 47**.

Mover : Pik Yu (Phoebe) TEH

Seconder : Ren Jie (Jack) PHANG

CARRIED without contention.

Motion 7

Move that MUJC be awarded a grant of \$24.80 for Night Market.

Mover : Yaan Kit NG

Secunder : Wei Jen (Dylan) LAU

CARRIED without contention.

#### Motion 8

Move that the Standing Orders be resumed at **17 12**.

Mover : You Qi (Yuki) NG

Secunder : Desmond Wen Zhen CHEW

CARRIED without contention.

#### Motion 9

Move that the Office Bearer Appreciation Event Semester 2 2019 Proposal be accepted.

Mover : Olivia IRISH

Secunder : Weiryn TAN

CARRIED without contention.

#### Motion 10

Move that the Goal Setting Workshop Semester 1 2019 Proposal be accepted.

Mover : Xinling LU

Secunder : Bellivia MILLENIA

CARRIED without contention, amendments required.

#### Motion 11

Move that the Night Market After Party 2019 Proposal be accepted.

Mover : Hwei Shin (Cynthia) LEOW

Seconded : Sher Lynn LIM

CARRIED without contention.

#### Motion 12

Move that the Night Market 2019 Final Report be accepted.

Mover : Wei Jen (Dylan) LAU

Seconded : Xinling LU

CARRIED without contention, amendments required.

#### Motion 13

Move that the Mental Resilience Workshop 2019 Final Report be accepted.

Mover : Hana AGUSTINE

Seconded : James Bima NOTOWIDJOJO

CARRIED without contention.

### **8. Other matters**

#### Motion 14

Move that CCM #11 be adjourned at **18 55**.

Mover : Yaan Kit NG

Seconded : Li Shern (Gladys) LEE



Motion CARRIED.

**Prepared by,**

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

**Customized Goods Semester 2 2019 Proposal**  
Central Committee Meeting #12– 31<sup>st</sup> May 2019**1. Introduction**

This proposal covers the customized goods to be ordered for the whole of Semester 2, 2019. The items will be distributed to students in goodie bags during Carnival Day, Winterfest for the brand awareness of UMSU International to the newly-enrolled students. The remaining items will be given out during Semester 2 Exam Pack Giveaway, or during Meat & Greet.

**2. Expenses**

Items	Quantity	Price per unit \$	Price \$
Thermos	600	6.75	4050
Beanies	600	3.40	2040
Drawstring bag	600	1.95	1170
Notebook	600	2.80	1680
Clear Folder	600	0.95	570
Socks	600	1.50	1080
ISA Shirts	60	15	900
OB Shirts	40	15	600
Lanyards	40	1.90	76
<b>Total</b>			<b>\$ 12,166</b>

The expenses will be covered under the budget allocated to the Media and Communications department.

**3. Conclusion**

This concludes my report. If there is any comment or suggestion, please feel free to address it to myself, or the incoming Media and Communications department.

**Prepared by,**

**Hana AGUSTINE**  
**Media and Communications Director 2018/2019**  
**UMSU International**

**Central Australia Trip 2019 Proposal**

 Central Committee Meeting #12– 31<sup>st</sup> May 2019

**1. Introduction**

 Date: 30<sup>th</sup> June 2019 – 10<sup>th</sup> July 2019

Venue: Central Australia (Uluru, Kings Canyon, Alice Springs, Coober Pedy, Adelaide)

Participants: 46 registered participants including organising Office Bearers

Event Coordinators: Kar Mem (Krystal) Ngooi, James Bima Notowidjojo, Pik Yu (Phoebe) Teh

**2. Objectives**

- To introduce Central Australia to the International student community by visiting places such as Uluru, Kings Canyon, Alice Springs as well as the various attractions and towns on the way
- To create a memorable experience and enable International students to make new friends during the trip

**3. Budget**

Due to difficulty in getting the target amount of participants, we would like to propose that UMSU International bear the additional costs to be paid to Across Australia Travel (AAT).

The expected cost is outlined below.

<b>Items</b>	<b>Price</b>
Amount Paid to AAT (\$1125 x 43)	\$48375
Ticket Cost for coordinators (\$1125 x3)	\$3375
Ticket Reimbursement for coordinators (\$1125 x2)	(\$2250)
Ticket Revenue (\$1125 x34)	(\$38250)
Additional Costs - Water & snacks, First Aid Kit, Entertainment (Campfire Items & Games)	\$300
<b>Total</b>	<b>\$11550</b>

Note that the total costs do not take into account of the marginal profit UMSU International gains from each ticket sales.

**4. Conclusion**

This concludes my proposal for Central Australia Trip 2019, please feel free to approach me and any of the coordinators for suggestions and enquiries.



Prepared by,

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

**Officer Bearer 2018/2019 House Point Prize 2019 Proposal**  
 Central Committee Meeting #12– 31<sup>st</sup> May 2019

**1. Introduction**

This proposal is intended to pass the expenses relating to the office bearer house competition running through the whole term for the 2018/19 officer bearers. The house competition groups the office bearers randomly and provides a competitive environment while improving benefits to the International student community and committee bonding by incentivising tasks such as publicity and providing support for events organised by other departments held by UMSU International.

The winners of the house competition are as follows:

1st Place                      Krystal  
 (628.5 points)                James  
                                       Xin Ling  
                                       Archit  
                                       Phoebe  
                                       Michael Yuki

2nd Place                      Jonas  
 (451.5 points)                Kenny  
                                       Elizabeth  
                                       Zhen Torng  
                                       Jenn  
                                       Hari  
                                       Bellivia

3rd Place                      Kevin  
 (203.5 points)                Yunan  
                                       Daisy  
                                       Olivia  
                                       Gladys  
                                       Desmond

**2. Budget**

The allocated budget for OB Appreciation 2019 amounts to \$510.00

Item	Price
1st Place Prize (\$35/pp)	\$245.00
2nd Place Prize (\$25/pp)	\$175.00

3rd Place Prize (\$15/pp)	\$90.00
Total	\$510.00

**3. Conclusion**

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

Prepared by,

**Kevin KALIP**  
**Treasurer 2018/2019**  
**UMSU International**

**Freshers Launchpad Semester 2 2019 Proposal**  
Central Committee Meeting #12– 31<sup>st</sup> May 2019**1. Introduction**

This event is held with the hopes of providing the international student community with an opportunity to seek peer support as well as to answers of their queries from a student-to-student perspective. The event is aimed primarily at the new international students who are new to the University and the city of Melbourne. The event will give a chance for international students to interact with UMSU International's Office Bearers (OBs) and International Student Ambassadors (ISAs) and learn more about adapting to University life. These could include forging new friendships, faculty-specific advice and the services available to students provided by the University. This is also an opportunity for students to be introduced to UMSU international and showcase the lounge as a safe space they can go to later in the semester.

The details of the event shall be as follows:

Date: 1st August 2019, Week 1, Semester 2 2019

Venue: UMSU International Lounge & Mary Cooke Rooms A and B (TBC)

Time: 5.00pm to 7.00pm

Target Participants: 40

**2. Objectives**

- To give new international students a platform to socialize and network
- To promote the International Student Lounge and encourage recurring visits
- To foster a welcoming vibe, strengthening the bond between UMSU International & the international student community

**3. Overview**

For this event, we will host a welcome reception located at the UMSU International Student Lounge for students of the University. Light refreshments will be served at the start of the event. During registration, the students will be allocated to groups according to faculties. Each group will be headed by an OB or ISA of the same Faculty. The evening will commence with an opening address by the E&W Vice-President and Director. The address will introduce participants to UMSU International, the Student Lounge and our various associated programs/events (eg. ISA program, FONs, Professional Mingle). After which, participants can move around the venue and network with the OBs and ISAs. Mary Cooke Room A & B will host the refreshments area to prevent overcrowding of the entrance and ideally, the rest of level 2 will also be available for people to mingle.

The aim of the event is for first-year international students to be able to seek peer support as well as to provide answers to their queries from a student-to-student perspective.

The targeted number of participants is around 40 (exact number TBC). Interested students will be expected to sign up through a Google Form before coming to the workshop. This will allow us to gauge the attendance rate.

### Delegation of Task

Office Bearer(s)	Task
Damien YEO Siobhan LIM	- Coordinators
Megan PAT	- Design the registration form - Sending the reminder emails - Monitoring the number of responses
Jayden WOO Claudia HUANG	- Write publicity guideline for OBs and ISAs - Giving this guideline to OBs in charge in week 0 (done prior to the day so that they already have read through it) - ISA task allocation for event day
Albert HALIM	- Order and collect food on the event day

### 4. Logistics- TBC

Time	Activity
4.30pm to 5.10pm	Set up and Registration
5.10pm to 5.20pm	Opening Address
5.20pm-7.00pm	Networking & Socializing (simultaneously with refreshments)

7.00pm to 7.30pm	Closing & Pack Up
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**5. Timeline**

Week	Task
Across the Winter Break	-Confirm booking of Mary Cooke Room A & B and Union House Level 2 -Liaise with the Communication department in finalizing publicity material
0, Sem 2 2019	- The beginning of publicity and online registration 8
1, Sem 2 2019	- 31/7/19 - briefing of attending ISAs and OBs - 1/8/19 - Event Day

**6. Budget**

The total budget for this event is AUD150

Items	Price
Refreshments (food & drinks)	\$100
Miscellaneous	\$50

**7. Conclusion**

This concludes the proposal for UMSU International Freshies Launch Pad 2019. Please feel free to approach the Education and Welfare team should you have any concerns or queries. Thank you.

**Prepared by,**

**Damien YEO & Siobhan LIM**  
**Education and Welfare Director & Vice-President 2019/2020**  
**UMSU International**

**Head of Clubs Meeting Semester 2 2019 Proposal**  
Central Committee Meeting #12– 31<sup>st</sup> May 2019**1. Introduction**

Date: 7th August 2019 (Wednesday)

Time: 6.00PM - 8.30PM

Venue: TBC

Estimated Number of Participants: 80

- The Executive Committee of Clubs
- UMSU International Committee
- Volunteering ISAs

**2. Objectives**

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

**3. Budget**

Item	Price
Catering	\$600.00
Miscellaneous	\$50.00
Total	\$650.00

#### 4. Timeline & Preparation

Week	Task
Before Orientation Week	<ul style="list-style-type: none"> <li>• Invite executive committee members of existing clubs formally via email or through other means such as social media</li> <li>• Ask attendees about their dietary requirements</li> <li>• Find and negotiate with a caterer</li> <li>• Book and finalize the venue</li> <li>• Prepare an attendance list with the contact details of representatives</li> <li>• Liaise with UMSU Club and Societies to prevent any discrepancies</li> </ul>
Orientation Week	<ul style="list-style-type: none"> <li>• Follow up with clubs that have yet to respond by visiting their booths during Carnival Day</li> <li>• Check if there are enough cutleries and name tags for the event, and if not, purchase them</li> <li>• Discuss with UMSU International OBs and ISAs and assign them with specific roles for the day of the event</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>• Kindly remind invited executive club members of the HOC event via email and informally through social media</li> <li>• Kindly remind UMSU International OBs and ISAs of their tasks and the day of the HOC event</li> <li>• Confirm the number of participants</li> <li>• Confirm serving size and dishes with the caterer, ensure that all dietary requirements are catered for.</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• The event will occur on Wednesday, 7th August, at approximately 6PM.</li> </ul>

**5. Event Rundown**

Time	Activity
5.00PM	<ul style="list-style-type: none"> <li>● ISAs in charge will prepare the venue by setting tables up, ensuring that the theatre is tidy and check the audio and visual systems.</li> <li>● OBs in charge of the registration booth needs to ensure that all name tags and materials are ready besides handling registrations. The rest of the attending OBs are encouraged to mingle with club representatives at the venue.</li> </ul>
6.00PM	<ul style="list-style-type: none"> <li>● The event will occur on Wednesday, 7th August, at approximately 6PM.</li> <li>● The President of UMSU International would give a short welcome speech to commence the event.</li> <li>● Additionally, the President of UMSU and a representative from UMSU Clubs and Societies could give a word or two as well.</li> </ul>
6.15PM	<ul style="list-style-type: none"> <li>● The session will then begin by introducing the directors and the executive committee of UMSU International 2019/2020 as well as the events we will be hosting throughout the semester.</li> <li>● Then, participants will be briefed with regards to the facilities UMSU International provides.</li> <li>● At the same time, participants will be notified about major UMSU International events for the semester, and in particular, the Night Market.</li> <li>● OBs in charge of dinner should make arrangements for food collection and liaise with the Partnership and Sponsorship department to ensure that the food arrives on time.</li> </ul>
6.45PM	<ul style="list-style-type: none"> <li>● The floor will be open to club representatives to publicise and present about what they do and of their events for the semester.</li> <li>● A Q&amp;A session will also be open to the floor to help address any further concerns.</li> </ul>
7.25PM	<ul style="list-style-type: none"> <li>● At the end of the meeting, participants would be invited to head out for dinner, and would be encouraged to take the opportunity to mingle around with other clubs.</li> </ul>
8.30PM	<ul style="list-style-type: none"> <li>● The event will come to an end at about 8.30PM.</li> </ul>

## 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 become more aware of UMSU International and the services it provides, in particular, new clubs that were not formerly affiliated with UMSU International. Additionally, establishing new and fostering existing relationships with the clubs will also help build better relationships with the many clubs at the University of Melbourne, and lay the foundations for possible collaborations between the clubs and UMSU International in the future.

If there are any questions or suggestions, please feel free to approach the Partnership and Sponsorship department.

Prepared by,

**Rebecca Ka Mun LEE**  
**Partnership & Sponsorship Director 2019/2020**  
**UMSU International**

**Winterfest Events 2019 Proposal**

 Central Committee Meeting #12– 31<sup>st</sup> May 2019
 

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**1. Aims**

- To welcome and introduce international students to the University of Melbourne.
- To help international students adapt to living in Melbourne by familiarising themselves with the culture.
- To promote UMSU International as the student representative body for all international students in the University of Melbourne as well as our ISA program and other events.

**2. Budget**

<b>Event</b>	<b>Items</b>	<b>Budget (\$)</b>
UMSU Carnival Day	Publicity, hot chocolate	250
Food Adventure	Restaurants	3800
Amazing Melbourne	AFL engagement, coffee, lunch	2250
Snow Adventure	Entrance fee, food, transport	3500
Extra	Miscellaneous, emergency	200
<b>Total</b>		<b>10000</b>

**3. Events**
**3.1 UMSU Carnival Day**

**Coordinators** : Chan Jie HO, Zill-E RAHIM  
**Date** : Wednesday, 24th July 2019  
**Time** : 10am – 3pm  
**Venue** : Union House  
**Budget** : \$250

**Manpower:**

- 2 Coordinators
- 3 OBs for event sign-up and ticket distribution
- 3 OBs for money handling and issuing receipts
- 1 OB and 1 ISA for goodie bag giveaway
- 2 Photographers



- 6 ISAs for crowd control
- 2 ISAs to provide hot chocolate
- 4 ISAs for publicity

**Flow of events:**

A booth will be set up in North Court on the Carnival Day to publicize UMSU International and accept sign-ups for our O-week events: Food Adventure, Amazing Melbourne, and Snow Adventure. 6 OBs will be in charge of event sign ups – 2 OBs per event, with one handling the signing-up process and ticket distribution while the other handles the money and issuing of receipts. There will be one sign up desk for each event. Snow Adventure would include a liability form for the participants to fill upon sign up. Only cash will be taken when they sign up (\$5 deposit for Food Adventure and Amazing Melbourne, \$35 registration fee for Snow Adventure), and receipts will be given upon sign-ups for refunds/proof on the event day. Should the slots available for the events be filled up, a waiting list will be opened with 10 slots for each event.

There will also be one table for goodie bag distribution. Students need to like our Facebook page, follow our Instagram account, and/or subscribe to newsletter or blog in order to obtain the goodie bags. 1 OB will be in charge of checking this requirement and 1 ISA will help with distribution. The content of goodie bags are to be confirmed.

Hot chocolate will be provided by 2 ISAs to participants in West End, the area outside the entrance near Subway. 4 ISAs will be allocated for publicity (flyers for upcoming events, poster with O-week events, and/or link to our social media pages) to brief potential students interested in our events. 2 will be stationed in North Court and 2 would be stationed in West End. 6 ISAs will have to help with crowd control in both areas.

**Budget Allocation:**

Items	Budget (\$)
Hot chocolate, Milk, Whipped Cream, Marshmallows	125
Boiler hire	75
Publicity + Decoration	25
Miscellaneous (Receipt book, cups, etc.)	25
<b>Total</b>	<b>250</b>

**Event Timeline:**

Time	Activity	Details
10am - 11am	Set-up	Goodie bags, decoration, tickets for each event, 3 laptops with sign up sheets, and 1 laptop for liability sheet for snow adventure, will be laid out on the tables at our booths. The ice box for storing the cold milk will be filled with ice from IDA Bar.
11am - 2pm	Event	4 ISAs will start going around to publicise our booth and to get people to like/follow our social media pages to get our goodie bags. 2 ISAs will start to distribute hot chocolate, and 6 OBs/ISAs will help manages lines for the event sign-ups
2pm - 3pm	Clean up	

**3.2 Food Adventure**

**Coordinators** : Caityn Tania DEAN, Claryss KUAN

**Date** : Friday, 26th July 2019

**Time** : 10am – 3:30pm

**Venues** : Old Arts, Brunswick/Fitzroy

**Budget** : \$3800

**Manpower** : 16 Travel Buddies, 8 Station/Game Masters

**Target participants:** 120 participants (60 Brunswick, 60 Fitzroy)

**Objectives:**

- Provide an opportunity for new and old students alike to interact, bond and get to know each other over food, particularly to provide opportunities to create new friendships
- Use this event to create an environment where bonding and integration between both international and domestic students is possible
- Provide a platform for the promotion of UMSU international as an organisation and as a resource for international students
- Introduce students to a diverse range of food options in Melbourne

**Event Timeline:**
Pre-event:

- Handing out briefing material the day of Carnival Day (24th July): OBs and ISAs in-charge as travel buddies (16) or station masters (8) will get the information and the chance to read it beforehand

- Briefing the day before (25th July): OBs and ISAs in-charge as travel buddies (16) or station masters (8) will be briefed about the event-flow. The briefing will include expectations, group members, area routes, each group's specific timetables, and safety information

**Event:**

<b>Time (TBC)</b>	<b>Activities</b>	<b>Details</b>
9:30am – 10am	Briefing	OBs and ISAs helping out (Travel Buddies/Station Masters) will get briefed/reminded about respective tasks & important info.
10am – 10:30am	Registration	Refund of event deposit (\$5), participants will be allocated to their respective group of 7 or 8 based on nationality, gender, and dietary requirements. Participants will be sitting in their respective groupings in the theatre.
10:30am – 11am	Introduction	A speech to welcome the participants and travel buddies, and to promote upcoming UMSU International events. The station masters will go to their respective restaurants.
11am – 11:30am	Travel	Both groups of participants will leave the venue at 11 & get to their respective locations (their first restaurants at either Brunswick or Fitzroy) at roughly the same time.  Participants will travel to the restaurants either by tram or walking, depending on the group decision. Participants who sign up for will be advised to bring a topped up myki on the event day.
11:30am – 3:30pm	The Adventure	Participants will be given approximately 40 minutes to enjoy their meal in each restaurant in the central locations of Brunswick and Fitzroy. For desserts, participants will be given approximately 20 minutes to enjoy their dessert in each confectionary store. The expected travel time between restaurants is 10 to 15 minutes.  One station master will be allocated to each of the 8 restaurants. They are responsible for

		<p>facilitating and organising each group to ensure that the group and food arrive on time. They are also responsible to contact the coordinators in case of problems. They also will initiate games to play in every restaurant during the meal. E.g. (social bingo, chinese whispers - drawing version, guess who). Plus lunch will be provided for them.</p> <p>Travel buddies will be responsible for initiating interactions between participants throughout the Adventure.</p>
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**Potential Restaurants:**

<b>Brunswick</b>	<b>Fitzroy (Vegan/Vegetarian)</b>
Bluebonned BBQ	Green Refectory
Ramen Misoya Sake Bar	The Vegie Bar
400 Gradi	Yong Green Food
Tiba's Lebanese Restaurant	Madam K's Vegetarian
Juanita Peaches	Smith & Daughters
Ciao Mamma!	Fina's 2
Lux Foundry	Trippy Taco
All Day Donuts	Moroccan Soup
Gelatario Bico	Merry Cupcakes
	Viet Rose
	Rice Paper Scissors

**Budget Allocation:**

This estimated budget breakdown is based on one year's worth of budgets. Calculations and explanations are in Appendix 1.

Items	Budget (\$)
Estimated Brunswick Expenditure	1900
Estimated Fitzroy Expenditure	1900
<b>Total</b>	<b>3800</b>

### 3.3 Amazing Melbourne

**Coordinators** : Jia Min (Charmaine) TEOH, Thanh Mai PHAM

**Date** : Saturday, 27th July 2019

**Time** : 10am – 4:30pm

**Venues** : University of Melbourne, Federation Square, Shrine of Remembrance, Chinatown, Queen Victoria Market, Hosier Lane, Croft Alley

**Budget** : \$2250

**Manpower** : 8 Travel Buddies, 12 Station Masters

**Target participants:** 80 participants (1 Travel Buddy to 10 participants)

#### Objectives:

- Enhance the understanding of Australian culture to international students through activities such as AFL and the discovery of the city of Melbourne
- Provide the opportunity for new students to get to know each other
- Promote UMSU International by providing participants with information about our services during the event

#### Event Timeline:

Time	Activities	Description
10am – 10:30am	Registration	Allocate students into groups (Request to change group will be accepted). Time for students and travel buddies to introduce themselves to each other.
10:30am – 10:45am	Briefing	A short session to welcome all of the participated students and travel buddies. Explain what to expect from the event and the timeline of the day. Introduce other upcoming events of UMSU International.
10:45am – 11am	Ice breaking games	All students will move to South lawn to

		play ice breaking games.
11am – 12pm	AFL	All students will be divided into teams to play football. The location will be either MU Oval or South lawn. Station masters will have lunch during this time.
12pm – 1pm	Lunch	All students and travel buddies will have lunch. Station masters will go to their allocated stations and set up the games if required.
1pm – 3:30pm	Amazing Race + Games	Students will travel to the city and go to their allocated stops. Keys will be provided for students so that they can figure out the next destination. Students will get the key for the next destination after they've done the game. Two groups will be directed to one station at the same time. All groups will be directed to shrine of remembrance as the last stop.
3:30pm – 4:30pm	Coffee	Travel buddies bring their groups to their chosen coffee stores. Each person will be given \$5 to buy any drink.

**Potential Games:**

Venue	Game
University of Melbourne (South Lawn / MU Oval + UH Members Lounge)	Ice breaking games, AFL
Federation Square / Yarra River	Men on board
Shrine of Remembrance	Box of balls
Chinatown / Queen Victoria Market	Memory game
Hosier Lane / Croft Alley	Name that tune

**Budget Allocation:**

Items	Budget (\$)
AFL	790
Food	620
Coffee	500
Games / Prizes	130
Miscellaneous	210
<b>Total</b>	<b>2250</b>

**3.4 Snow Adventure**

**Coordinators** : Phong Noon NAN, Nishtha Prasad BANAVALIKAR

**Date** : Sunday, 28th July 2019

**Time** : 7am - 7pm

**Venue** : Lake Mountain Alpine Resort, Marysville

**Budget** : \$3500

**Manpower** : 10 Travel Buddies, 3 Game Masters

**Target participants:** 60 students (1 Travel Buddy to 6 participants)

**Objectives:**

- To provide International Students the unique opportunity to enjoy snow in Australia.
- To provide a platform to encourage and foster friendships across different faculties, backgrounds and age levels.
- To promote UMSU international and its services to new students over the course of the event

**Event Timeline:**

Inspection – Sunday, 2nd July 2019:

Time	Activity
7:30am – 7:45am	Gather at University of Melbourne campus
7:45am – 10am	Drive to Marysville
10am – 11am	Breakfast

11am – 11:30am	Drive to Lake Mountain Alpine Resort
11:30am – 1:30pm	Site Rece, enquiries, check out conference room, outdoor area (space for activities, recommended people capacity per activity)
1:30pm – 2:30pm	Lunch
2:30pm – 4pm	Hike to get a general gist of the level of difficulty, duration, etc.
4pm – 6pm	Drive back

Event:

<b>Time</b>	<b>Activity</b>	
7am – 7:45am	Registration at University Square, putting participants in groups* (1-6) Squad 1: Groups 1 – 3, Squad 2: Groups 4 – 6 Big bus: Groups 1 – 4 Small bus: Groups 5 & 6	
7:45am – 10:30am	Drive to Marysville, inclusive of bathroom breaks - Briefing for participants in the bus - Distribution of water and breakfast	
10:30am – 11am	Settling down in the conference room, a small briefing Split up into Squad 1 and 2 Squad 1 activity outline Squad 2 activity outline	
11am – 12pm	Ski	Flying Fox
12pm – 1pm		Tobogganing
1pm – 2pm	Lunch	
2pm – 3pm	Ski (optional) / Tobogganing)	Winter walk (preferably summit walk)
3pm – 4pm	Snow play (to continue with skiing or tobogganing if desired) Return the borrowed geared by <b>4:30pm</b>	

4pm – 4:45pm	Games with the ISAs in conference room – (gather everyone, check belongings etc), Group photos
5pm – 7pm	Departure, drive back to University square

\* people doing same package to be in the same group

### Budget Allocation:

Flying Fox, 2 rides/person: \$25 x 35 = \$875

Shoes rental for winter walks: \$35 x 35 = \$1225

Items	Budget (\$)
Entrance Fee (\$18.50/person)	1400
Chartered Bus (2 vehicles)	1800
Food (\$10/person)	750
Participant Registration Fee (\$35/person)	(2100)
Extra Activity Fee to participants (Ski package) (\$20/person – est 30 people)	(600)
Conference Room	300
Toboggan Rental (\$8/piece)	360
Ski Lessons + equipment (\$70/person)*	2085
Additional Outdoor Activities**	4500
Inspection Day - Go Get	150
Inspection Day - Entrance fee	57
Inspection Day - Food	105
Miscellaneous Activities	100
Extra	393
<b>Total</b>	<b>3500</b>

\* 15% discount offered, but subject to size of group – est ~ 30 participants + 5 OBs

\*\* estimating half of total participants (not doing ski package) + 6 OBs

#### **4. Conclusion**

The Cultural & Social team hopes to welcome international students to the University of Melbourne and to Melbourne itself through the introduction of UMSU International and the culture here in Melbourne. We believe that students can familiarise themselves with the university and the city while forming friendships through our events. This orientation will also focus on publicising UMSU International as the peak representative body of all international students, which caters and tends to the needs and wellbeing of all its members.

This concludes our proposal. Please feel free to approach anybody from the Cultural & Social team should you have any questions or suggestions.

**Prepared by,**

**The Cultural and Social Team 2019/2020  
UMSU International**

**Annual General Election 2019 Final Report**  
Central Committee Meeting #12– 31<sup>st</sup> May 2019

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## 1. Introduction

This report outlines the dates for various matters pertaining to the AGE 2019 from the period of 25<sup>th</sup> March 2019 to 10<sup>th</sup> May 2019.

The appointed Returning Officers of UMSU International Annual General Election 2019 were:

- Kar Mem (Krystal) Ngooi
- Kevin Kalip
- Zhi Xuan (John) Hee

The following election officers were appointed to assist with the election process:

- Olivia Irish
- James Bima Notowidjojo
- Hana Agustine
- Sher Lynn Lim
- Desmond Wen Zhen Chew
- Michael William Gumardi
- Zhen Torng Lee
- Po-Han (Terry) Kung
- Bellivia Millenia
- Xiaohan (Daisy) Wu
- Yunan Lin
- Jenn Lin Tay
- Sherlyne Jennifer Santosa
- Pik Yu (Phoebe) Teh
- Yaan Kit Ng
- Kenny Wei Kiat Wong
- Natassia Thanh Minhtri
- Li Shern (Gladys) Lee
- Hwei Shin (Cynthia) Leow
- Weiryn Tan
- Ajinkya Dhamale
- Harikrishnan Kolamveettil
- Irene Yun Xin Lee
- Elisabeth Ng

## 2. Dates and Details

### 2.1 Nomination Period

Nominations were opened at 12pm, 25<sup>th</sup> March 2019 (Monday) and closed at 5pm, 12<sup>th</sup> April 2019 (Friday). The nominations for the uncontested positions were extended until 17<sup>th</sup> April 2019 (Wednesday):

- President
- Treasurer
- Human Resources Director
- Partnership & Sponsorship Director

Along with the uncontested positions, there are a list of positions that were reopened to provide more opportunities to international students:

- Cultural & Social Vice President
- Education & Welfare Vice President
- Secretary
- Education & Welfare Director
- Media & Communications Director
- Cultural & Social Officer
- Education & Welfare Officer
- Human Resources Officer
- Partnership & Sponsorship Officer

Due to a sudden withdraw from a contestant after the closure of nomination period, Cultural & Social Vice President position was left to be uncontested. The nomination for the position was extended to Tuesday, 30<sup>th</sup> April 2019.

### 2.2 Candidate Information Session

A Candidate Information Session was held from 12-2pm on Thursday 28<sup>th</sup> March at Sidney Myer Asia Centre (Yasuko Hiraoka Myer Room), to inform potential candidates of the responsibilities and the nature of work involved in the various positions.

All Executive Committee members and Directors were present in the session to give short presentations and answer any enquiries.

### 2.3 Policy Speech Session

A Policy Speech Session was held from 6:30pm – 9:30pm on Monday 6<sup>th</sup> May 2019 at Bouverie Street – B103 (Theatre 1) for election candidates running for executive positions and director positions to present their policy speeches followed by a short Q&A session. Time allocation is presented as below:

Position	Speech Time/Candidate	Q&A Time/Candidate
Executive Committees	3 minutes	5 minutes
Directors	2.5 minutes	5 minutes

Dinner was provided for the candidates and attendees. 4 office bearers were allocated to pick up the food during the session and 1 ISA was allocated for ushering. Facebook live was done for the whole Policy Speech duration.

For Exco’s Q&A session, the first question will be asked by the current Exco and the following questions were then opened to the floor.

For Directors’ Q&A session, the first question was asked by the current director and the following questions were then opened to the floor.

All international students were allowed to sit in the Policy Speech Session.

Problems & suggestions:

- For this year policy speech session, candidates running for Exco and Director positions only were allowed to present their speeches. This should be maintained as this ensure better speech quality and allocated sufficient time for more Q&A session to each candidate.
- Dinner was provided at the end of the session which encouraged the students to stay until the end of the session. However, the pick-up time was earlier than expected hence the pizza was left outside for more than an hour. It is suggested to pick-up the food after all the Exco candidates have finished their speeches.
- More time was allocated for Q&A session which provide chance for the students to raise any questions to the candidates. However, the duration of Q&A session for each candidate was relatively longer than expected hence it is suggested to either reduce the number of questions asked or have a strict timing of answering each question.
- The quality of the live video was very low due to poor internet signal. It is suggested to use personal data for better internet signal and trial recording should be done prior to the session in the future.
- An ISA was allocated to guard the door ensuring no one enter or exit the venue when the candidates were presenting the speeches. However, there were two entrances in the theatre where some students could exit or enter from another entrance, causing distraction to the candidates.

## 2.4 Election Briefing for all Election Officers

The Election Briefing was held from 6pm to 7pm on Tuesday, 30<sup>th</sup> April 2019 at UMSU INTL Lounge, to inform election officers of their responsibilities, tasks for the 3 election days and vote count system. Guideline and to-do-list were given to the absent election officers.

## 2.5 Shooting Session

All election candidates were required to present short introduction in the video which was posted on the Facebook page on the first voting day. This provides opportunity for all candidates to introduce themselves to the international students through social media. Since candidates running for officer positions lost their chance to present during policy speech session, this provides a platform for them to give a short presentation followed by one Q&A. Time allocation is presented as below:

Position	Speech Time/Candidate	Q&A Time/Candidate
<b>Executive Committees and Directors</b>	45 seconds	-
<b>Officers</b>	45 seconds	45 seconds

Below are the details of the shooting session:

Date: 30<sup>th</sup> April 2019 & 1<sup>st</sup> May 2019

Venue: Corridor of Level 3 Union House & Lounge Office

All election candidates were required to fill in their names in the google sheet to secure their shooting time.

Problems & Suggestions:

- Training Room 1 was initially booked for the shooting session, however the noise level started to increase as there was an event going on in Training Room 2, hence the location was changed to shoot at the corridor of Level 3 Union House. Surprisingly, the overall quality was better when the video was recorded at the corridor. Hence, some of the candidates were required to reshoot again due to the change of locations. It is suggested to have a trial recording prior to the shooting time to avoid this issue.
- In the midst of shooting, the security passed by and informed the returning officers that any filming in the Union House required permission and Image Release Form has to be signed by people who are visible and recognized in the video. It is suggested that the permission form can be printed before the shooting session. Anyone who are visible in the video (except the candidates) are required to sign Image Release Form for consent purpose.
- One of the candidate's video was not uploaded on the Facebook page during the first voting day. In the future, it is better to double check to ensure all the videos are uploaded on the Facebook page to avoid this problem.

## 2.6 Voting Session

The UMSU International Annual General Election (AGE) 2019 was held from 11am – 4pm on Wednesday 8<sup>th</sup> May 2019 and ended on Friday 10<sup>th</sup> May 2019

The Voting session was held at 2 venues:

- UMSU Info desk (FBE Building)
- Theatre Bar (Ground Floor, Union House)

Suggestions:

- The campaigners were not allowed to campaign inside the building of Union House. Although this could reduce the noise level and ensure smooth foot traffic inside the building, the weather was very cold which might not be ideal for the campaigners to campaign outside. This also significantly reduced the amounts of votes as compared to previous years. It is up to the future returning officers to weigh out the pros and cons regarding campaigning boundary area.
- The representative system and name tag system are highly recommended. Each candidate has maximum of 2 representatives and the names of representatives were submitted and listed for all election officers to keep track. At a given time, only 2 campaigners were allowed to physically campaign in which they were required to sign in and sign out by using their student ID to exchange for name tag. This ensure only 2 campaigners are campaigning at a time.
- It should be clearly stated to all election officers that every ballot paper should be stamped before giving it to the voter to avoid any invalid unstamped ballot papers.
- First election day setting up requires more man power and it is highly encouraged to allocate more election officers for setup.

## 2.6 Voting Count Session

The vote count was held in the UMSU International Students' Lounge from 6pm to 12am. After dinner, briefing and run through session were conducted to ensure all Election Officers are familiar with the vote count system. All votes were emptied from the ballot box and checked for their validity (has stamp, no tick/crosses and starts with 1 etc.). Total number of invalid votes were counted and separated from the valid votes. Name card was placed on the basket for each candidate on the table to assist with the count. Election officers were also divided into 2 groups to work on Director position and Officer position. During the vote counting for officer positions, election officers have found some invalid papers in the basket. Hence, any votes from the invalid papers were immediately removed from tally sheet and the invalid papers were discarded as 'invalid' piles.

The Returning Officers did the vote count for Executive Committee position at another venue as the Union House was closed at 12am. The vote counting session continues until 1:30am.

#### Problems & Suggestions:

- The lounge was not booked for vote counting session. Luckily, there was an event going on in the Union Theatre Bar during that night hence Union House opening hour has extended until 12am. In the future, the lounge should be booked one week prior to the vote counting session which would incur additional fees of \$200.
- There was discrepancy between the number of invalid “Officer” ballot sheet and invalid “Exco & Director” ballot sheet. Some of the invalid “Officer” ballot sheets were found to be in the valid piles during vote counting which need to be discarded immediately. Hence, the validity of ballot paper should be clearly stated. Any ballot papers that have tick/cross/not stamp will not be considered.
- Tally sheet is highly encouraged to be used to quicken the vote counting process

### 2.7 Vote Recounting Session

After the declaration of results on the Monday, 13<sup>th</sup> May 2019, one of the candidates realized a mistake on the vote counting tally sheet.

During the first round of vote count for Cultural & Social officer position, the candidate with the *second least votes* was excluded, instead of excluding candidate with the least votes. As a result, this affected the subsequent round of votes and there is also high possibility that this mistake might influence the final results.

After discussion among the Returning Officers and the Dispute Committees, the returning officers have decided to do a recount of votes for all officer positions immediately. Some of the election officers volunteered to help with vote recounting. The vote recounting session was held in the Mary Cook B Room from 6pm to 9:30pm. Dinner was provided during the session. All the “Officer” ballot sheets were taken out from the ballot box and did a recount for Cultural & Social officer position. After vote recounting, it was found that the number of votes were different as compared to the number of votes counted during first vote counting session. This is due to some invalid papers were also included as part of valid papers during first vote counting session. Hence, the returning officers have decided to do recounting of vote for all officer positions to produce a consistent data. The number of valid ballot papers were also recalculated.

After recounting of votes, the tally sheet data and results were posted on Facebook page as well as on the wall of UMSU International lounge.

### 3. Vote Count Result

The eligibility of voters was verified using a physical list of student numbers of all enrolled international students in the University and a google sheet was created to key in all voted student numbers to ensure that each voter hadn't already done so before.

	<b>“Officer” ballot sheet</b>	<b>“Exco &amp; Director” ballot sheet</b>
<b>Total Valid Vote Count</b>	954	966
<b>Total Invalid Votes</b>	45	33
<b>Total Vote from ballot box</b>	999	999
<b>% of total valid votes</b>	95.5%	96.7%

	<b>FBE</b>	<b>Union House</b>
Day 1	123	185
Day 2	114	158
Day 3	180	219
Total for each location	417	562
Total votes	979	

Note: The total votes (979 votes) were obtained from google sheet filled in by the election officers. This number, however, did not tally up with the actual total votes from ballot box (999 votes) which can be due to some of the election officers forgot to enter the voters’ student numbers in the google sheet.

#### 4. Actual Expenditure

<b>Item</b>	<b>Expenditure</b>
Dinner (Vote Recounting Session)	\$203.40
Dinner & Snacks (Voting Session)	\$296.36
Dinner (Policy Speech)	\$184.45
Stationary	\$36.91
Lock	\$8.99
Goget (for food pick-up)	\$20 (TBC)
<b>Total</b>	<b>\$750.11</b>
<b>Budget</b>	<b>\$800</b>
<b>Surplus / Deficit</b>	<b>\$49.89</b>

#### 5. Conclusion

The results of the elections are as follows:

**President**

Archit AGRAWAL

**Education & Welfare Vice-President**

Siobhan Dominique LIM

**Cultural & Social Vice-President**

Zill-E RAHIM

**Secretary**

Vincent Immanuel CHAIDIR

**Treasurer**

Xinling LU

**Education & Welfare Director**

Damien Yu Hang YEO

**Cultural & Social Director**

Chan Jie HO

**Media & Communications Director**

Xiao Jing ONG

**Human Resources Director**

Christabella Alicia MAHENDRA

**Partnership & Sponsorship Director**

Rebecca Ka Mun LEE

**Education & Welfare Officer**

Albert HALIM

Yingqi (Claudia) HUANG

Megan PAT

Jun Cheng (Jayden) WOO

**Cultural & Social Officer**

Nishtha Prasad BANAVALKAR

Caityin Tania DEAN

Claryss KUAN

Phong Noon NAN

Thanh Mai PHAM

Jia Min (Charmaine) TEOH

**Media & Communications Officers**

Claudia Kai Ting KANG

Wan Qi (Wendy) LAM



Janelle Hong Ching WONG

**Partnership & Sponsorship Officer**

Trang Hanh (Alice) NGUYEN

**Human Resources Officer**

Marissa Symone Wern Li TAN

This concludes the report. I would like to thank the Returning Officers, Election Officers and Dispute Committee members for their participation in the election process.

Prepared by,

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

**Goal Setting Workshop 2019 Final Report**  
 Central Committee Meeting #12– 31<sup>st</sup> May 2019

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**1. Introduction**

The Goal Setting Workshop was a new initiative by the Education and Welfare Department. The workshop aimed to equip elected Office Bearers with valuable skills for their transition into the organisation and engage the team on building values. The workshop was conducted two weeks after the announcement of electoral results by Mr. Farr (Campus Consultancy).

**2. Overview**

 a. Event details

Date: 24th May 2019

Time: 4:30 - 7:30 PM

Venue: Lecture Theatre C

 b. Itinerary

Time	Agenda
4:30 - 4:40 PM	Welcome
4:40 - 6:10 PM	Design Thinking Workshop
6:10 - 6:30 PM	Break
6:30 - 7:30 PM	Team Building

**3. Finance**

Item(s)	Allocated budget	Expenditure (w/o GST)
Speaker hiring	550	769.00
Food	40	63.51
Appreciation Gift	60	16.83
Total expenditure		849.34
Budget surplus (deficit)		(199.34)

#### **4. Feedback**

- a. The allocated budget for the speaker hiring was based on the invoice for The Summit in which he also did a similar length of presentation. During the discussion phase of this event, the rate of hiring was stated to be AUD\$550 per 90 minutes. With the limited time in preparing the proposal, it was a mistake in making the assumption that AUD\$550 per workshop.
- b. Although the workshop was held during the usual CCM period (Friday 4:30 - 7:30PM), the workshop was not well received in terms of the participation. This situation came to our expectation as the announcement was sudden and the date of the workshop was situated in late semester.

#### **5. Suggestions**

Highly suggest that similar workshop in the future can be conducted by the HR department due to the objective of workshop aligns with the duties of the department.

#### **6. Conclusion**

This conclude the final report for the Goal Setting Workshop, Semester 1 2019. In short, the workshop was well received with good feedbacks, and it is highly encourage to have similar workshop for the Officer Bearers or International Student Ambassadors in the future. Should you have any questions or concerns, please do not hesitate to contact me. Thank you.

**Prepared by,**

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

**Exam Pack Giveaway Semester 1 2019 Final Report**  
Central Committee Meeting #12– 31<sup>st</sup> May 2019**1. Introduction**

This report concludes the Exam Pack Giveaway (EPG) held on Wednesday, 22<sup>nd</sup> of May, in conjunction with Meat and Greet by the HR department.

While the event was coordinated by the 2018/2019 Education & Welfare office bearers, the upcoming 2019/2020 Education & Welfare office bearers were also present throughout the whole duration of the event. Consequently, they experienced firsthand regarding the running of an Education & Welfare event.

**Coordinators:** Education & Welfare and Human Resources Departments

**Date:** Wednesday, 22<sup>nd</sup> May 2019

**Time:** 12 PM to 2 PM

**Venue:** North Court, Union House

**Outreach:** 650 students (approximately)

**2. Event Flow****2.1 BBQ event**

In conjunction with the exam pack giveaway, the HR department also held Meat and Greet from 12 PM – 2 PM. The reception from the students was very good and no food was wasted. In short, the Meat and Greet were successful and well-received.

**2.2 Exam Pack**

<b>Period</b>	<b>Tasks</b>
Week 9 - 10	Purchase of items for exam support packs
Week 11	Exam Pack Giveaway

Time	Activity
10:30 AM -12:05 PM	Set up
12:05 PM -2:30 PM	Exam Pack Giveaway
2:30 PM - 3:00 PM	Clean up

### 3. Expenditure

A total of 2,600 AUD (incl. GST) and 450 AUD (incl.GST) have been allocated for Exam Pack Giveaway and Meat & Great respectively.

#### A. BBQ Breakdown

A total of 450 AUD have been allocated for this section.

Item	Quantity	Price	Total costs
Coles White Sandwich Bread	15	\$1.30	\$19.50
Coles Multigrain Sandwich Bread	12	\$1.50	\$18
Fry's Family Soy & Flaxseed Schnitzels	20	\$6.00	\$120.00
Fry's Frozen Gluten Free Nuggets With Rice Protein & Chia (Substitute)	10	\$6.00	\$60
Coles Frozen Hash Browns	15	\$3.00	\$45.00
Masterfoods Squeezy Sweet Chilli Sauce	2	\$3.30	\$6.60
Sriracha Hot Chili Sauce	1	\$5.50	\$5.50

Coles Mild American Mustard	3	\$2.00	\$6.00
MasterFoods Smokey BBQ Sauce	2	\$2.50	\$5.00
MasterFoods Tomato Sauce	2	\$2.95	\$5.90
Coles Tomato Sauce 2L	1	\$4.00	\$4.00
Coles Barbeque Sauce 2L	1	\$5.25	\$5.25
Coles 3 Ply White Paper Towel	3	\$2.00	\$6.00
BBQ hire	3	\$30.00	\$90.00
Chicken and Beef sausages	29kg	\$7.31/kg	\$212
<b>Final Total</b>			<b>\$591.75</b>
<b>Budget Allocated</b>			<b>\$450.00</b>
<b>Budget Deficit (Surplus)</b>			<b>(\$141.75)</b>

#### B. Exam Pack Breakdown

A total of 2,600 AUD was allocated for this section. Below is the finalised list of the items that were included in the exam pack.

##### **Purchased**

Item	Quantity	Cost (AUD)
Muji Pens	270	402.75
Transparent Pencil Case	210	282.04
Hot Chocolate Sachets	60 boxes	150.00
Sweets Party Bag Bundle	7 bundles	140.00

Up n Go	50 boxes	480.00
Hand warmers	120 packs	336.00
Uncle Toby's	40 boxes	240.00
Popcorn (snack-sized)	10 boxes	165.00
Speakers (from AVM)	1	40.00
Plastic Bag	1	0.15
Voucher Printing	N/A	527.50
Total Amount		<b>\$2,763.44</b>
<b>Budget Allocated</b>		<b>\$2,600.00</b>
<b>Budget Surplus (Deficit)</b>		<b>(\$163.44)</b>

The exam pack included the following sponsored items and UMSU International merchandises.

Items	
Vouchers: <ul style="list-style-type: none"> <li>- KT Mart</li> <li>- Zero Gradi</li> <li>- Tea Live</li> <li>- Wonderbao</li> <li>- Hakata Gensuke</li> <li>- Betty's Burger</li> <li>- Nene Chicken</li> </ul>	Indomie: <ul style="list-style-type: none"> <li>- Mie Goreng</li> <li>- Hot &amp; Spicy</li> <li>- Chicken Soup</li> <li>- Barbeque Chicken</li> <li>- Chitato Chips</li> <li>- Notebooks</li> <li>- Keyrings</li> </ul>
Bookmarks (from UMSU POC Department)	Redbull
Kombucha (from UMSU Welfare)	Yeo's Drink Packets
Haribo Gummies	Brands Chicken Essence
Ecosa Notebooks	Happy Snack Co.

Spirax Notebooks	Plus Corp Correction Tapes
Artline Ballpoint Pens	Faber Castell Stationery: <ul style="list-style-type: none"> <li>- Pens</li> <li>- Erasers</li> <li>- Pencils</li> <li>- Highlighters</li> </ul>
USMU International Merchandises: <ul style="list-style-type: none"> <li>- Umbrellas</li> <li>- Keep Cups</li> <li>- Tote bags</li> <li>- Caps</li> <li>- Water bottles</li> <li>- Condoms</li> </ul>	

#### 4. Comments and Recommendations

##### 4.1 Pre-Event Preparation

1. Since EPG is usually conducted in conjunction with Meat and Greet, a huge crowd tends to gather. A meeting with Bhakti Yoga was arranged for us to come out with a fair floor plan prior to the event, but this layout did not improve the ease in the crowd control. Therefore, it should be considered that the **whole** North Court should be booked next time.

2. The purchasing and/or ordering of the goods were pushed earlier in this semester as suggested in the last report to avoid any late arrival of the items. However, this resulted in huge congestion of space in the lounge and office, as the spaces were also shared with C&S' Night Market event materials. While the act of early orders shouldn't be discouraged due to this result, the incoming Education and Welfare Office Bearers should try to organise and minimise the congestion at its possible instead.

3. Adding to the point 2, it is highly encouraged that the stored items are group into their respective categories. Boxes containing the items should be clearly labelled to ease checking and transporting of the goods and avoid any confusion during the event.

4. For an unknown reason, a total amount of 240 units of cup noodles (sponsored by IndoMie) was not found a few days prior to the events. This was assumed this to be a delivery error, in

which the cup noodles were not sent to Union House. To avoid this situation in the future, it should be made compulsory for us to count the number of boxes upon arrival and cross-check it with the list provided by the Partnership and Sponsorship Department (P&S). This inspection will be a joint-responsibility for both the E&W and P&S department to ensure this occurrence will not happen in the future.

5. For this event, some of the sponsors did not give the designs for their vouchers in a timely manner. Additionally, they were not originally formatted in a way that will make it convenient for us to print. Hence, we experienced a delay in voucher printing just a few days prior to the event, which forced us to outsource the voucher printing in order for them to be ready on the event day. This was the primary reason why we had gone over budget.

#### **4.2 Event Logistic**

1. Despite starting set up at 10.30 AM, due to the lack of manpower prior to the start of the event, we had to rush the set-up process and consequently, we had forgotten to retrieve and distribute some items (half of the transparent pencil cases, UMSU INTL folders, and erasers sponsored by UMSU Welfare). These items will be stored for the next Exam Pack Giveaway or for any future events that the Education & Welfare department will deem fit.

2. Due to the unexpectedly high number of students who came to this event, an alternative queueing structure had to be done on the spot as the line had been blocking the emergency exits on nearby buildings and disrupted the Farmers Market. The OBs, who conducted the crowd control, did the best they could have done under pressure and managed to restructure the queue as to alleviate the aforementioned problems.

3. However, some of the attendants were not pleased with the alternative management due to various reasons and began to outwardly show their displeasure towards our office bearers. The OBs apologized to them and more ISAs were asked to help with line management afterwards. Something to note is that we should not tolerate this kind of behaviour towards our OBs, and therefore, if such things were to occur in the future, we should kindly ask these people to leave.

4. Facebook likes increased by 480, from 8,822 to 9,240; Instagram interaction (presumably likes, comments and following) on the day amounted to 793. While this was a great increase for our social media outreach, it caused traffic congestion in the queue as our office bearers needed to check whether students have followed/liked our pages.

5. The packing up was relatively efficient.

#### 4.3 Recommendations

1. If we are aiming to cater approximately 650 students in the next EPG, a general increase in manpower for both crowd control and set up is highly encouraged. This is to ensure that set up is done in a timely manner and that crowd management is done efficiently and effectively so as to minimise queue cutting.
2. It is suggested that we aim for setting up to be completed 30 minutes prior to the start of the event in order to for us to not rush and be able to neatly organize the items displayed.
3. The items should be brought down in a categorised manner to ensure no items are left in the lounge or office. There should be 1 or 2 people on site with the list to crosscheck any arrival items for additional confirmation.
4. As the verification of the likes/following on social media noticeably slowed down the flow of the queue, the incoming committee should brainstorm and implement better strategies to improve this issue. This is especially relevant due to the upcoming International Student Survey in Semester 2, 2019, which will undoubtedly cause similar dilemmas.
5. It will be highly useful for the team to create a layout with specific instructions on where each item category should be displayed prior to the event. With that, we would also like to stress for the undisplayed items to be placed at predetermined spots for ease of locating when there is a need to restock. i.e. under the table or behind the person-in-charge.
6. We suggest the continued use of a huge bulletin board with a list of the items printed out and posted as it helps to inform students what items are available and/or still available. Additionally, instructions such as "Please take 1" can be printed out and pasted on the table as it will ease us in our explanations.
7. Based on our previous recommendation, we have included a sentence for students to bring their own bags to the event in our publicity materials to promote environmental awareness. However, most people still used our tote bags. As such, we suggest that we increase the frequency of the reminder for students to bring their own bags or that we do not ask them whether they would need the tote bag or not, and only give it to them when they ask for it.
8. When communicating with sponsors who agreed to provide us with vouchers, it is highly recommended that the Partnership & Sponsorship department makes it clear that if we were to print the vouchers ourselves, they should provide us with a design that would allow us to print

in a cost-effective manner (Example: 6-8 vouchers in one page) and whenever possible, allow us to print in black and white instead of colour.

9. OBs and ISAs will need to strictly implement the rule that only one of each item is to be given to students, regardless of whether they are affiliated with UMSU International or not. This is crucial since it may affect UMSU International's reputation to both the general student population, and also the University and its external shareholders.

10. There could perhaps be a change in the day the event is held so as to avoid the overcrowding associated with the Farmers' Market, but in doing so it means the event will not be in conjunction with Meat and Greet. This is something the incoming department can consider if they are unable to book the whole of north court.

## **5. Conclusion**

Overall, this event was a huge success. We managed to achieve our objective of uplifting students who may be working on their final assignments or studying for the exams by taking care of their welfare.

Firstly, I would like to thank the members of the Education & Welfare department for their efforts in ensuring that we end our term in a high note. Also, a big thank you to the 2019/2020 Education & Welfare OBs for their help throughout the whole event; the Media and Communications department, who contributed with the designs and online publicity for this event; the Human Resource department who helped arranged for the manpower required; the Cultural and Social office bearers who were there to lend a hand on the event day itself, and the ISAs who worked tirelessly throughout the whole event.

Lastly, a special shoutout to the amazing Partnership and Sponsorship department for their stellar performance. We greatly appreciate and can't be thankful enough for their dedication in getting the extensive list of sponsors for this event.

Thus, on behalf of the Education and Welfare department, I would like to express our sincerest gratitude to all the aforementioned groups who helped in making this event a successful one. I also hope the upcoming Education & Welfare team will continue on to further refine the Exam Pack Giveaway, and bring greater benefits to the international student community.

Should you have any queries, please do not hesitate to contact me or any of the Education & Welfare office bearers. Thank you.

**Prepared by,**

**Olivia IRISH**  
**Education & Welfare Director 2018/2019**  
**UMSU International**

**ISA Appreciation Night Semester 1 2019 Final Report**  
 Central Committee Meeting #12– 31<sup>st</sup> May 2019

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## 1. Introduction

UMSU International’s Appreciation Night was held on the Saturday, 18<sup>th</sup> of May 2019 at European Bier Café & Rooftop Bar. The theme of the event was “Disney vs Pixar”. The purpose of the event is to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout their term from Semester 2, 2018 to Semester 1, 2019. There was a total of 55 participants who attended, including the graduating ISAs, OBs and the organizing team. There were various performances and games throughout the night and a dinner was provided.

## 2. Event Layout

<b>5 pm</b>	Organizing team and performers arrive at European Bier to set up and prepare
<b>6:30 pm</b>	Graduating ISAs and OBs Arrive
<b>6:50 pm</b>	Opening Speech by James
<b>7:00 pm</b>	Faith and group perform, Garlic Pizza Served. Followed by Performance from Jack.
<b>7:20 pm</b>	Mains served and performances by Dylan and group.
<b>8:00 pm</b>	Game 2 starts (Seashell hunt and Charades)
<b>8:40 pm</b>	Kpop Group Performance
<b>9:10 pm</b>	Trivia

<b>9:20 pm</b>	President's Speech, Followed by Handing Out Certificates
<b>9:45 pm</b>	Group Picture and Clean Up

### 3. Budget and Expenditure

The total budget allocated for this event was **\$4600**.

<b>Items</b>	<b>Amount</b>
Venue Hire and Food	\$3700.00
ISA Gifts (Chocolate)	\$328.40
ISA Medals and Trophies	\$435.00
Decorations & Games	\$310.00
<b>Total</b>	<b>\$4773.40</b>
<b>Budget Surplus (Deficit)</b>	<b>\$173.400</b>

### 4. Problems

- A few ISAs failed to show up on that day despite filling in 'Yes' in the attendance sheet
- Decoration and games team didn't have enough time to plan the event as they were assembled only a week prior to the event.
- Organizers and decoration team arrived and set up late hence delaying the whole ISA appreciation event.
- A group of performers could not make it on the day.
- Complaints from the venue as participants were too loud during both trivia and charades

### 5. Suggestions

- Organize the decoration and games team at least 2 weeks before the event
- Plan a game and a trivia system that does not involve a lot of noise

## **6. Conclusion**

Overall, the event was successful; both ISAs and OBs had a great dinner and time to bonding together.

On behalf of the HR Department, I would like to thank the office bearers who attended the event and the ISAs who contributed to plan for this event. This concludes my report and please do not hesitate to approach us if you have any queries or suggestions.

**Prepared by,**

**James Bima NOTOWIDJOJO**  
**Human Resources Director 2018/2019**  
**UMSU International**

**Night Market After Party 2019 Final Report**  
 Central Committee Meeting #12– 31<sup>st</sup> May 2019

## 1. Introduction

This report covers the planning and execution of Night Market 2019 After-Party. The purpose of the party was to celebrate the efforts of all OBs and ISAs involved in the success of Night Market.

Date: 23/05/2019

Venue: Member's Lounge

Time: 6.30 - 8.30

## 2. Timeline

Action	Time
Depart to Spice Mix @ Brunswick	5.15 p.m. - 5.45 p.m.
Depart to Woolworths to purchase miscellaneous items	5.45 p.m. - 6.00 p.m.
Member's Lounge Setup	6.10 p.m. - 6.30 p.m.
Food delivery	6.30 p.m. - 7.00 p.m.
Party Live	7.00 p.m. - 8.30 p.m.
Clean Up	8.00 p.m. - 8.30 p.m.

## 2. Expenditure

Item	Expenditure
Food	\$660
Uber (for Food delivery)	\$17.81
Cutlery + Drinks	\$60.17
<b>GRAND TOTAL</b>	<b>\$737.98</b>
<b>ALLOCATED BUDGET</b>	<b>\$750.00</b>
<b>SURPLUS/DEFICIT</b>	<b>+\$12.02</b>

### **3. Reflection**

- People really enjoyed the food
- Food had delicious vegetarian options and was halal
- Spice Mix staff were easy to cooperate with and even provided complimentary rice
  
- Food arrived late due to late preparation from restaurant.
- Can rectify by giving the restaurant a due time 15 minutes earlier than the actual
- Food was oily and greasy and slightly difficult to clean up
- Not many people stayed behind to help clean up

That concludes the report for Night Market 2019 After-Party. If you have any questions, please do not hesitate to contact the C&S Team.

Prepared by,

**The Cultural & Social Team 2018/2019**  
**UMSU International**



**6. Other Business**

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**7. Next Meeting**

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