

Agenda

Central Committee Meeting #5 – Friday 5th October 2018

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
 - No Proposal

5. Reports
 - 5.1. UMSU International Office Bearer's Camp 2018 Final Report
 - 5.2. Professional Mingle 2018 Final Report
 - 5.3. Career Skills Workshop 2018 Final Report
 - 5.4. Festival of Nations 2018 Final Report

6. Other Business

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #4 – Friday 14th September 2018

Date : 14th September 2018

Time : 16 30

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

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owner

1.2. Official Welcome

1.3. Attendance and apologies

Absent with Apologies

Exco : -
Directors : -
Officers : -

Leaving Early with Apologies

Exco : -
Directors : -
Officers : -

Late without Apologies

Exco : -
Directors : -
Officers : -

Motion 1

Move that Standing Orders be adopted for CCM #4 at **16 42**.

Mover : Hana AGUSTINE

Seconder : Xin Ling LU

CARRIED without contention.

1.4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #4 be adopted.

Mover : James Bima NOTOWIDJOJO

Seconder : Yaan Kit NG

CARRIED without contention.

2. Matters Arising from Previous Minutes

Motion 3

Move that Malaysians of Melbourne University (MOMU) be awarded a grant of \$400.

Mover: Li Shern (Gladys) LEE

Seconder: Jenn Lin TAY

CARRIED without contention.

3. Confirmation of Previous Minutes

Motion 4

Move that the minutes of CCM #3 be accepted and confirmed as a true and accurate record.

Mover : Hwei Shin (Cynthia) LEOW

Seconder : Pik Yu (Phoebe) TEH

CARRIED without contention.

Motion 5

Move that the Exam Pack Giveaways Semester 2 2018 Proposal accepted.

Mover : Ajinkya DHAMALE

Seconder : Desmond Wen Zhen CHEW

CARRIED without contention.

Motion 6

Move that the ISA Appreciation Night Semester 2 2018 Proposal be accepted.

Mover : Zhen Torng LEE

Seconder : Kenny Wei Kiat WONG

CARRIED without contention.

Motion 7

Move that the ISA/OB Bonding Event Semester 2 2018 Final Report be accepted.

Mover : Kevin KALIP

Seconder : Sher Lynn LIM

CARRIED without contention.

Motion 8

Move that the PR/Visa Workshop Semester 2 2018 Final Report be accepted, with amendments.

Mover : Michael GUMARDI

Seconder : Siobhan LIM

CARRIED without contention.

6. Other matters

Motion 9

Move that CCM #4 be adjourned at **18 36**.

Mover : Bellivia MILLENIA

Seconder : Harikrishnan KOLAMVEETTIL



Motion CARRIED.

Prepared by,

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

UMSU International Office Bearer's Camp 2018 Final Report
 Central Committee Meeting #5 – Friday 5th October 2018

1. Introduction

The annual UMSU International Office Bearers camp serves to provide a platform for the new office bearers to develop personal bonds and foster teamwork within the committee. The camp typically takes place during the Mid-Semester break of the second semester of the year and lasts for about 3 Days and 2 Nights.

Accommodation and catering is typically hired from group accommodations providers to eliminate the hassle of food preparation and venue maintenance on the committee's part.

2. Itinerary

26th September 2018 (Wednesday)	
8.45am	Meet at UniMelb FBE lobby (Barry Street, Giblin Eunson Library)
9.30am	Depart UniMelb for Lunch
11:30pm	Lunch @ YOMG (Angel & Mortal; Assassin)
1:00pm	Sightseeing @ Arthurs Seat (30 minutes drive)
2:00pm	Sightseeing @ Cape Schanck (30 minutes drive)
3:30pm	Check in @ Blairgowrie (30 minutes drive)
5:00pm	Briefing <ul style="list-style-type: none"> • Performance (departmental & houses) • Activities for next day • Cleaning roster • Waking up time
6:00pm	Dinner & washup
7:00 - 8:30pm	Final rehearsal for OB house performance
8.30pm	OB House Performance (Lip sync)
10:30pm	Trivia night (competition between OB houses) & OB House Games
27th September 2018 (Thursday)	
10:00am	Beach Activities

12:30pm	Lunch
1:00pm	Station games (coordinators: Excocs)
3:00pm	Chill and beach walk/sightseeing (send some OBs back to train station)
6:00pm	Dinner and wash up
7:00pm- 8:30pm	Rehearsal for department performance
8.30pm	Department Performance
10:00pm	Sharing Session
28th September 2018 (Friday)	
9.00am	Pack Up
10:00 am	Angel & Mortal; Assassin reveal
11:00 am	Depart from Bayplay Cottage - Blairgowrie to Fort Nepean
2:00pm	Lunch @ Sofia's
3:00pm	Back to city
6:00pm	Dinner (optional)

3. Transportation

Transport for OB camp has switched from coach hire to car rental due to the distance between attractions in the Mornington Peninsula. This will reflect in the additional costs in the budget breakdown due to the increase in transport cost. Approximately 4-5 cars will be rented for OB Camp.

4. Accommodation

Accommodation for the camp was booked 3 weeks prior at Bayplay Cottage at Blairgowrie. The venue was clean, comfortable and fitted the purposes of our camp.

5. Activities

Activities during the trip included sightseeing, hiking, team bonding games, team bonding games through kayaking and various other activities hosted in the cottage.

6. Final Expenditure/Budget

The budget allocated towards OB Camp 2018 is \$8,100.00

Item	Expenditure
Lodge Cost <ul style="list-style-type: none">• Accommodation• Catering• Activities	\$6,848.00
Additional Materials and Snacks	\$112.22
Transport and Fuel	\$2,278.97
(OB Contribution)	(\$800.00)
Post Camp Lunch	\$281.70
Total	\$8,720.89

7. Suggestions

- Some office bearers felt the quality of food being provided to be not up to par with the cost of accommodation and catering. Although the menu for the trip was sent prior to our arrival, it did not accurately describe the meals and their quality. Ensure the quality of food is reflected in the price per pax.

8. Conclusion

Overall, the UMSU International Office Bearers Camp 2018 was a success. Please do not hesitate to contact me for any enquiries or amendments to the report.

Prepared by,

Kevin KALIP
Treasurer 2018/2019
UMSU International

Professional Mingle 2018 Final Report
 Central Committee Meeting #5 – 5th October Friday 2018

1. Introduction

This report concludes the entire Professional Mingle event covering the period from Week 5 to Week 9.

Professional Mingle is an annual networking event which aims to provide an opportunity and platform for the current students to network with professionals from various industrial backgrounds.

2. Event details

Coordinator	Education and Welfare Department
Date	18th September 2018 (Tuesday)
Time	6:00 PM to 9:00 PM
Venue	Yasuko Hiraoka Room, Level 1, Sidney Myer Asian Centre
Partnership(s)	<ol style="list-style-type: none"> 1. Construction Students Association (CSA) 2. Chinese Scholars and Students Association (CSSA) 3. International Commerce Students Society (ICSS) 4. Marketing Intelligence (MINT) 5. iDibs IT
Number of students attended	71
Number of professionals attended	19
Number of ISA volunteered	5

3. Event flow

a. The Preparation

Week	Task(s)
4	<ul style="list-style-type: none"> • The searching of professionals begun • Emcee application was opened after Big Day Out
5	<ul style="list-style-type: none"> • Sent email to clubs and societies for collaboration • Auditions hold for emcee selection
6	<ul style="list-style-type: none"> • The collaborations were finalized • The emcee was finalized
7	<ul style="list-style-type: none"> • The publicity materials were finalized (early week 7)

	<ul style="list-style-type: none"> The publicity of Professional Mingle begun
8	<ul style="list-style-type: none"> The emcee script was finalized All professionals were confirmed Posters containing brief details professionals were posted on the social media The catering was contacted and the orders were placed
9 (pre-event)	<ul style="list-style-type: none"> The name tags for professional were prepared

b. The Actual Event Timeline

Time	Agenda
5:35 PM - 6:00 PM	Set up
6:00 PM - 6:35 PM	Registration
6:35 - 6:55 PM	Keynote 1
6:55 - 7:15 PM	Keynote 2
7:15 - 7:45 PM	Break
7:45 - 8:35 PM	Networking session
8:35 - 8:50	Closing ceremony
8:50 - 9:00	Pack down

4. Expenditure

Item(s)	\$
Venue Hire	365
Foods and Beverages	1117.52
Food transportation (Uber)	35.42
Appreciation Gift	462
Cutleries	22.95

Budget Given	2000
Total Expenses	2002.89
Budget (deficit)	(2.89)

5. Operation and Logistic

a. Participants

The registration form was closed on Friday, the week prior to event day with a total of 164 responses (inclusive of students from collaborating clubs). All registered students were initially paired with a professional primarily based on their university major together with the professional's industrial background. Confirmation emails were sent on Friday to roughly the first 5-6 students in each group, while the remaining being sent with the waitlist email. The students had to confirm their attendance before 3 pm on the following Monday before the slots were open to the students in the waiting list. 5 students were rejected due to no professionals with relevant industrial background present.

As there were not enough email responses from students in the waiting list who were sent acceptance emails after Monday 3 pm, some of them had to be contacted via phone and/or text in the effort to fill in empty slots. In addition, it was not feasible to precisely allocate 5-6 students under one professional, thus we decided to group a few professionals with similar industrial backgrounds together to accommodate more students while also preventing groups that consisted of, for example, only 3 students to happen.

b. Professionals

The professionals were contacted from the contact list of Professional Mingle 2017 or via connections shared by the partners. 20 professionals accepted our invitation to the event where 2 of them were the speakers for the keynote sessions.

The industrial background of the professionals as follows:

Field	Number
Commerce <ul style="list-style-type: none"> • Accounting • Finance • Marketing • Entrepreneurship • Investment 	8
Science <ul style="list-style-type: none"> • Chemistry • Research • Digital Health • Information System 	6

Arts and Humanities <ul style="list-style-type: none"> • Law • Media and Digital Design 	2
Engineering <ul style="list-style-type: none"> • Electrical • Construction and Civil 	2
Design and Environment <ul style="list-style-type: none"> • Property 	1

One professional did not attend the event due to illness.

c. Emcee

The emcee auditions occurred from week 5 to 6. 7 candidates signed up and were notified of their individual audition timings. After the first week of auditions, 4 candidates were shortlisted and were notified of the group audition. A candidate pulled out due to other commitments as they were not aware of the second round of auditions as the decision to have a group audition was only made at the end of the first round. From the 3 remaining candidates, 2 emcees were chosen. The emcees then proceeded to write the script from week 7 to week 9, with weekly meetings to check in and practice. The script was prepared according to the professionals' responses of their repertoire. On the day of the event, the emcees ensured the event flowed smoothly and helped with crowd control.

d. Partnership

A collaboration for this event was formed when the professionals shared by the clubs/societies/organizations confirm their attendance to the event. The collaborating partners are as follow:

- Construction Student Association (CSA)
- Chinese Scholars and Students Association (CSSA)
- International Commerce Students Society (ICSS)
- Marketing Intelligence (MINT)
- iDibs IT

The partners' logo was displayed on our presentation slides as well as on our social media. The partners were allowed to set up their stand-up banner at the venue, and 2 participants slot were reserved for their representatives. An E-certification of appreciation was sent to the partners as a form of our appreciation to their support.

e. Catering

Refreshments were prepared according to the estimated turn-out of 130 people (110 students, including ISAs and OBs plus 20 professionals). The suppliers of the refreshments were finalised after extensive research on and negotiation with various catering services. Regarding non-dietary options, assorted deli platters from Costco Deli Department was provided. These were picked up on the event day by the committee members and stored in the Union House refrigerator before being served during the event. Vegetarian, Vegan, Gluten-free options were supplied and delivered to the event venue by Fabulous Catering (www.fabulouscatering.com.au). Due to difficulties of catering for a large group, people who observe a halal or kosher diet were advised to enjoy the vegetarian options. Soft drinks for all participants and water for the professionals were purchased from Woolworths.

f. On the Event Day

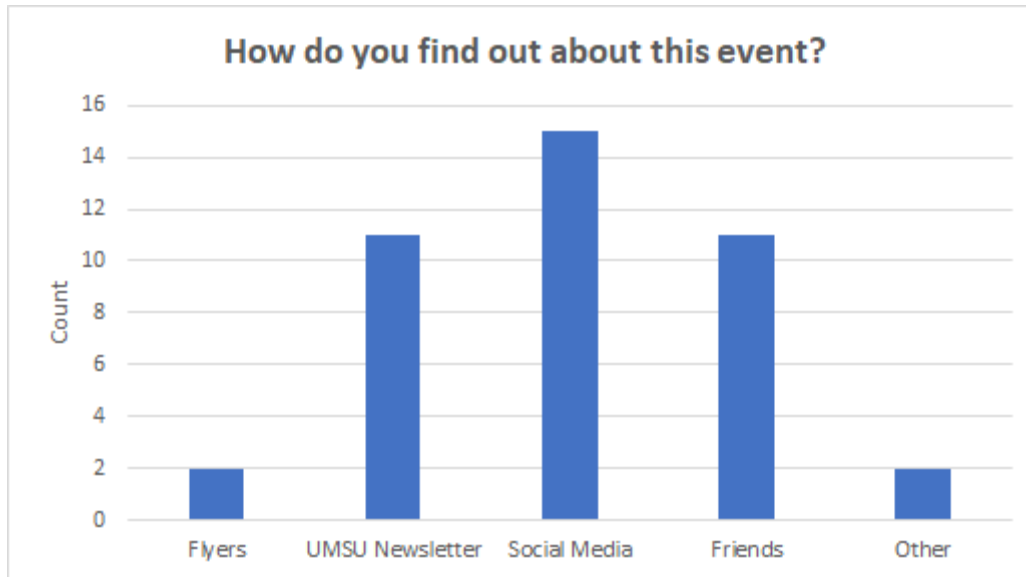
The time allocated for the setup was delayed due to the previous event at the same venue running overtime.

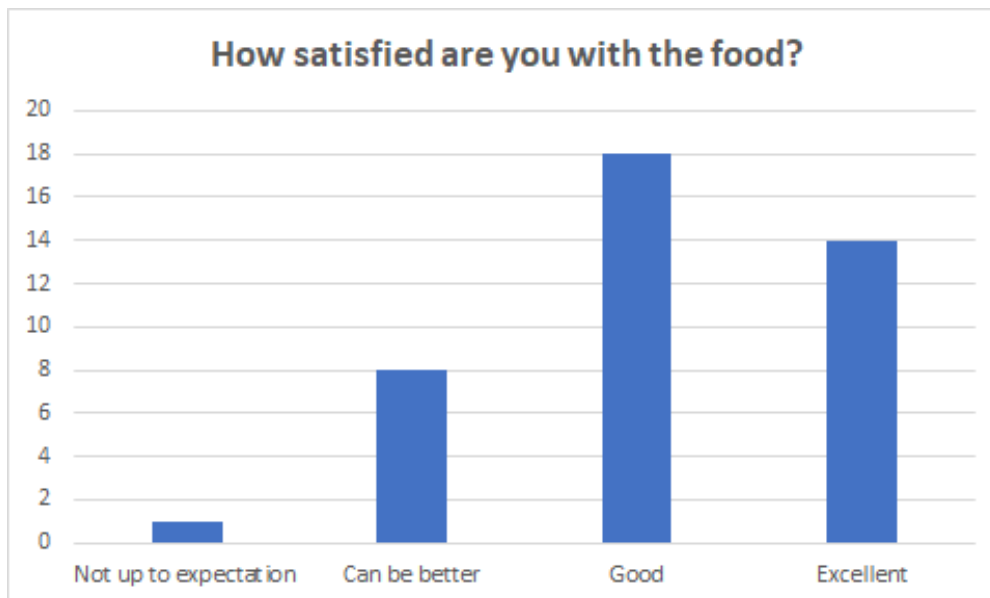
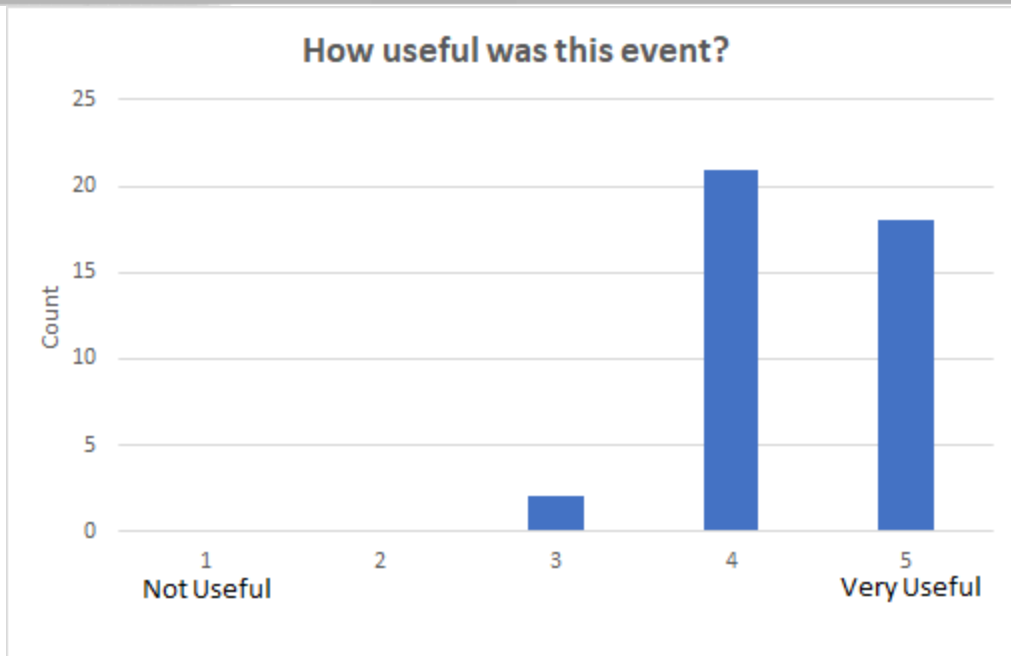
The evening began with an opening ceremony followed by two keynote sessions. There was a short dinner break before the event proceeded into the networking session.

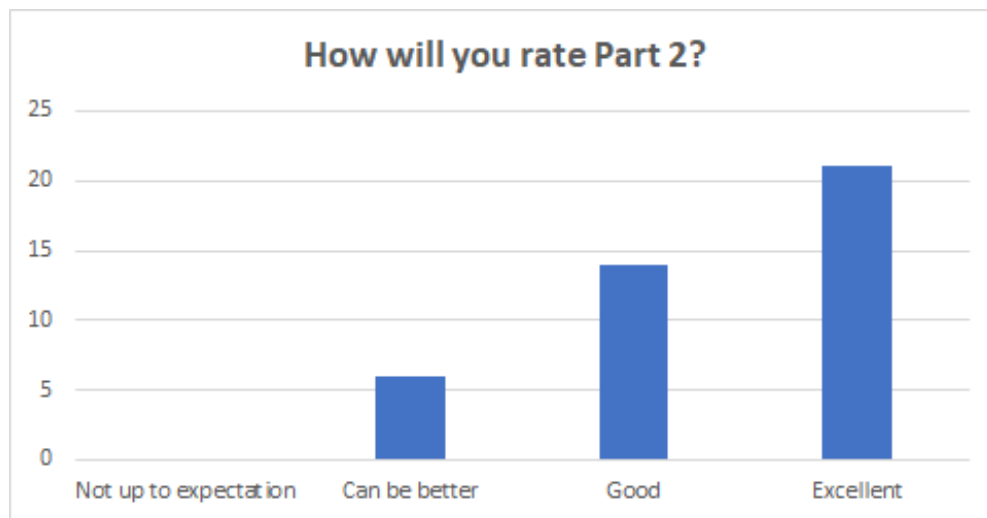
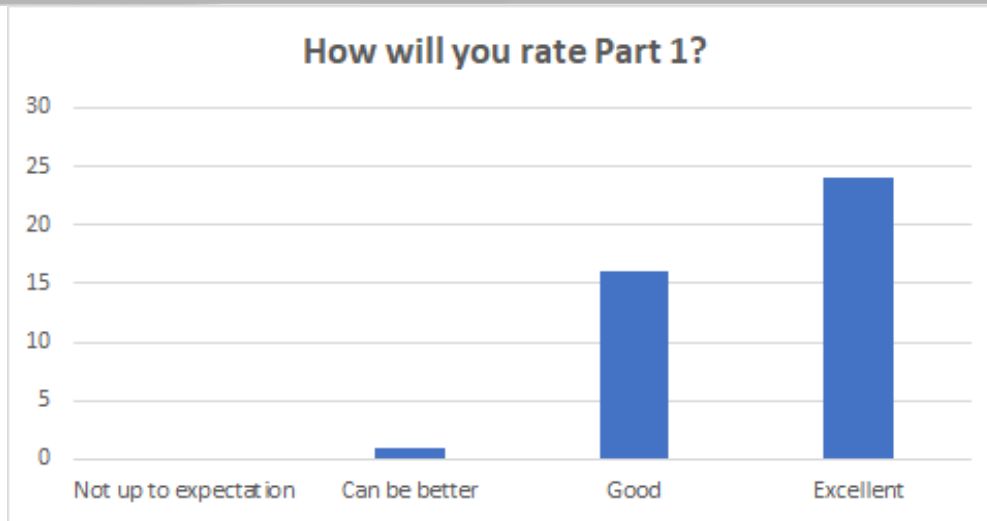
The networking session was divided into a group networking and a free-flow networking. During the group networking, students were pre-paired by the coordinators with the professional whose industrial background was of students' interest. A free-flow networking element was introduced into the Professional Mingle this year to encourage and provide students with the opportunity to network with other professionals, who may not be from the same industrial background, but are nonetheless of interest to the students.

6. Feedback Form

a. Student







Other feedback regarding the event listed accordingly to its frequency:

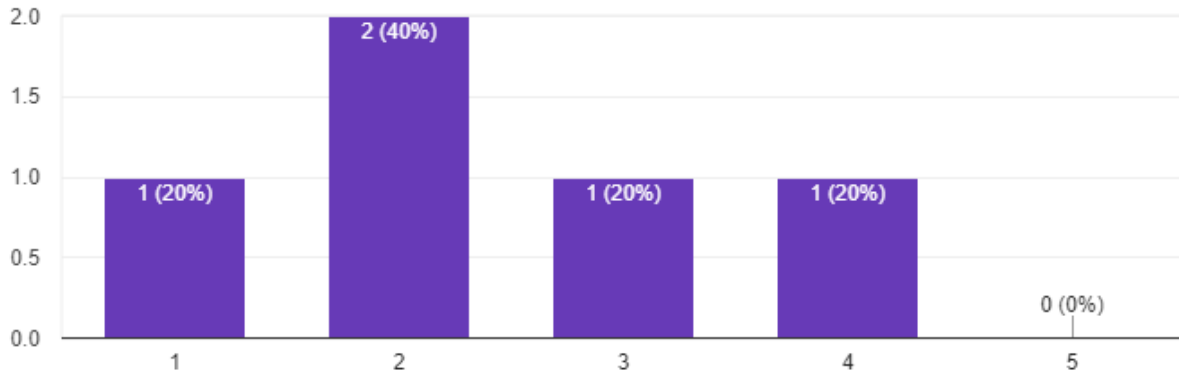
- a. Increase the duration of the networking session.
- b. Increase the number of professionals and the diversity of their background.
- c. The volume of the professionals or students were too soft due to the big crowd in the hall.
- d. To have more punctuality.
- e. To have warm food.

38 valid responses out of 40 were likely to like to attend a similar event as they thought the event itself was enjoyable, and at the same time, it will provide a networking opportunity.

b. Professional

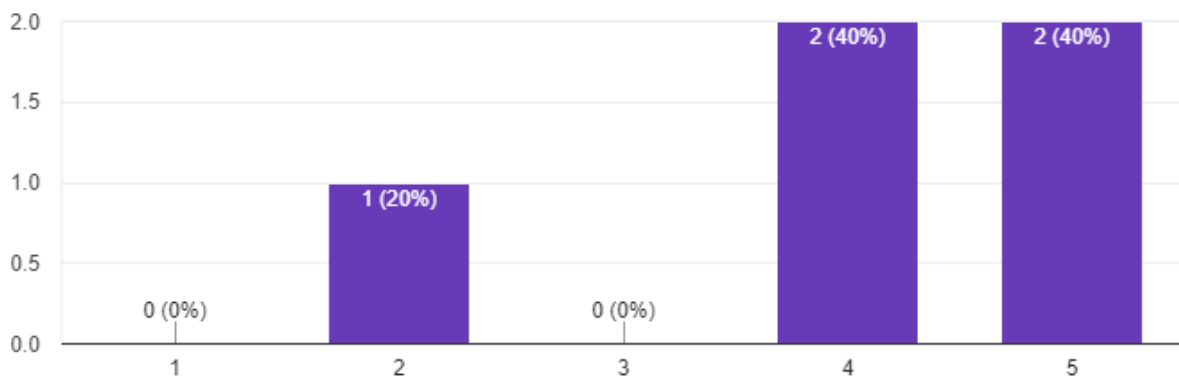
How satisfied are you with the food?

5 responses



How do you find the emcees and event helpers?

5 responses



Other feedback regarding the event:

- a. Chilled meat should be warmed up before serving as it may cause a health hazard and discomfort.
- b. The introduction of the professional can be shorter as students were paired up with their professionals
- c. The wrapping up of the event was chaotic, token of appreciation were advised to be given at the arrival of the professionals.
- d. Match the professional with the background that addresses the students' concerns and issues in employability.

7. Major Problems Encountered

- Refreshments were more than enough and there was a substantial amount of leftover. This is most likely due to the less-than-expected attendance and an overestimation of how much food is necessary.
- The emcee audition process was not finalised before the auditions occurred, which resulted in a candidate pulling out.
- The professionals did not respond with their information in a timely manner, resulting in the emcees not being able to finish their script in a timely manner.
- Event flow could be planned more thoroughly. The transition towards the mingling session was a bit messy.
- Registration form had to be reopened after closing to allow students from the collaborating clubs to register. Any other students who registered at this time ended up being rejected.

8. Suggestions

- Implement a deposit system to prevent registrants from not attending after registration and confirmation.
- Let collaborating clubs email details of students who will take part in the event, rather than making them sign up in the registration form.
- Clarify the audition process before beginning to prevent confusion during the auditions
- Hand out the token of appreciations to the professionals at the beginning of the event to avoid the interruption of the networking session.
- Book the venue at least one hour prior to the event to ensure the setups are ready 10 minutes prior to the registration time.
- If the budget allows, a catering service is highly encouraged to minimise the transportation of the food and also to ensure the food was served at the optimum temperature.

9. Conclusions

Overall, Professional Mingle 2018 was a success. We are highly pleased that 19 professionals across various industrial background and 71 students were present.

On behalf of the Education and Welfare Department, I would like to express my deepest gratitude to the invited professionals, collaborating partners, International Student Ambassadors (ISA), students as well as the Office Bearers from every department for all the support and assistance given in bringing Professional Mingle to a greater height.

Should you have any concerns or suggestion, please do not hesitate to contact any members of the Education and Welfare team.

Prepared by,

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

Career Skills Workshop 2018 Final Report
 Central Committee Meeting #5 – 5th October Friday 2018

1. Introduction

This report concludes the Career Skills event held on week 9, 20th September 2018 from 5PM to 7PM.

The objective of this event was to develop skills crucial for a student's future career in a more intimate and interactive setting. The theme for this year's workshop was **entrepreneurship**. The event details are as follows:

Coordinator	Olivia Irish
Date	20th September 2018, Thursday
Time	5pm to 7pm
Venue	Training Room 1 & 2, Level 3 Union House
Collaboration:	The Melbourne Accelerator Program
Students	41 students participated, including 10 walk-ins
OBs and ISAs	7 OBs and 3 ISAs (ISAs help with the set up and collection of food)
Professionals	3

2. Event Flow

2.1. Pre-Event Timeline

Date	Activities
Week 6	<ul style="list-style-type: none"> ● Publicity materials finalised ● Club/Society collaboration finalised
Week 7	<ul style="list-style-type: none"> ● Confirmation of speaker/s ● Publicity & Registration for the event started
Week 8	<ul style="list-style-type: none"> ● Registration for the event was closed ● Confirmation emails was sent out in early week 8 ● Appreciation gift for the professionals was purchased

	<ul style="list-style-type: none"> Reminder emails was sent out to the professionals and participants in late week 8
Week 9	<ul style="list-style-type: none"> ISA & OBs briefing Professional name cards was printed Event day

2.2. Actual Event Timeline (20th September)

Time	Activities	Description
05:10 – 05:20 PM	Registration	<ul style="list-style-type: none"> Registration started at 5.10 PM The event commenced at 5:20 PM
05:20 – 05:50 PM	Introduction	<ul style="list-style-type: none"> Introduction of the event and overview of workshop Talk Session by Keynote Speaker
05:50 – 06:55 PM	Workshop	<ul style="list-style-type: none"> Quick introduction of the guest panelists Talk session with the guest panelists Q&A session
6:55 – 7:10 PM	Break	<ul style="list-style-type: none"> Light refreshments was served Short networking session
7:10 PM	Closing	<ul style="list-style-type: none"> Appreciation gifts were presented to the professionals Feedback was filled by students

3. Expenditure

Items	\$
Actual expenses	
Venue hire	FREE
Food	232.95
Appreciation gifts for professionals	63
Miscellaneous Items (Name tag printing, labels)	14.15

Total Actual Expenses	(310.10)
Budget Given	400
Budget Surplus	89.90

4. Survey Feedback and Suggestions

4.1. General Feedback of the event

Overall, the event was well-received by students and professionals alike.

Most of the students enjoyed the keynote session and the following panel discussion, and they found the Q&A session to be particularly very insightful. The short networking session over refreshments served also received good feedback as it allowed students to mingle with other like-minded people and create valuable connections. Some of the suggestions gathered from the feedback include: having the break for refreshments in between the keynote session and panel discussion, making sure the workshop is more hands-on and provides more practical, in-depth advices regarding entrepreneurship.

4.2. Logistics of the Event

Due to Training Room 1 being booked until 5 PM, we are unable to properly set up the venue prior and as a result, we had to start the event 10 minutes later than planned. We recommend that for all future events, the venue should be booked 30 minutes to one hour earlier than the scheduled event to allow time for setting up and to prevent the event from starting and ending late. We also suggest to scout for more suitable venues with proper sound insulation (not next to a staircase or at an obscure location that is hard to find for students) or consider closing the partition during the workshop if the same location is booked.

Prior to the event day, we have also decided to downsize the number of participants to 50 due to the limited space after some of the OBs inspected the rooms. Despite, accepting more students to attend the event, we still only had 41 students participating. As such, we should consider implementing a deposit system to prevent people from not showing up after registering and confirming their attendance.

4.3. Catering of food

Based on the feedback, most of the students and the professionals were satisfied with the subway sandwiches provided. This shows that Subway is a great alternative to the ever popular Domino's Pizza traditionally ordered. They are also able to cater to people with different dietary requirements - in exception to a gluten free option, which we still had to order from Domino's (Gluten Free Simply Cheese pizza).

5. Conclusion

This marks the end of the report for Career Skills Workshop. Overall, Career Skills Workshop was a success with room for improvement in terms of event structure and content. On behalf of the Education and Welfare team, I would like to express my gratitude to the Melbourne Accelerator Program whom we collaborated with, all the professionals who attended the event, our highly competent OBs and ISAs who assisted in making the event successful. Please feel free to contact the E&W team if you have any enquiries.

Prepared by,

Olivia IRISH
Education and Welfare Director 2018/2019
UMSU International

Festival of Nations 2018 Final Report
 Central Committee Meeting #5 – 5th October Friday 2018

1. Introduction

This report covers the period from 23rd July 2018 to 13th September 2018.

2. Opening Ceremony

The ceremony was initiated with an opening speech delivered by UMSU INTL President, Jonas Larsen, followed by another speech by UMSU President, Desiree Cai.

The VIPs were then welcomed on stage for an official opening. To celebrate the commencement, a ribbon cutting ceremony was held. After VIPs had gone off the stage, the opening ceremony was finished off by a performance by Suns of Mercury.

3. Performances

Coordinator(s): Natassia Thanh Minhtri & Xiaohan Wu

There was an overall of 16 performances (4 external and 11 internal) across two days. One of the coordinators were in charge of stage management, which involved coordinating the timetable and queueing the MCs. The other coordinator was in charge to of the performer's room, ensuring that performers arrived on time, ready to queue them on. There would always be at least one coordinator on scene, ready to communicate with AV Melbourne. Overall, the performances were able to run on time, starting and finishing at the time they were scheduled at. The opening ceremony consisted of a keynote speech by the UMSU International president and UMSU president, followed by a ribbon cutting. The closing speech was made by the Cultural and Social Vice-President, Dylan Lau.

4.1 Actual timeline of the performances

Wednesday

Running Time	Performance
12:00-12:15	Opening Ceremony
12:15-12:45	Suns of Mercury
12:45-1:05	SET UP
12:55-12:57	IGSS Flashmob
1:05-1:20	Apollo Fusion Band
1:20-1:30	SET UP
1:30-1:50	Acoustic Holiday
1:50-2:00	SET UP
2:00-2:05	MUDC Bachata
2:05-2:10	MUDC Classical Indian
2:10-2:25	Flare
2:25-2:35	Bollywood Dancing
2:35-2:45	SET UP

2:45-3:05	Ring of Choir
3:05	FINISH

Thursday

Running Time	Performance
12:00-12:15	Nuholani
12:15-12:25	Apollo Rock Band
12:25-12:40	SET UP
12:40-1:00	Ryan Lim
1:00-1:10	SET UP
1:10-1:30	Acoustic Holiday
1:30-1:50	SET UP
1:50-2:00	Chinese Music Group (MZ Studio)
2:00-2:15	SET UP
2:15-2:25	Acapollo
2:25-2:35	SET UP
2:35-2:50	Kpop Club
2:50-3:00	Closing Speech
3:00	FINISH

4.2 Problems encountered

- Two ISAs were assigned to performances each day, but there was more than enough man power.
- One of the performers almost missed their time slot, as they thought that they were scheduled at a different time.

4.3 Suggested improvements

- Ensure that performers are ready well before their performance and to know their location at all times.
- Maintain clear communication between AV and have as much information as possible in the timeline for AV to follow.
- Allow for as much time as possible for MCs to prepare their performance. Sound-check could have been arranged for MCs apart from bands.
- If preparation time for MCs is restrained, it is best to buy their costumes for them, so that they can concentrate on the speeches instead.

5. Food & Kitchen

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

There were altogether 16 clubs and societies that participate in food stalls across the two days with 11 food stalls set up on Wednesday and 9 food stalls set up on Thursday. The food stalls were generally well received and many clubs were able to sell out before the end of the designated sales time. The

pricing of food was generally affordable for students (under \$8) and encouraged them to purchase food from the festival instead of shops in Union House.

5.1 What went well

- No SFH related complaints received from the City Council inspector.
- Chef Cameron did an excellent job supervising the kitchen.
- Clubs were very cooperative in the kitchen.
- ISAs and OBs from other departments were well-informed of kitchen procedures and did a good job.
- Most clubs kept their benches and kitchen utensils clean at the end of the event.
- Clubs were generally very engaged during the event.
- PICs of food did very well.
- The food stalls were sanitized on schedule and hence the festival was able to start on time.

5.2 Problems encountered

- Some club members in food stalls and kitchen would not wear hair nets properly. This was somewhat counteracted by officers providing constant reminders for club members to wear equipment properly.
- Each officer was allocated their own clubs with which they would communicate, this led to emails/information being sent out at different times or with slightly different wording. (This may have caused minor miscommunication/confusion).
- Often emailing clubs would prove to be quite unresponsive and inefficient.
- There were a few cases of very late food stall withdrawals resulting in a two empty stalls on Thursday this is can be resulted due to the late deadline for application as well as the deadline for deposit collection.
- Many clubs were not aware of the minimal utensils available in the Kitchen and did not bring their own resulting in some clubs either waiting for utensils or not having access at all.
- One club had brought their ready-to-eat food straight to their food stall without checking it in through the Kitchen.
- One club stored their food inside the store without Bain Marie, although the food is microwaved, it was not kept within the desirable temperature and this should be avoided.
- Rarely clubs would store foods in fridges/freezers incorrectly (eg. Storing raw meats above ready to eat foods).
- Many clubs provided Safe Food Handling certificates just before or past the deadline. This is because they had a change of leadership in the committee and did not know who would be running the stalls. However, this is a minor problem.
- Most of the Application forms were written in paper, which was hard for OBs to read the handwriting and organise.
- At the second day, some clubs are late for the event leading to a late start for those clubs. This is however an issue that we cannot control.
- Runners between food stalls and the kitchen would enter the food handling areas. This made the kitchen somewhat crowded and chaotic, with possible risk of contamination as they did not wear hairnets or gloves.
- There was a minor issue in dry storage where the items of one club fell into the box of another.
- At one point there were three hired chefs on Thursday due to miscommunication.

5.3 Suggested Improvements

- Further emphasize the importance of following procedures in terms of food safety handling and kitchen/food stall rules during food stall briefings and on day of event.
- Prepare and distribute a comprehensive “invitation” document which details all the relevant information to avoid clubs asking repetitive questions.
- Make sure clubs properly check in with the Kitchen, with more extensive logging of storage equipment.
- Encourage clubs to label their items with bright tags to avoid losing them.
- Greater control of runners that enter Kitchen.
- Because some clubs are in the process of appointing a new committee, insist the club to provide contact details of the new members for a separate meeting.
- It is recommended to have one person in charge of all the communication between the clubs to avoid confusions and misunderstandings.
- Try to get a more diverse selection of food stalls. Clubs to approach: Scandinavian Club, Turkish Society, etc.
- All the application forms could be in digital form.
- We should judge the menu clubs provided more in detail (e.g. ask them about the exact portion or ask them to bring a sample of food if possible).
- Collect the deposits for food stalls during the individual meeting to discourage clubs from withdrawing before the event.
- Formal notice should be made through email to remain formality. However, if possible, it is highly recommended to use Whatsapp or Facebook to communicate with the clubs.

5.4 Food Stall Competition

5.4.1 Problems Encountered

- There was difficulty in coming to a consensus in terms of which clubs would win. This was because each officer did not have the opportunity to assess each food stall across all considered factors.

5.4.2 Suggested Improvements

- Criteria for the competition should be detailed clearly prior to the competition and in the document to improve transparency of the decision.
- Judging of the stalls should be explained thoroughly to improve transparency of the competition.

6. Decorations

Coordinator(s): Bellivia Millenia & Jenn Lin Tay

The decorations team were in charge of making the photobooth area, sign boards for directions, sign boards for games, decorating the games materials, decorating the stage and the overall venue. We were also in charge of the collaboration with Cast on Charity with the selling of fresh flowers, key chains and badges, where all proceeds would be donated to a chosen charity. We were helped by a team of 15 ISAs (decorations team) and extra ISAs who volunteered to help out as the event drew closer. Work on FONs decor began in Week 4. This Festival of Nations, we had also created the initiative of collecting scrap paper from students to be used as decor items considering that most of the items we planned to create would be made out of paper.

6.1 Scrap Paper Collection

With the prior knowledge during planning stages that we will be making use of a lot of paper materials when creating the decoration items, we had decided to make use of scrap paper collected from students and other sources. Prior to starting any decor work, we had met with UMSU Environments to gain feedback and advice on our ideas. We had requested for old UMSU posters from UMSU Communications, which had made it through to be in many of our flower pieces. We had also placed three collection boxes around the university campus to collect old notes and lectures. The boxes were placed at the UMSU International Lounge, UMSU Info Desk on Level 1 of Union House, and another one at the UMSU Info Desk at the FBE Building for a total of four weeks, beginning in Week 4 and ending in Week 7.

6.1.1 What went well

- UMSU Communications was able to provide us with a substantial amount of old posters, which was colourful enough to be used in both our stage and photobooth.
- Collection of paper from students went smoothly, with the collection boxes in the three locations filled by the end of Week 7.

6.1.2 Problems Encountered

- In order to maintain the aesthetics of the overall decor, not many of the paper and materials collected from students were put to use.
- The amount of materials provided by UMSU proved to be more than expected, which we ended up having to dispose of and recycle.

6.2 Flowers for Charity

The Cultural and Social Department had decided in moving with the theme of the event of flowers being a symbol of 'kindness' in addition to the significance of flowers at the event in general, to make use of the opportunity to give back. We worked with Cast on Charity, an UMSU affiliated club that created and sold handmade arts and crafts items for charity. They provided the manpower to monitor the booth and process any transaction. A total of 180 flowers sponsored by Flower Temple were sold and all proceeds including sold Cast on Charity items were donated to CERES (Centre for Education and Research for Environmental Strategies). We made a total of \$433.00, and upon agreement with Cast on Charity, \$450.00 was donated.

6.2.1 What went well

- All flowers were sold out on the second day.
- Cast on Charity really enjoyed working together with UMSU International and was able to successfully sell their items.

6.2.2 Problems Encountered

- The reconciliation process with Cast on Charity was not very organised.
- The "Flowers for Charity" booth was initially located beside the photobooth which proved to be a poorly designated location.

6.2.3 Possible Improvements

- Determine a reconciliation process prior to the event.

6.3 Photo Booth

This year, the photo booth was a collaboration with Perspektif. Perspektif were in charge of running the photobooth on the event itself. They also provided the printer, equipment and layout of the photo strip. UMSU INTL were in charge of providing the flower wall and props.

6.3.1 What went well

- The photobooth ran smoothly and successfully.
- The digital pictures were provided through link.
- The running cost of the photo booth was reduced due to collaboration with Perspektif. While a hired photo booth costs about \$750 per day. The cost over the two days are \$ 700. The quality of the photostrip was satisfying. Future collaboration can be considered.

6.3.2 Problems encountered

Placement of the photo booth may not have been ideal and it did not generate a significant amount of foot traffic and users throughout the event. Printer ink ran out on the first day.

The first design from Perspektif for the photo strip layout was unsatisfying due to the overemphasizing of Perspektif over UMSU INTL. However, upon communication, the problem was solved. Despite this, this incident should not be considered against future collaboration with Perspektif.

- The location of the Photo Booth was quite secluded and did not attract as many people as expected.

6.3.3 Possible improvements

Placement of key items such as photobooth should be highlighted and placed in areas with higher foot traffic to attract more attention and contribute to the overall event.

However, the need for a better location might compromise the location for food stall or the number of food stalls. Further consideration on the layout should be made for future events.

6.4 Overall

6.4.1 What went well

- The flower wall was well received.
- Stage decoration was well received and gathered many positive comments
- Overall decorations in North Court received positive feedback

6.4.2 Problems Encountered

- Part of the hanging words “Festival of Nations” on the stage fell slightly on both days of FONs. This was due to strong winds.
- The amount of time for the decor team to hang items on the stage backdrop and surrounding area was done on the morning itself. It could not be done a day earlier due to strong wind. It is recommended to allocate more ISAs to help out with deco in the morning to get the job done more efficiently.
- The initial ISA Deco Team recruited was unavailable for many of the decoration times we had proposed.

6.4.3 Possible improvements

- Create a sign-in and sign-out system for the ISA Deco Team to take their attendance.
- When hanging decorations on the stage, ensure sufficient adhesive is used to decrease the likelihood of items falling.
- Set a schedule at the start of recruitment and only select ISAs who are available during the initially planned schedule.

7. Activities

Coordinators: Sherlyne Jennifer Santosa & Kenny Wong

7.1 Henna Tattoos

- Henna booths were consistently busy, there was no instances when artists were idling. This is highly recommended for future events as henna seems to be well-received by students.
- The artists from the Indian Graduates Student's Society (IGSS) was a helpful addition. Being students, they are flexible with timing and can accommodate changes.
- However, henna inks bought were not good quality since the ink designs were not very visible on some people. The inks were also expensive being \$3 per henna tube. It would be good to ask for recommendation from the henna artist for the henna ink.
- Henna artists were given break times on the second day as each artist was working for 3 hours straight.
- It is suggested that inks be bought from online as it is cheaper and quality could be ensured by looking at online reviews. In comparison, Amazon sells one box of 12 henna tubes for \$14 while we had to get it for \$36.

7.2 Mechanical Bull

- This attraction is only available on the second day due to budget constraint and due to Concrete Lawn being occupied for Farmers' Market on Wednesdays. This was placed on the concrete area of concrete lawn outside MSD where power sockets are available. This proved to be popular as there were lots of students crowding around the marquee.
- We decided not to charge students because we wanted to give back to them as much as possible as well as the practical reason of collection of money.
- The requirement to win a Gold Ticket (staying on the bull for 1 minute) proved too difficult and as a result, not a single Gold Ticket was given out. During the last half hour for the event, we reduced the duration required to stay on the bull to 45 seconds, but still proved unachievable to many.
- Some people did not know that this attraction is held by UMSU INTL despite ISAs and OBs already wearing UMSU INTL T-shirts.
- UMSU Intl banners should be displayed and made more visible to more students as forms of recognition and promotions.

7.3 PPIA Games Stall

- The games stall involved a variety of interesting Indonesian games which proved to garner many students, especially members from PPIA.
- This was located on the grassy area of Concrete Lawn and may not be as prominent so there were PPIA representatives who were directing students to their stalls.
- PPIA charged students for \$1 per game each student played.

7.4 Doughnut eating competition

- The ISAs on duty were very efficient in setting the place. They tied the doughnut to the string well and laid trash bags on the floor so that it is easier to clean up afterwards.
- As this was in the corner of Members' lounge, it is the least prominent activity taking place there, hence there were not as many people in this activity.
- Due to a short shelf-life (1 day), a new batch of doughnuts had to be picked up on both mornings to ensure it was safe for consumption.
- It is recommended that ISAs could stand at the entrance door of members' lounge to tell people the different games and their locations that we have in place.
- Participants who managed to win obtained a Silver Ticket.

7.5 Ring Toss

- This game generally went well and had the best visual aesthetic set-up.
- Bottles were reused from the ring toss booth held during Night Market 2018.
- Participants who managed to win the game obtained a Silver Ticket.
- It seems that it may be quite challenging to get in three rings out of five tries due to the lightweight and big ring size.
- It is possibly better to use smaller-sized rings and heavier bottles such as the ones used during carnivals.
- Adjust the distance between bottle stands displayed and where people is throwing the rings from where appropriate - if it is still quite challenging.
- However, the difficulty was appropriate for this event as there was a limited supply of prizes. As a result, the prizes ran out right as the event was ending and there was no problem with a shortage of prizes.

7.5 Basketball Throwing

- This activity in Members' lounge garnered the most attention from students.
- Participants who managed to win the game obtained a Silver Ticket.
- The difficulty level is just right; having three goals out of five shots were achievable by many.
- The basketball stand is high and we could not utilise to its maximum height because of low-hanging lights.
- In future, such possible problem could be surveyed earlier and layout could be change where there is enough time.

7.6 Prize booth

- Silver Tickets were used to redeem all soft toys, cake, and 2 for 1 movie vouchers.
- Gold Tickets were used to redeem all soft toys, cake, 2 for 1 movie vouchers, and sunglasses.
- The soft toys were purchased from Kmart.
- The cakes were purchased from Mille & B for \$4 a slice, after being discounted from its original \$8.50 price.
- The sunglasses were sponsored by Optically.
- The movie vouchers were sponsored by Cinema Nova.
- We would like to thank the P&S department for obtaining discounts and sponsorships, thus making the prizes readily more affordable.

Activities Budget Breakdown

Items	Quantity	Estimated Cost (\$)	Actual Expenditure (\$)
Mechanical Bull	1	750	750
Marquee for bull	1	150	150
Ring Toss	1	20	20.5
Basketball	1	88	88
Doughnuts	Estimated 200 to 300 pieces (12 pieces in each pack)	51 to 75	60
Henna artists' fee		450	450
Henna ink	12 Henna Tubes	100	36
Plushies	96	258	258
Delivery fee for plushies		50.24	50.24
Cake	140	550	560
Misc (plastic spoons, plates)	twine, cable ties	-	54.46
Transport		-	63.96
		TOTAL	2541.16

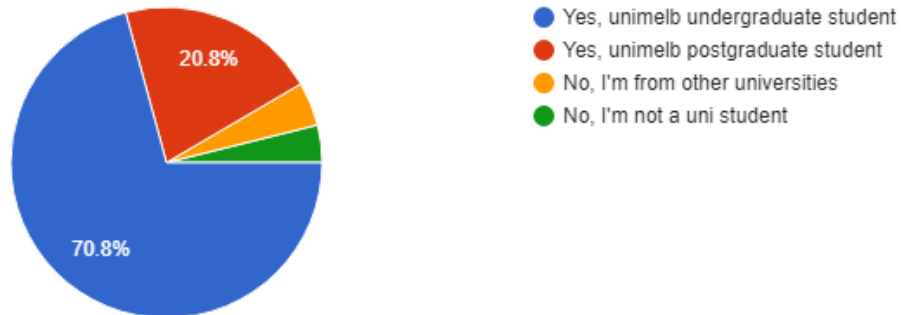
11. Publicity

Facebook event made a significant improvement in gaining attraction compared to last year's event. A total of 1,088 responses was achieved ever since the creation of the event, compared to the total number of 531 last year. This may be attributed to many factors such as the excellent efforts by the Media & Communications department or the Facebook competition.

12. Survey

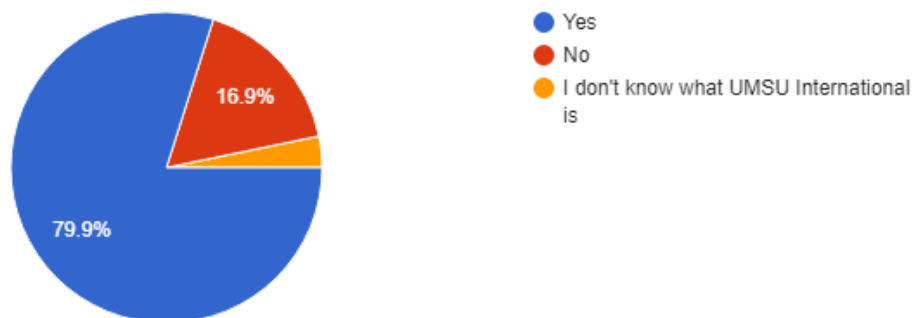
Are you a student at Melbourne University

154 responses



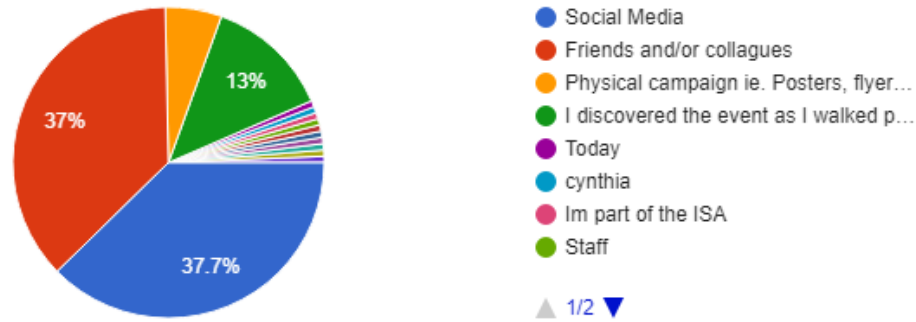
Did you know Festival of Nations is organised by UMSU International?

154 responses

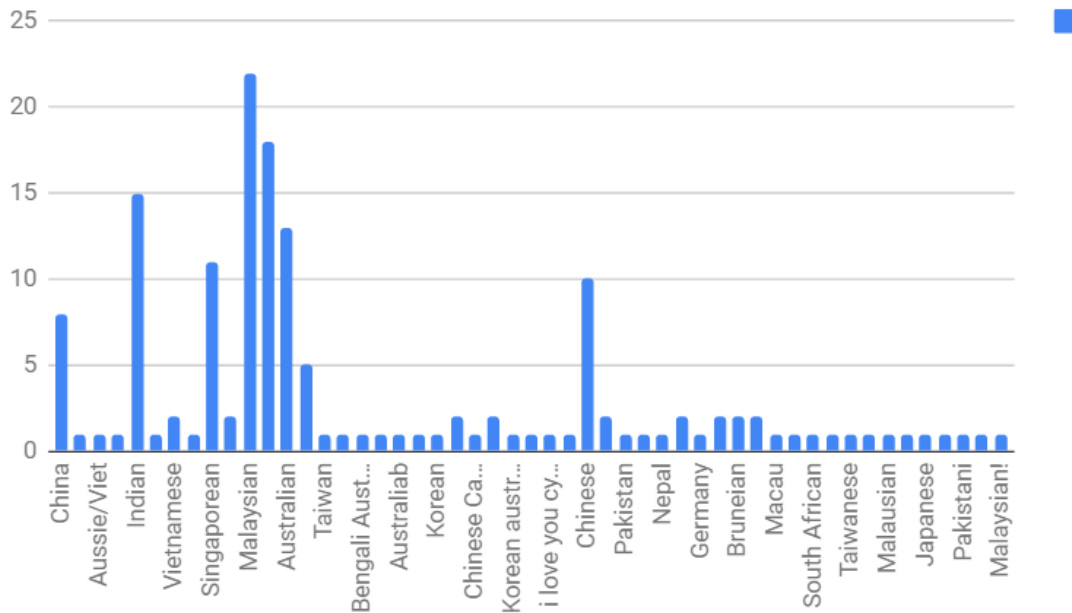


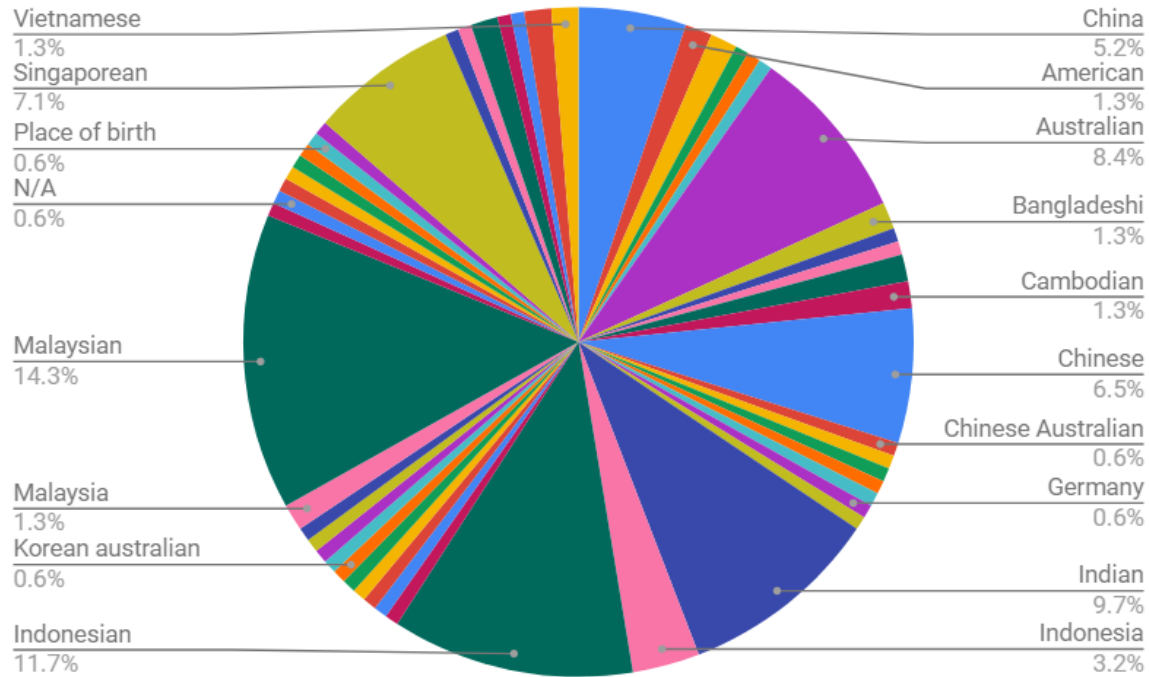
How did you hear about Festival of Nations

154 responses

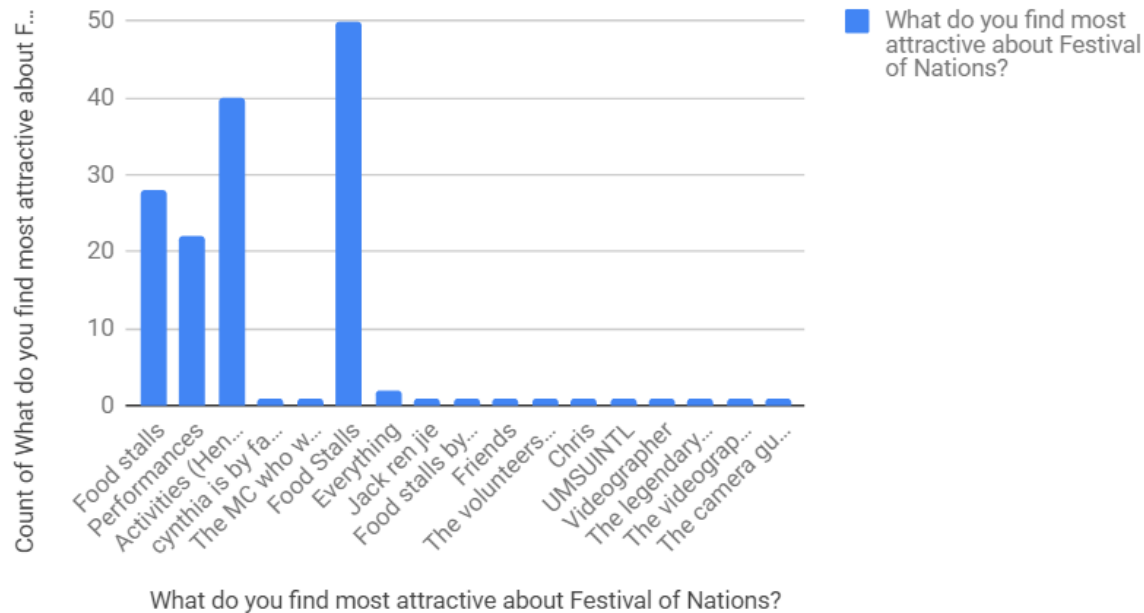


What is your nationality?



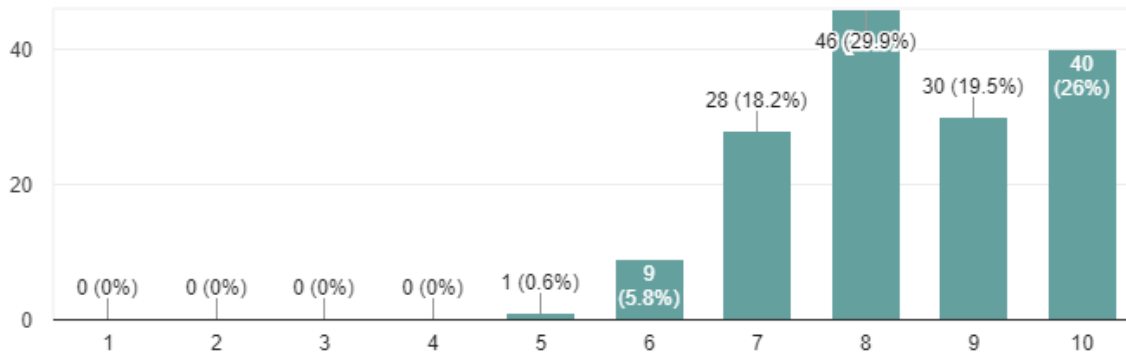


What do you find most attractive about Festival of Nations?



Overall, how do you like our Festival of Nations?

154 responses



Interesting Statistics:

- Demographic

Majority (91.6%) of attendees (who completed the survey) are students at the University of Melbourne. 8.4% of participants who filled out the survey are either not a university student or from other universities. 20.8% are postgraduate students, while 70.8% of all responses come from unimelb undergraduate students.

This implies that most attendees to our events are undergraduate students at University of Melbourne, which may be highly related to the venue we choose for FONs (on campus and away from graduate buildings).

- Nationality

The nationalities of attendees are composed of 15.3% Malaysians, followed by 14.9% Indonesians, 11.7% Chinese, 9.7% Indian, 8.4% Australian, and 7.1% Singaporeans. Other nationalities include German, American, Vietnamese, Myanmar, Sri Lankan any many more. However, this survey response may not represent the actual population who attended FONs, as ISAs may be biased in who to approach for the survey.

- Attractions

Participants food stalls the most attractive (50.7%), followed by games & activities (26%), performances (14.3%) and lucky draw (11.3%). In addition, 1.8% of responses have stated that the videographer, Aldin Ortinez, was the most attractive aspect of the event.

- Publicity channels

The survey response indicates that a major influence is social media (37.7%). The second largest channel is through word of mouth (37%). Others casually walked in between classes (13%) or heard about the event from physical campaigns such as flyers and posters (5.8%).

- Overall rating

We have a high satisfaction rate for overall event, with 26% of responses rating it 10/10, 93.6% rated the event 7 and higher.

13. Final Expenditure

Item	Price
Decorations <ul style="list-style-type: none"> • Materials (ex: hot glue gun refills, rope, colour paper, cardboard, cable ties) • Fake leaves, fake flowers, flower petals, vines, flower crowns, flower leis • Stage Banner • Others • Photo booth Total	\$180.31 \$427.21 \$589.00 \$50 \$700 \$1,946.52
Performances <ul style="list-style-type: none"> • External Performance Hire • Internal Performance Hire • Costumes • Opening Ceremony Ribbon • Parking Permits 	\$1,610.00 \$1,040.00 \$32.00 \$12.00 \$120.00 \$2,814.00
Food <ul style="list-style-type: none"> • Food Coupons • Food deposit • Hygiene Equipment (gloves, bin liners, detergent, hair nets etc.) • Water containers • Chef Hire • Food Stall Prizes Total Clubs Deposit, Fees, Hire	\$210.00 \$770.00 \$419.87 \$172.70 \$1581.11 \$300.00 \$3,453.68 -\$3070.00 =\$383.68
Equipment Hire <ul style="list-style-type: none"> • Harts Party Hire (Marquee, Gas Stoves, Bainmaries, BBQ Pits, Table and Chairs) • AV Melbourne (Stage, Speakers, Lighting etc.) • AV Melbourne test and tag • Pressure cleaning Total	\$8514.73 \$14,532.45 \$65.00 \$900.00 (estimate)

	\$24,012.18
Publicity <ul style="list-style-type: none"> • Posters and Flyers • FB booster & instagram booster • Snapchat geofilter Total	\$240.90 \$280.78 \$89.16 (estimate) (\$63.73USD) \$610.84
Miscellaneous <ul style="list-style-type: none"> • FireTac Fire Safety Services • Videographer • Security 	\$1000.00 (estimation as Aviya processed it) \$1,500.00 \$1000.00 (estimation as Aviya processed it) \$3,500.00
Activities <ul style="list-style-type: none"> • Henna Tattoo • Mechanical bull • Prizes • Others 	\$486.00 \$900.00 \$928.24 \$226.92 \$,2541.16
GRAND TOTAL (incl. GST)	\$35,808.38
Allocated Budget (excl. GST)	\$38,850.00
Allocated Budget	\$42,735.00

*all values are inclusive of GST

14. Conclusion

This concludes our report for Festival of Nations 2018. We would like to express our gratitude towards all the office bearers, ISAs and Aviya for contributing a great amount of effort towards the planning and execution of this event.

Prepared by,

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



6. Other Business

- Central Australia Trip Committee

7. Next Meeting

Date : 19th October 2018, Friday, 4.30pm

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