

Agenda

Central Committee Meeting #2 – 17th August Friday 2018

Time : 16 30

Venue : Old Quad-G17 (Cussonia Court Room 1)

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. International Student Survey (ISS) 2018 Proposal
 - 4.2. Visa/PR Workshop Semester 2 2018 Proposal

5. Reports
 - 5.1. Head of Clubs Semester 2 2018 Final Report
 - 5.2. ISA Big Day Out and Induction Semester 2 2018 Final Report
 - 5.3. UMSU International Office Bearers 2017/2018 Appreciation Events Final Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #1 – 3rd August Friday 2018

Date : 3rd August 2018

Time : 16 30

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

1. Procedural Matters

1. Acknowledgement of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

Absent with Apologies

Exco : -

Directors : -

Officers : -

Late with No Apologies

Exco : -

Directors : -

Officers : -

Leaving Early with Apologies

Exco : -

Directors : -

Officers : Xiaohan (Daisy) WU, Natassia Thanh MINHTRI

Motion 1

Move that Standing Orders be adopted for CCM #1 at **16 38**.

Mover : Li Shern (Gladys) LEE

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #1 be adopted.

Mover : Wei Jen (Dylan) LAU

Seconder : Hana AGUSTINE

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #12 be accepted and confirmed as a true and accurate record.

Mover : Kevin KALIP

Seconder : Olivia IRISH

CARRIED without contention.

Motion 4

Move that the TR/CV Workshop Semester 2 2018 Proposal be accepted.

Mover : Sher Lynn LIM

Seconder : Kenny Wei Kiat WONG

Motion CARRIED.

Motion 5

Move that the ISA Big Day Out and Induction Semester 2 2018 Proposal be accepted.

Mover : Xiaohan (Daisy) WU

Seconder : Bellivia MILLENIA

Motion CARRIED.

Motion 6

Move that the Mid-Year Orientation Winterfest Semester 2 2018 Final Report be accepted.

Mover : Kenny Wei Kiat WONG

Seconder : Hwei Shin (Cynthia) LEOW

CARRIED without contention, amendment needed.

Motion 7

Move that the Central Australia Trip 2018 Final Report be accepted.

Mover : Po-Han (Terry) KUNG

Seconder : Yunan LIN

CARRIED without contention.

Motion 8

Move that the Customized Goods 2018 Final Report be accepted.

Mover : Michael William GUMARDI

Seconder : Sherlyne Jennifer SANTOSA

6. Other matters

Motion 9

Move that CCM #1 be adjourned at **19 14**.

Mover : Kar Mem (Krystal) NGOOI

Seconder : Elisabeth NG

Motion CARRIED.

Prepared by,

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

International Student Survey (ISS) 2018 Proposal
Central Committee Meeting #2 – 17th August Friday 2018

1. Introduction

This is a proposal for the International Student Survey (ISS) which will be conducted throughout semester 2. The overall objective of the ISS is to help UMSU International attain a stronger understanding of international students' overall learning and living experiences.

2. Objectives

- To investigate the international students' awareness and perception of UMSU International.
- To investigate the academic difficulties felt by international students.
- To investigate the social issues of greatest concern to international students.
- To review the health and safety status of international students.
- To examine international students' perception and experiences with current and future employment.
- To generate greater awareness of the services provided by or available within the university.
- To determine the services required by international students that are unavailable at present.
- To attend to the changes or additions international students might suggest to improve upon our present models.

3. Overview

The International Student Survey (ISS) will be held from week 5 to week 10 of semester 2, 2018. It involves the completion of an online survey on many aspects of a student's life in university. In addition, flyers on the ISS will be distributed to students throughout the university.

4. Task Allocations

Promotional Designs: E&W department will liaise with Media and Communications department.

Survey Writers & Editors: Terry Kung to write and edit the contents based on past ISSs to ensure a concise and accurate survey.

Prize Suggestions & obtainer: Archit Agrawal to come up with prize suggestions and will obtain said prizes

Publicity: ISAs will distribute flyers and are given targets to achieve (to be disclosed).

5. Target

This survey aims to garner 1000 responses.

6. Sections of the Survey

- Demographic Information
- Awareness and Perception of UMSU International
- University Experience and Academia
- Health and Safety
- Cultural Climate
- Working and Employment
- Financial Situation
- Exchange and Abroad
- General information pertaining to the survey itself, including any suggestions the participant might have

7. Prizes

Due to the success of last year's lucky draws, this year's lucky draw will continue to include large and attractive prizes. The survey is anonymous and therefore students will only be entered into the draw if they voluntarily provide us with their student emails. The winners will be randomly selected. The prizes are as follows:

1st Prize: Polaroid Camera with Mini Film Pack (2 winners)

2nd Prize: Google Home Mini (2 winners)

3rd Prize: \$50 COOP Gift Card (5 winners)

Consolation Prizes: Coles-Myers gift cards(10 winners)

8. Timeline

Week 5	Commencement of Survey
Week 10	End of Survey
Week 11	Preliminary Analysis
Next Semester Week 1	Publication of ISS Final Report

9. Budget

\$1000 for the prizes

	List of Items	Price
	Budget:	\$1000

Item	Quantity	
Polaroid Camera with Mini Film Pack	2 PCS (\$115 each)	\$230
Google Home Mini	2 PCS (\$79 each)	\$158
COOP Gift Card	5 PCS (\$50 each)	\$250
Coles-Myers gift cards	10 PCS (\$30 each)	\$300
	TOTAL	\$938

10. Conclusion

This concludes our proposal. Please feel welcomed to approach us with any questions, concerns or suggestions.

Prepared by,

Siobhan LIM
Education & Welfare (Co-opted) Officer 2018/2019
UMSU International

Visa/PR Workshop Semester 2 2018 Proposal
Central Committee Meeting #2 – 17th August Friday 2018

1. Introduction

The following are the details for the workshop:

Date: Wednesday, 5th September 2018

Venue: Yasuko Hiraoka Myer Room

Time: 12:00pm - 2:00pm

Target Participants: 100

2. Objectives

- To provide international students with the insight into the process and the pathways of obtaining Permanent Residency and Temporary Working visa.
- To familiarise students with any newly implemented immigration policies.
- To address the queries that graduating students may have on visa or immigration.

3. Overview

The workshop consists of two sessions, visa/PR information session in which the speaker will talk about the Australian immigration policy and the changes that have been made to it in the past one year and help students understand the information available on the immigration website. In the second part of the workshop, the speaker will take questions from the participants.

The workshop particularly aims to help third year or graduating students.

The targeted number of participants is 100. Interested students will be expected to sign up through a Google Form before coming to the workshop. The students who sign up will be contacted to confirm their attendance. The Registration Form will be also used to gauge the topics/issues of interest and collect any frequently asked questions.

Food and drinks will be provided after the workshop.

4. Logistic

Time	Activity
11:15 pm - 11:45 pm	Set-up
11:45 pm - 12:10 pm	Registration
12:10 pm - 1:20 pm	Information session (including Q&A)
01:20 pm - 1:45 pm	Refreshment

1:45 pm - 2:00 pm

Pack-up

5. Task of Delegation

Office Bearer(s)	Task
Archit AGRAWAL	<ul style="list-style-type: none"> Coordinator
Michael GUMARDI Terry KUNG	<ul style="list-style-type: none"> Design the registration form Sending the acceptance, rejection and reminder emails Monitoring the number of responses
Jack PHANG Desmond CHEW	<ul style="list-style-type: none"> Write publicity guideline for OBs and ISAs Giving this guidelines to OBs in charge in week 6 (done prior to the day so that they already have read through it) ISA task allocation for event day
Zhen Torng LEE	<ul style="list-style-type: none"> Order and collect food on event day Buying the appreciation gift for the speaker

6. Timeline

Week	Task
4 & 5	<ul style="list-style-type: none"> Confirm the venue and the speaker for that event. Liaise with Communication department in finalising the publicity material
6	<ul style="list-style-type: none"> Beginning of publicity and online registration
7	<ul style="list-style-type: none"> Event day (5th September 2018)

7. Budget

The budget for this event will be AUD\$200. The following is the breakdown of the budget:

Items	Price
Food and Drinks	\$120
Appreciation Gift for speakers	\$80



8. Conclusion

This concludes the proposal for Visa/ PR Workshop, 2018. Please feel free to approach the Education and Welfare team should you have any concerns or queries. Thank you.

Prepared by,

Archit AGRAWAL
Education and Welfare Officer 2018/2019
UMSU International

Heads of Club Meeting Semester 2 2018 Final Report

Central Committee Meeting #2 – 17th August Friday 2018

1. Introduction

This report covers the day of the Heads of Clubs meeting itself that was held on 1st August 2018. It also includes feasible ideas of what can be possibly be done in the future to further improve this event. Overall, the meeting was largely successful. Not only did the presentation go smoothly, it was also concise and informative for the attendees, the food arrived on time, and the temperature of the food was warm enough for intake.

2. Event Details

- The Heads of Clubs meeting was held on 1st August 2018 (Wednesday) from 5:30pm-8.30pm at Brown Theatre Electrical Engineering Building.
- A total of 74 representatives from 45 clubs and societies confirmed to attending the meeting but only 60 representatives turned out on the night itself.
- The event provided an opportunity for the Heads of Clubs including those of UMSU International to mingle & socialize, keep up to date with upcoming events from certain clubs, discover opportunities for collaboration, and as well as maintaining existing relations and fostering new ones.
- Furthermore, attendees were notified of UMSU International's biggest upcoming event Festival of Nations and how they can help take part in it, and as well as important information on how to apply and acquire grants provided by UMSU International and UMSU.
- After the event was over, dinner from Universal, drinks and beverages were provided. Food was ordered based on the dietary requirements provided to us by the participants.

3. Expenses

Budget	\$650
Food	\$566.5
Beverages	\$31.88
Miscellaneous	\$122.97

Uber	\$8.60
Total	\$729.95

4. Reflection & Potential Areas of Improvement

- The corridor where food was served was not spacious enough to accommodate everyone, this should be taken heavily into consideration for future venue. This may account for why attendees clumped around the food instead of orderly queueing up for it. A more spacious venue should be booked in the future, and better management of line-up for food can be implemented in the future.
- The pick-up time for retrieving the food from Universal should have been 15-20 minutes earlier. On the day itself, drinks were bought first from Woolworths at Lygon before collecting food until it was realized that the meeting might end earlier than expected. The alternative solution in the future is to purchase beverages a few days before the event itself so it will not interfere with the delay for food collection. Fortunately, the uber arrived on time and food was set up before the participants left the theatre for dinner.
- Food was consumed rather rapidly, with no leftovers left behind. Although this facilitated the clean-up process, it was later observed that some attendees were not completely satiated. Perhaps next time, better estimation of how much food should be allocated to the attendees should be better accounted for: either more food should be ordered, or alternatively food can be ordered from another restaurant that serves larger portions.
- At the day of event, it was realized that only vegetarian and halal options were ordered and there was no vegan food available for a particular representative who is strictly a vegan. A vegan meal was soon purchased to accommodate the needs of that particular attendee. Discrepancies in the following types of foods such as halal, vegetarian, vegan, etc. need to be duly noted in the future. Similarly, the person who ordered the food should reconfirm that the right food has been ordered. The same goes for the food collector for the retrieval of food.

- Items such as card holders, plates, spoons, and forks were acquired a day before the event took place. Fortunately, adequate amounts were available and those items were acquired on time to ensure that the event was successful. However, in the future, such items should be purchased days beforehand to ensure that nothing goes amiss during the event itself.

5. Conclusion

All in all, although some minor problems arose during the HOC meeting, they were either quickly resolved or they did not affect the event on a large scale. Although the event was overall a success, there still remains some areas of improvement that can be polished up in the future. Finally, a huge thank you to all those who attended, helped out and cleaned up for the event to ensure its success. Please do not hesitate to approach us if you have any recommendations or suggestions.

Prepared by,

**Irene Lee
Partnership and Sponsorship Officer 2018/2019
UMSU International**

ISA Big Day Out and Induction Semester 2 2018 Final Report
 Central Committee Meeting #2 – 17th August Friday 2018

1. Introduction

This event served as an initial meeting between new International Student Ambassadors and Office Bearers who would be working together for the next year. The Big Day Out aspect served as a bonding opportunity for Office Bearers and new ISAs. The Induction aspect served as a platform for introductions to the roles and responsibilities the volunteers should look forward to in their coming term. The event was held on Parkville Campus on the 11th of August. There was a total of 77 participants (51 ISAs, 26 OBs) excluding the event organizers and helpers that were present. Food and various games were provided.

2. Event Layout

TIME	ACTIVITY
10:30 am – 11:00 am	Meet at North Court and ISA Registration
11:00 am - 11:45 am	Photo-taking and Ice-Breaking Games
11:45 am - 12:45 pm	Induction
12:45 pm - 1:30 pm	Lunch
1:30 pm - 3:30 pm	Games
3:30 pm - 4:00 pm	Wrap up Hand out ISA shirts Hand out group prizes

3. Budget and Expenditure

The budget allocated for the event was \$1350.

Expenses	
Item	Amount (\$)
Food and Drinks (Domino's Pizza, KFC)	\$396.7
Game Items and Equipment (tape, bell, blindfolds, water bottles, etc.)	\$65.34
Prizes (Subsidized Dinner Vouchers, gift cards, movie vouchers, snacks)	\$304
Group Photos	\$83.5
Total Expenses	\$849.54

4. Problems

- i. There wasn't enough food for everyone during lunch
- ii. We could not get into the lounge before registration to get the ISA contracts and pens as security only opened Union House after 11.00am, therefore the contracts were given out at the end instead.

5. Recommendations

- i. Lock in a date for the event during O-week and ask all OBs to keep that day free.
- ii. Have a backup plan in the case of unavoidable bad weather

6. Conclusion

Overall, the event was very successful; both ISAs and OBs had a great time. On behalf of the Human Resources Department, I would like to thank the OBs who attended the event and the ISAs who contributed to plan for this event. Please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared by,

**Gladys Lee
Human Resources Officer 2018/2019
UMSU International**

UMSU International Office Bearers 2017/2018 Appreciation Events Final Report

Central Committee Meeting #2 – 17th August Friday 2018

1. Introduction

UMSU International Office Bearers 2017/2018 Appreciation Events was organised as part of the appreciation and acknowledgement on behalf of UMSU International towards the 32 members of Office Bearers (OBs) on their contribution and sacrifice for the welfare of International Students throughout the term (2017/2018). The event consists of Farewell Trip and an Appreciation Lunch.

2. OB Appreciation Trip

- **Event Details**

Date : Saturday, 28 July 2018 - Sunday, 29 July 2018
Venue : Wilsons Promontory
Accommodation : Prom Coast Holiday Lodge
Number of attendance: 25 OBs

- **Event Rundown**

Pre-event briefing

Briefing was conducted on Monday, 23 July 2018 from 6:30pm to 7pm at UMSU INTL Lounge. In addition, a soft copy of the briefing (event rundown and checklists) was sent to OBs for reference.

Departure to Wilsons Promontory

OBs gathered at Bouverie Street at 7:45am and we departed to Wilsons Promontory at 8:20am. We rented 4 cars (3 - 8 seaters; 1 - 5 seaters). Along the way, we stopped by Daniel's Donuts and Coles at Springvale at 9:30am for toilet break as well as grocery shopping for Saturday dinner and Sunday breakfast. We had lunch at Orchid Inn in Leongatha at 12pm before continuing our journey to Wilsons Promontory.

Checked in at Prom Coast Holiday Lodge (PCHL)

We arrived at the accommodation at 2:30pm. We rented 1 group lodge (for 20 people) and 2 cottages (for 10 people).

Mt Oberon Summit Hike

After checked in, we went to hike Mt. Oberon Summit. It took about 40 minutes to drive to the area and took 1 hour to hike the summit. We departed at 3pm and arrived at PCHL at around 7:30pm.

Ending the night

We ended the night by having BBQ and sharing session among OBs.

Wilsons Prom - Tidal River and Squeaky Beach

We checked out at 12pm after breakfast and went to Tidal River. Unfortunately, due to bad weather, only a few OBs decided to go for a walk to Tidal River and Squeaky Beach while the rest of us waited at the rest area.

Departure to Melbourne

At 4:30pm, we departed to Melbourne. We stopped at Sofia's Pizza at 7pm for dinner. This marks the end of Appreciation Trip 2018.

- **Expenditures**

Item	Amount (\$)
Budget (excl. GST)	\$3,800
Expenses	
Accommodation	\$1,200
Transportation	\$1258.53
Saturday Lunch	\$400
Saturday Dinner and Sunday Breakfast	\$365.51
Sunday Dinner	\$488
Miscellaneous (cutleries)	\$51.70
TOTAL (incl. GST)	\$3,763.74
Less GST	(\$342.16)
TOTAL (excl. GST)	\$3,421.58
Budget Surplus / (Deficit)	\$378.42

Note: Sunday lunch is not subsidised.

- **Recommendations**

1. 5 OBs cancelled their attendance last minute due to personal reasons. Thus, it is recommended to double confirm their attendance prior to booking the accommodation and transportation

3. Appreciation Lunch

- **Event details**

Date : Sunday, 4 August 2018
 Time : 11:45am - 3.15pm
 Venue : Eureka 89 Events & Dining
 Dress Code : Formal Attire
 Number of attendance : 31 OBs and 1 Project Manager

- **Event rundown**

Time	Details
11:45am	OBs arriving at the venue
12:30pm - 2pm	- Opening Remarks - Photo taking - Lunch
2pm - 2:30pm	Certificate of Appreciation given out by Aviya
2:30pm - 2:45pm	Performance
2:45pm - 3:15pm	Group photo

- **Expenditures**

Item	Amount (\$)
Budget (excl. GST)	\$7,200
Expenses	
Venue Hire - Eureka89	\$5,700
Mugs	\$391.23
Customised Calendar	\$419.98
Cupcakes	\$151.04

Decoration	\$61.82
Uber	\$16.36
Frames	\$73.28
Photographer	\$350
TOTAL (incl. GST)	\$7,163.71
Less GST	(\$651.25)
TOTAL (excl. GST)	\$6,512.46
Budget Surplus / (Deficit)	\$687.54

In addition, customised notebook was given to OBs and Aviya. We spent **\$1,650** for 34 notebooks from 2017 Budget.

- **Recommendation**

1. It is recommended to negotiate with Eureka89 for longer venue hire duration (maybe 4 hours instead of 3 hours).
2. I would recommend to have the same venue for next year appreciation lunch. The food is amazing and the staffs are very accommodating.
3. It is recommended to have closing remarks (Aviya and President's speech) instead of the opening remarks.
4. It is recommended to hire professional photographer instead of giving food for his or her reward as this greatly improved the photos quality and quantity.

4. Conclusions

This concludes my report. I would like to express my gratitude to all OBs and Aviya for making Appreciation Events 2018 memorable and successful.

Prepared by,
Melia Permata Sari Wijaya
Treasurer 2017/2018
UMSU International

Presented by,
Kevin Kalip
Treasurer 2018/2019
UMSU International



1. Other Business

- OB Camp
- OB Houses

2. Next Meeting

Date: Friday 31st August 2018 (4.30pm)

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