

Agenda

Central Committee Meeting #5 – 11th October Friday 2019

Time : 16 30

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

1. Procedural Matters
 - 1.1. Acknowledgement of Indigenous Owners
 - 1.2. Official Welcome
 - 1.3. Attendance
 - 1.4. Apologies
 - 1.5. Adoption of Agenda

2. Confirmation of Previous Minutes
 - Unconfirmed Minutes of CCM#4
 - Unconfirmed Minutes of ECCM#1
3. Matters Arising from Previous Minutes

4. Proposal
 - 4.1. Exam Pack Giveaway Semester 2 2019 Proposal
 - 4.2. Festival of Nations 2019 After-Party Proposal
 - 4.3. ISA Appreciation Night Proposal Semester 2 2019
 - 4.4. SWOT SNACC Proposal Semester 2 2019
5. Reports
 - 5.1. Festival of Nations 2019 Final Report
 - 5.2. ISA Bonding Night Semester 2 2019 Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #4 – 20th September Friday 2019

Date : 6th September 2019

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

- Leaving early with Apology: Claryss KUAN, Albert HALIM (late Apology)
- Late without Apology: Claudia Huang

Motion 1

Move that Standing Orders be adopted for CCM #4 at **16 34**.

Mover : Rebecca Ka Mun LEE

Seconder : Stefan MARBUN

CARRIED without contention.

4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #4 be adopted.

Mover : Kezia Rebecca PRANATA

Seconder : Wendy LAM

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

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

Mover : Damien YEO

Seconder : Claudia KANG

Motion carried.

Motion 4

Move that the Festival of Nations 2019 Proposal be accepted with Amendments.

Mover : Chan Jie HO

Seconder : Claryss KUAN

Motion carried.

Motion 5

Move that the OB Appreciation Meal, Trip and Merchandise Semester 2 Report 2019 be accepted.

Mover : Charmaine TEOH

Seconder : Mai PHAM

Motion carried.

Motion 6

Move that the ISA Application Semester 2 Final Report (Revised) be accepted.

Mover : Caityn Tania DEAN

Secunder : Marissa TAN

Motion carried.

Motion 7

Move that the Mental Resilience Workshop – Semester 2 2019

Mover : Albert HALIM

Secunder : Xiao Jing ONG

Motion carried.

Motion 8

Move that the Professional Mingle – Semester 2 2019 Final Report

Mover : Janelle WONG

Secunder : Jamie TEH

Motion carried.

Motion 9

Move that standing orders be suspended at 18:36

Mover : Nishtha BANAVALLIKAR

Secunder : Megan PAT

5. Other matters

Motion 10

Move that CCM #4 be adjourned at **18 45**.

Mover : Christabella Alicia MAHENDRA

Seconder : Vincent Immanuel CHAIDIR

Motion carried.

Prepared by,

Vincent Immanuel Chaidir
Secretary 2019/2020
UMSU International

Unconfirmed Minutes

Emergency Central Committee Meeting #1 – 9th September Monday 2019

Date : 9th September 2019

Time : 17 30

Venue : Member's Lounge, Union House

1.Procedural Matters

1. Acknowledgement of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

- Absent with Apologies – Albert HALIM, Ammar Asyraf LATIF, Phong Noon NAN
- Leaving Early – Dominic Yew

Motion 1

Move that Standing Orders be adopted for ECCM #1 at **17:39**.

Mover : Kezia PRANATA

Secunder : Damien YEO

Motion carried.

4. Adoption of Agenda

Motion 2

Move that the Agenda for ECCM #1 be adopted

Mover : Christabella Alicia MAHENDRA

Secunder : Mai PHAM

Motion carried.

Motion 3

Move:

- 1) **THE UMSU International Central Committee 2019/2020 does not endorse the proposed UMSU Constitution which has been endorsed by the UMSU Student council and will be put to vote at the UMSU SGM on 17 September 2019.**
- 2) **UMSU International Central Committee endorses the UMSU x UMSU INTL agreement (see appendix 1).**
- 3) **Given that the UMSU students' council endorses this agreement before September 17, UMSU INTL will not campaign against the proposed constitution.**

Motion carried with:

- a) Support: 30
- b) Abstention: 1
- c) Absent: 4

Mover : Jun Cheng WOO

Seconder : Jason LI

Motion carried.

5. Other Business

Motion 4

Move that ECCM #1 be adjourned at 18:41

Mover : Archit AGRAWAL

Seconder : Xin Ling LU

Prepared by,

Vincent Immanuel Chaidir
Secretary 2019/2020
UMSU International

Exam Pack Giveaway Semester 2, 2019 Proposal
Central Committee Meeting #10 - Friday, 11th October 2019

1. Introduction

Exam Pack Giveaway (EPG) is an exam booster event for university students before SWOTVAC and the examination period, which will be carried out in conjunction with Meet and Greet by the HR department. This event is open to all University of Melbourne students, which includes undergraduate, graduate, honours, study abroad and PhD students. However, the exam support pack will only be given out to the students who have liked and followed our social media accounts and filled in the International Student Survey 2019.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and flyer design. This will minimise the waste produced by students and also maximize our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

The details of the event will be as follows:

Date: 16th October 2019 (Wednesday, Week 11)

Time: 12 pm – 2 pm

Location: North Court

2. Objectives

This event aims to:

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International.
- To motivate students by giving out support pack and enlighten their mood for exam preparation.

3. Scope of Event

The target audience for this event will approximately be 600 students. The 2019/2020 Educational and Welfare Office-Bearers will be coordinating this event, and the rest of the Office-Bearers and ISAs will be assisting in managing the traffic flows and queue for the exam support packs and meat & greet.

4. Timeline

Week	Tasks
Week 10	Purchase of items for Exam Support Packs

Week 11	Exam Pack Giveaway Event Day
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5. Budget

A total 2,500 AUD (exc. GST) is allocated for this event and the breakdown for the items in the planned exam support pack are listed as below:

Items left over from the previous EPG (due to overlap with sponsored items) and those purchased from the previous EPG's budget include:

Leftover Items	Quantity
Transparent Pencil Case	210
Pens	300
Cereal Boxes	424
Cookies (Chocolate & Animal)	106
Bread Mix	146

As such, a total of 2,500 dollars have been allocated to this section in order to purchase new items for the event, and also to readjust the inventory in order to cater to the higher number of target audience. The estimated expenditure list is as follows but the actual costs are subject to change due to volatility of woolworth's pricing:

Purchased Items	Quantity	Cost (AUD)
Mesh Pencil Cases	130 Packs (130 * 3 = 390)	520.00
Correction Tapes	300 Packs (300 * 2 = 600)	297.00
Chocolates Party Bag Bundle	7 Bundles (7 * 88 = 616)	140.00
Up n Go	50 Boxes (50 * 12 = 600)	650.00
Hot Chocolate Sachets	60 Packs (60 * 10 = 600)	213.00
Indomie Instant Noodles	120 Packs (120 * 5 = 600)	336.00
Uncle Toby's Muesli Bars	40 Boxes (40 * 15 = 600)	240.00
Speaker (from AVM)	1	55.00
Total Amount:		2451.00

The exam pack is planned to include the following sponsored items and vouchers, which are confirmed at the time of writing of this proposal, and some UMSU International merchandise:

Sponsored Items	Quantity
500ml Bottled Water	600
Choco Pie	8 * 12 Packs * 10 Boxes = 960
Oldtown Coffee Sachets	600
Julies Cracker Packets	600
Buono Mochi Ice	600
Haribo Gummy Bears	300 * 2 Boxes = 600
Faber-Castell 2B Pencils	72 * 9 Boxes = 648
Faber-Castell Pen	50 * 10 Boxes = 500
Faber-Castell Highlighters	200 * 3 Boxes = 600
Smart Records Highlighters	600

Sponsored Vouchers	Quantity
Scott's Printing Vouchers	600
Quizlet Promotional Link	700
GO Noodle House Vouchers	600
Lord of the Fries Vouchers	600
Oriental Spoon 10% Off and \$10 Off Vouchers	700 Each
David's Hotpot Drinks and \$20 Off Vouchers	500 & 100 Each
Wonderbao Vouchers	650
Brunetti Vouchers and Loyalty Cards	600 Each

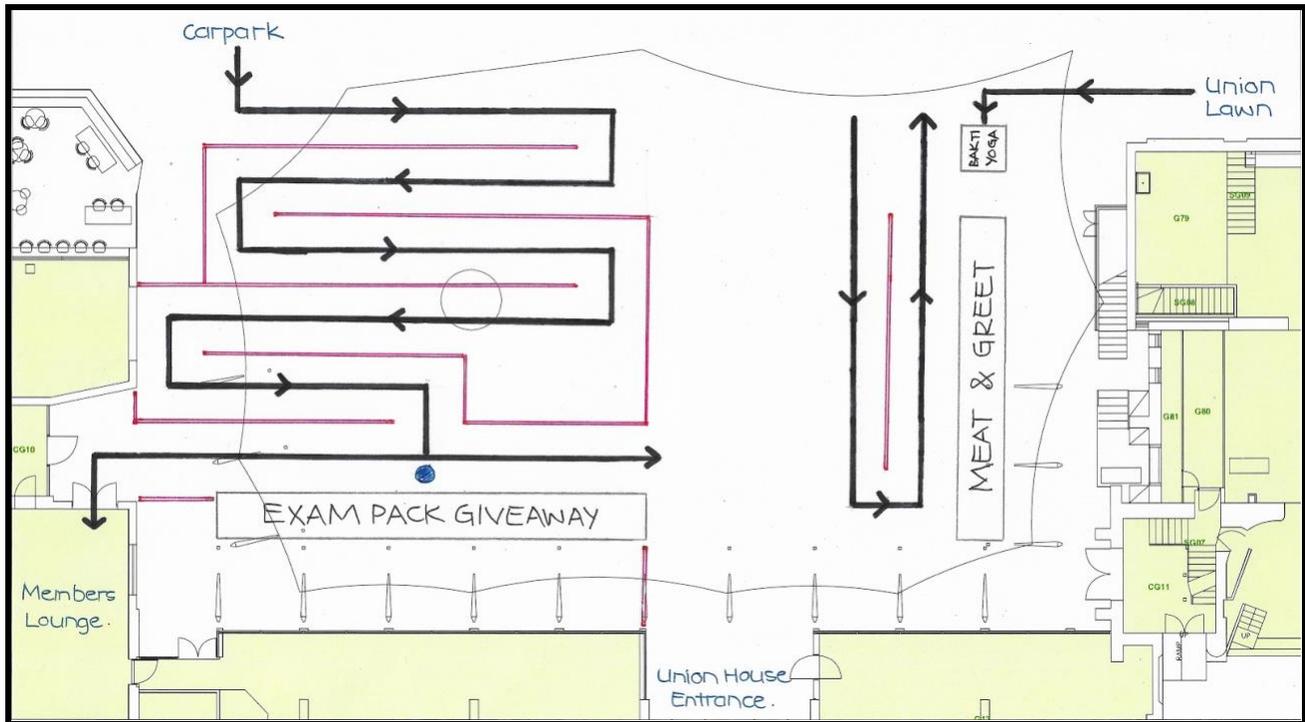
UMSU International Merchandise	Quantity
Notebooks	600
Clear File Folders	600
Socks	600
Drawstring Bags	600

6. Delegation of Task and Logistics

Task	Coordinators
Purchasing the featured items and overseeing the entire event.	Office Bearers from the Education & Welfare Department
Publicity for UMSU INTL, line control, and management of the item displays.	Rest of the Office Bearers and International Student Ambassadors (ISA)
Meat and Greet	HR Team

Time	Activities
Pre-event	<ul style="list-style-type: none"> ISAs and OBs will come to the event place two hours earlier to set up for Exam Pack Giveaway and an hour earlier for Meat and Greet. Crowd control will begin 30 minutes prior. The music will be set up 30 minutes prior by AV Melbourne.
During the event	<ul style="list-style-type: none"> Physical barriers will be placed to form the queue line for getting the exam support pack. OBs have to ensure that students have filled in the ISS 2019 and liked UMSU INTL's social media accounts before collecting the items. Each student can take at most one of each item displayed on the table.
Post event	<ul style="list-style-type: none"> Clean up for the event.

7. Event layout plan



8. Conclusion

This concludes our proposal for the Exam Pack Giveaway Semester 2, 2019. Should you have any concerns or suggestions, please do not hesitate to contact the Education and Welfare Department.

Prepared by,
Jun Cheng WOO
 Education and Welfare Officer 2019/2020
 Umsu International

Festival of Nations 2019 Appreciation Dinner Proposal
 Central Committee Meeting #5 – Friday 11th October 2019

1. Introduction

With the excess budget from Festival of Nations 2019, the C&S Department has decided to throw an after party for all OBs and the ISAs involved in Festival of Nations.

Date: 17th October 2019 (Week 11 Thursday)
 Venue: Members' Lounge
 Time: 6:00pm - 8:30pm
 Expected audience: 102 people
 Budget: \$750

2. Timeline

Time (pm)	Duration	Description
4.30 - 5.30	1h	Purchase utensils/drinks from Woolworths
5.15- 6.00	45m	Collect food from the Ziyka
5.15- 6.00	45m	Prepare Member's Lounge
6.15 - 8.00	1h 45m	Bonding time
8.00 - 8.30	30m	Clean up

3. Budget

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

4. Conclusion

This concludes the proposal for Festival of Nations 2019 After-Party. Please feel free to voice any concerns or comments to the C&S Team.

Prepared by:
Cultural and Social 2019/2020 Team

ISA Appreciation Night Proposal - Semester 2 2019
 Central Committee Meeting #5 – Friday 11th of October 2019

1. Introduction

Date : Saturday 19th of October 2019
 Time : 4:30 pm - 11:30 pm
 Venue : Queen Street Rescue
 Participants : Office Bearers 2019/20 and ISAs of 2019 Semester 1

Appreciation Night is an event to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout the semester. There will be various activities such as games, award ceremonies and performances throughout the night. This activity is organized by the Human Resources team.

2. Scope of Appreciation Night

In total, there will be 75 attendees that are confirmed for Appreciation Night.

- 49 graduating ISAs (inclusive of 15 OBs)
- 31 OBs in total
- 5 ISAs for decoration and games committee
- 4 ISAs for performances

3. Budget Allocation

A total of \$4500 is allocated for the event.
 Below is a temporary breakdown of the budget.

Items	Costs
Venue Hire and Food	\$3500
Prizes and Souvenirs (Medals, trophies, chocolates)	\$900
Decorations & Games	\$100

4. Timeline

Period	Task
Week 8	<ul style="list-style-type: none"> • Confirm date & time • Confirm venue

	<ul style="list-style-type: none"> • Confirm theme of the event • Recruit new ISAs for appreciation night committee • Gather performers for the event • Print and get signatures for certificates
Week 9	<ul style="list-style-type: none"> • Confirm activities and performances • Order medals and trophies • Decoration finalisation
Week 10	<ul style="list-style-type: none"> • Begin purchasing all required items (decorations and games, gifts, prizes) • Venue inspection for activities • Finalise performances and games
Week 11	<ul style="list-style-type: none"> • Rehearsals and soundcheck

5. Event Flow

Time	Event
4:30 pm	Organising team and performers arrive at venue for set up and preparation
6:00 pm	Graduating ISAs and OBs arrive
6:30 pm	Begin game 1
7:00 pm	Dinner with performances
8:15 pm	Best dressed OB and ISA announced
8:30 pm	Trivia game
9:00 pm	President speech and handing out of certificates, medals, trophies and chocolates
10:00 pm	Group picture and start clean up
11:30 pm	Leave venue

***Tentative to change, a full timeline will be produced for the Appreciation Night report.**

6. Conclusion

This concludes our proposal. Please feel free to approach us if you have suggestions or questions.

**Prepared by,
Christabella Alicia Mahendra
Human Resources Director 2019/2020
UMSU International**

SWOT SNACC Proposal Semester 2 2019

Central Committee Meeting #5 - Friday 11th October 2019

1. Introduction

In response to several suggestions within previous years' International Student Surveys with regards to creating events to cater for a lack of study spaces and study-buddy events, the Education & Welfare Department has collectively decided to create a new event in hopes of addressing both issues (as mentioned above).

The event, titled SWOTSNACC, will be held over several days with the intention of providing conducive study spaces along with an assortment of healthy snacks and refreshments to relieve international and local students of the pressures of finding a comfortable place to study for the duration of SWOT-VAC.

We will be ensuring the tasks of participating officers will be fairly low-commitment to account for the fact that all participating officers will have heavy study schedules for the duration of the event and will be limited to registration, setup/pack up of refreshments, etc.

2. Event Details**Event Title:** SWOT SNACC**Date & Time:** Monday (28 Oct) - Thursday (31 Oct) [Duration: 4 days]**Location:**

- [Pending] WEBS: Kimpton Theatre(G51), Meeting Room 1(G71)
- [Pending] Arts West: 253,254 so on (most rooms are identical)

Attendance: 50 - 100 students

Event Objective:

To provide conducive study spaces for the student populace during SWOT VAC

2. Event Overview

3.

3.1.1 Session Structure

- Each study session will be approximately 8 hours in length, with setup and pack up each day not exceeding more than an hour.
- Setup will consist of delivering snacks and refreshments, hot water dispensers, etc. from the UMSU INTL Student Lounge and UMSU Activities, respectively. Cups and plates will not be provided in an effort to adhere to sustainability standards.
- During the event, an OB and/or ISA will be present to count the attendance of students that are present. Students will not be required to register their attendance prior to the event and may fill up a sheet to compile emails at each study space.
- Pack up will entail the clean-up of leftover snacks and refreshments, and returning hot water dispensers to the UMSU International Student Lounge

3.1.2 Event Flow

Time	Activity
Weekend Prior to Event	Purchase of snacks and refreshments from Costco. Notes: <ul style="list-style-type: none"> • Dominic (or alt. Costco member) must be present to gain entry to Costco • Prepare either GoGet or Uber for delivery of items to Union House • Ensure we have access to the UMSU INTL lounge [hitherto referred to as “the lounge”] on the day of delivery
Monday (28 Oct) - Thursday (31 Oct) [Inclusive]	REPEAT OUTLINED PROCEDURE EACH DAY
9.30-10am	Set up. First OBs arrive with food and drinks. Registration table and appliances are set up etc Notes: <ul style="list-style-type: none"> • OBs in charge of registration will also hand out ISS flyers to attendees who are international students.
10am-5.55pm	Study session commences. Notes: <ul style="list-style-type: none"> • Students will be advised to converse minimally during the event. • If food or drinks run out it is the onus of the OB in charge to replenish them. (this will be unlikely) • At 5.55 pm, OBs will signal the end of the event. Attendees who wish to remain can do so.
5:55 PM - 6:10PM	Packup. <ul style="list-style-type: none"> • Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge. • Any leftover UNOPENED snacks/refreshments will be brought back to the lounge to be used for the next day to conform with sustainability efforts.

4. Preparation Timeline

Time	Tasks
Week 9	<ul style="list-style-type: none"> • Brainstorming of event concept and structure
Week 10	<ul style="list-style-type: none"> • Send out ISA participation form

	<ul style="list-style-type: none"> • Confirm event venue(s) • Liaise with Media and Communications Department on publicity material
Week 11	<ul style="list-style-type: none"> • Allocate tasks for ISAs
Weekend prior to SWOT VAC	<ul style="list-style-type: none"> • Purchase snacks and refreshments from Costco
SWOT-VAC	<ul style="list-style-type: none"> • SWOT SNACC commences • Collect and compile event feedback

5. Budget Breakdown

The total budget allocated to the workshop will be AUD700. A detailed expenditure breakdown for the session is indicated below:

Item	Budget Allocation
Snacks and Refreshments	AUD675
Transportation (Uber/Goget)	AUD25

6. Department Task Delegation

Office Bearer(s)	Tasks
Dominic Yew Sean Ng	<ul style="list-style-type: none"> • Event Coordinator • Report to VP and Director of the planning progress • Compose feedback form and organise suggestions for the final report
Dominic Yew Damien Yeo Jun Cheng	<ul style="list-style-type: none"> • Purchase snacks & refreshments from Costco • ISAs/other OBs needed is up to the discretion of the buyer
Roster will be created based on the availabilities of the OBs and ISAs	<ul style="list-style-type: none"> • Set up, registration, manning the spaces and pack up • At least one ISA per room every hour to help with refreshments when needed
Albert Halim	<ul style="list-style-type: none"> • Online Publicity

Megan Pat
Claudia Huang

- ISA publicity
- Liaise with M&C for poster designs

7. Miscellaneous

Amongst the three or more rooms that we aim to book for this event, one of those rooms will be labelled as a 'quiet room' where pin drop silence is expected amongst all attendees within the room (including ISAs and OBs). This aims to give students, who require an environment with no diegetic sound, a space to focus on their upcoming assignments/examinations. Talking and discussion are allowed in the other rooms but not to an extent where it becomes distracting to the other students.

8. Conclusion

This concludes the proposal for SWOT SNACC, 2019. As this event is a relatively young initiative by the Education and Welfare Department, we especially value suggestions from both internal and external members of the UMSU INTL committee. Please feel free to approach any of the E&W officers should you have any concerns, questions, and advice.

Prepared by,

**Dominic Yew and Sean Ng
Co-Opted Education and Welfare Officers 2019/20,
UMSU International.**

Festival of Nations 2019 Final Report
Central Committee Meeting #5 – Friday 11th November 2019

1. Introduction

This report summarises Festival of Nations 2019, which covers the period of 25th September 2019, Wednesday, and 26th September 2019, Thursday.

2. Food/Environments

Food Coordinator(s): Jason LI, Jamie TEH

Environments Coordinators(s): Faith ANG, Nishtha BANAVALLIKAR

There were 15 clubs and societies that participated in food stalls across the two days. 10 food stalls were set up on Wednesday and 11 on Thursday. Food stalls were generally well received and some even sold out ahead of time.

1. What went well

- Chefs were professional and guided a lot of clubs in terms of preparing and cooking their food.
- Most clubs were cooperative and complied with regulations and instructions given.
- City council was generally happy with the quality of food safety and hygiene.

2. Problems encountered

- Some food stalls arrived late and were decorating past the allocated time, resulting in a late start.
- Many food stall vendors were not wearing gloves and hairnets despite being constantly reminded to.
- Many clubs only registered to participate as a food stall after having many email reminders as well as an extended deadline, thus deterring us from following the initially set timeline.

- Some of the equipment such as bain maries and the gas stoves were faulty. Some bain maries given only had 2 trays despite asking for 3 tray bain maries and most of them did not come with the glass covering.
- Some clubs exited the kitchen without having temperature checks, but a change in the position of the table to right outside the cool room helped resolve this issue.
- City council feedback for marquees to be covered on all 3 sides.
- Some OBs/ISAs were unsure of what to do during their shifts.
- Some food were quite expensive given the portion, deterring students from purchasing.
- Could not obtain oil bins in time since many stalls in Union House did not have/were not willing to provide.
- There were too many stalls selling drinks and some stalls were not doing well in terms of sales of drinks.
- For externally supplied food, city council required a list of ingredients and allergens that some clubs were not able to provide.
- All the clubs did not know about the coupons, even though it was mentioned in the slides.
- Temperature checks were not regular enough.
- There were no sign in/sign out sheets for ISA/OB in the kitchen.
- There was not enough towels, gloves and sanitisers initially.

3. Suggested improvements

- Clearer and stricter briefing for OBs/ISAs prior to the event.

5. Food Stall Competition

The stalls were judged based on popularity, taste, as well as cooperativeness. Therefore, we have decided to award \$100 each to the following food stalls:

- Melbourne University Sri Lankan Student Association
- Hawker Aunty Stall
- Ivy & Monica

3. Games/Activities

Coordinator(s): Caityn Tania DEAN, Thanh Mai PHAM

Activities consisted of four games: Price is Right, Country Trivia, Fun with Flags and Mario Kart. Additionally, there was a mechanical bull, a photobooth, a henna booth organised by Bollywood club, bean bag toss by Cast on Charity and a couple of mini games with drawing portraits held by the Drawing/Painting Club.

All participants received a passport when they first entered the games area. After each game, participants received a sticker for recognition of points earned during the games. Participants used the specific number assigned to their passport to enter the lucky draw at the end of each day of the event. The two final winners were announced via UMSU International Facebook Page.

1. Mechanical bull

The mechanical bull was only available on Thursday, due to the Farmer's Market taking place on Concrete Lawn on Wednesday. There were signs to indicate the location of the bull (1 in the info booth and 1 near the photo booth). However, the signs were not large enough to be seen clearly so it is suggested to make a larger size next time. Although there were signs indicating where the mechanical bull was, it was still difficult to connect this activity to other activities of the event as it stood alone in Concrete lawn. It is suggested to have some other games/activities in Concrete lawn along with the mechanical bull. In addition, some incentive/point system to correlate the bull with the rest of the games/activities is recommended, but restraints on the amount of prizes did not allow for this.

2. Country Trivia

It is suggested that the questions are divided into different levels of difficulty. Also, small white boards can also be used for the participants to write down their answers.

3. Price is Right

The questions should be divided into different levels of difficulty.

4. Fun with Flags

The game was only held on Thursday. The flags and name tags were quite small, it is better to have it printed in larger size.

5. Mario Kart

This game was popular among participants. It is highly recommended to have this game in future events as it is cost effective and enjoyable for all participants. AV Melbourne was helpful in their assistance with setting up the electronics for the game, in addition to projecting it onto a larger screen in Member's Lounge.

6. Photobooth

Crowd control could have been better to avoid people blocking the pathway to the booth itself. This year the company that provided the Photobooth was Social Mania. The quality of photos was high, and the supervisor provided an option for participants to enter their emails in an iPad in order to have the high resolution digital copies of photos taken sent to them individually. In addition, SocialMania offered a \$100 discount and threw in a free photographer to take pictures all around the event for Thursday.

7. Henna booth

There was only one artist for each day so the artist did not have a break and had to work 3 hours straight. The artist for the second day was sick and they did not inform the coordinators until the first day of the event. Replacement was found so the henna booth was able to be held on the second day.

8. Drawing/Painting Club

Changes to the layout had to be made where the entire Drawing/Painting booth was moved to the stall near the photo booth as they did not want to separate into two. The Drawing/Painting club organised a couple of activities including face painting, drawing portraits, selling bookmarks and a mini game.

Initially, the game section of this club was allocated in the Members Lounge and all other activities could be held in the stall next to the photo booth. However, the club did not agree as their game was connected to the activities they organised. In the meeting with the coordinator, the club representatives gave description of the game but did not inform the coordinator that it had to be held in the same place with other activities, resulted in confusion when setting up the booth on the event day.

It is suggested that the coordinators keep in contact with the club representatives to see if there is any change and consult the club about their allocation beforehand.

9. Cast on Charity

The bean bag toss went well and the booth was quickly set up on the event day.

10. Prize booth

Stickers were used in order to exchange prizes. Prizes were divided into different levels, 2-3 stickers can be exchanged for level 1 prizes, 4-5 stickers are equivalent to level 2 prizes, 6 or more than 6 stickers can be exchanged for level 3 prizes. One sticker was given to people who have done the ISS Survey. The participants were asked to show proof of completion to the ISAs/OBs in charge.

Prizes should be divided into half before the event day in order to prevent one specific type of prize run out before day 2. It is highly recommended to buy prizes well in advance of the event and in bulk quantities to avoid running out, as not enough prizes were bought, and prizes were bought at the last minute. This meant that those in charge of the prize booth had to emphasise that prizes were on a first come first served basis. Plushies and water tumblers are highly popular.

Many participants mentioned that they preferred foods as prizes. The coordinators should consider this for next time.

11. Budget Breakdown

Items	Quantity	Estimated (\$)	Actual Expenditure (\$)
Mechanical Bull	1	750	650
Marquee for bull	1	150	150
Delivery charge for the bull			75
Induction fee			75
Bull Tax			95
Photo booth	1	1100	1000
Henna artists' fee		360	180
Henna cones	15	20	20
Plushies & pens		242	242
Stickers		16	16
Llama & Lamb Plushies	2	14	14
Water bottles	25	70	70
Drinking jars	10	28	28
Movie gift card	2	60	60
Marker	1	2	2
Pet Memo pad	4	4	4

Character notepad	3	6	6
Highlighter set	10	20	20
Sticky set	6	18	18
Wall planner	4	12	12
Travel cup	9	27	27
Tumbler	6	18	18
A4 whiteboard	4	16	16
A5 Notebook (2/set)	10	40	40
Jenga set	2	11	11
Desk lamp	4	24	24
Board games	4	24	24
TOTAL			\$2897

12. Suggestions, Comments and Improvements

- It is highly recommended to work with SocialMania for the photobooth in future events, as they were extremely helpful and easy to work with, as well as providing very high quality photostrips that were popular on the day.
- Better signage was needed for all games/activities located outside the members lounge, and to indicate that games/activities were taking place inside the Member's lounge itself. This should be coordinated with the decorations team far in advance of the event.
- While the location of Member's Lounge for activities/might have been the best option available for the event, it is quite a secluded area that is difficult to direct traffic to, even with signage. If in the future games/activities are to be held in the Member's Lounge, a good idea might be to have ISA's delegated to the task of directing people to the Member's Lounge itself and ensuring the crowd is aware that games/activities are taking place there.
- When working with external suppliers for activities such as the mechanical bull and the photobooth, it is advisable to ensure early on that supporting documents such as certificate of currency etc are provided, and also that external contractors complete the short online induction by the University well in advance of the event. The supplier for the mechanical bull charged a \$75 induction fee to complete this short online induction which was unavoidable due to the short time frame between when the supplier was asked to submit these documents by and the event itself.

4. Performances

Coordinator(s): Phong Noon (Alexa) NAN, Jia Min (Charmaine) TEOH

There were a total of 15 performances (3 external and 12 internal) across two days. There was at least one coordinator available for stage management in order to coordinate the event timeline, cueing emcees and helpers on duty. Another available coordinator was in charge of checking the attendance of performers, reminding OBs and ISAs on duty about their tasks and cueing OBs to be ready to usher performers to backstage or to waiting room also to contact performers 30 minutes prior to their respective performing time if they were not preparing in the waiting room already. There would always be at least one coordinator on scene, ready to communicate with AV Melbourne and another one checking the flow of the event but both coordinators were flexible enough to help each other out or switch roles when there were short breaks throughout the event.

The opening ceremony included an opening speech by the UMSU International President and UMSU president, followed by a ribbon cutting and popping of party poppers. The closing speech was made by the Cultural & Social Vice-President.

1. Problems encountered

- Planning of event schedule had been pushed backwards due to the lack of internal performance applications.
- Coordinators contacted external performers late due to the uncertainty of the number of internal performers.
- Selection of emcees was postponed due to the intersection of emcee applicants for both Professional Mingle and Festival of Nation
- Emcees were not well chosen as there were not many options and they were not very well prepared and familiar with their scripts until a few days before the event.
- Activities department of UMSU was approached to assist with contacting the artists but the external performers were giving information and confirmation late.
- More complication happened when each club was contacted by different members, leading to different information being spread.
- There were also instances where club members and not the person in charge was contacted e.g. secretary for each respective club.
- Event flow for the first day was messy and exhausting because of the miscomprehension of performing time for clubs and societies and a few mistakes that had been done by coordinators e.g. telling Apollo that they were forming at 12pm sharp which in fact had to be delayed for a 20 minutes opening ceremony.

- One of the performers from Unimelb Kpop Club had to leave early before performing due to MST.
- Some acts used more time than allocated on setting up the musical instruments required for their performances.
- 4 ISAs were allocated to help with performance every hour, not as much ISAs were needed and most were idle.

2. Suggested improvements

- Coordinators should make a draft about what both sides have to do individually and the timeline for things to be done in the very beginning to make sure all things are done punctually and smoothly.
- Try to avoid involving a third party to handle both external and internal performers as it complicates things and decreases the efficiency of work.
- Contact the person in charge from each club, preferably person that is written to be contacted in the application form or club secretary, president rather than contacting friends that are in the club.
- Ensure that emcees start preparing their script in advance instead of rushing everything at the last minute.
- Coordinators have to be stern and make sure to have as much rehearsals with emcees as possible, minimally 7 to keep up with emcees and make sure emcees are doing their job well. Most importantly, give suggestions and feedbacks about emcees' ideas and concepts of their outfit and script immediately if expectation has not been reached.

3. Actual timeline of the performance

Day 1	Timeline	Duration
Opening speech	12:00-12:20	20mins

Apollo Music Society (Stranded+Fusion)	12:30-12:50	25mins
Maylene** indigenous artist	13:00-13:40	40mins
Lisa and Sarah	13:45-13:55	10mins
Sugar & Jam	14:00-14:05	10mins
Flare	14:10-14:25	15mins
Bollywood Club	14:25-14:35	10mins
UKC	14:40-14:55	15mins
Mauritian Society	14:55-15:05	10mins
Closing		

**The delay occurred during Maylene's performance when unexpected technical errors happened (the keyboard wasn't working).

Day 2	Timeline	Duration
Apollo Music Society	12:00-12:20pm	20mins
Hustle	12:35-12:50pm	15mins
Aarti	13:00-13:20pm	20mins
Jordan	13:20-13:30pm	10mins
Badago & Jojo	13:35-14:00	25mins
Ring of Choir	14:05-14:15	10mins
UKC	14:20-14:35	15mins
MUDC	14:35-14:45	10mins
Taichi Wushu	14:50-15:05	5mins
Flare	14:50-15:05	15mins
Closing		

4. Budget Allocation

External performers	Hiring cost
Maylene	\$850
Badago and Jojo (Chinese rappers)	\$400
Hustle	\$65
Flare	\$400
Aarti	\$540
Total	\$2255

Internal performers	Token of appreciation
Apollo Music Society (4 bands)	\$100
Lisa and Sarah	\$20
Sugar and Jam	\$30
Bollywood	\$50
Mauritian Society	\$50
UKC	\$120
Jordan	\$20
Ring of choir	\$50
MUDC	\$50
Taichi Wushu Club	\$15
Total	\$505

Props and miscellaneous	Cost
Emcees costumes	\$230

Party poppers etc for opening ceremony	\$17.96
Refreshments	\$161.30
Total	409.26

Total Expenditure = \$3169.26

5. Procedures to be followed

- Contact performers 30 minutes prior their performance to confirm their attendance and have enough manpower for contacting and ushering the performers, guarding the waiting room, controlling both stage and crowd.
- Maintain clear communication between AV Melbourne and have as much information as possible in the timeline for AV Melbourne to follow.

6. Suggested improvements from survey

- No emcees: cut parts of the script - the filler, that were not necessary to the performance as people might deem them irrelevant and prefer listening to music

5. Decorations

Coordinator(s): Claryss KUAN & Kezia Rebecca PRANATA

The decorations team were in charge of decorating the stage backdrop, photo booth backdrop and creating various props to be placed around the venue. We were helped by a team of 16 ISAs & extra ISAs that volunteered to help out as the event drew closer. Decorations started in Week 5, after 2 weeks of workshoping with a professional.

1. Big Props

We decided to create three big props depicting famous monuments that we were familiar with, and decided on the Big Ben, MONAS and Burj Al Arab. At first, we were thinking of making them 3D, but with time limits, we decided to make two props 2D and propped up by wooden easels, and Big Ben 3D, with two boards at a 90° angle. Following the recommendations by the professional, we decided to use sceneboard to create these props.

We were able to grid our lines out quickly and sketching out the details took about a week. By the middle of Week 6, we were ready to start painting each prop using a reference picture for each. There was a little trouble when agreeing to the background of each prop, and some props had to be repainted multiple times. On both event days, the big props were positioned around North Court near the stage and food stalls.

2. Small Props & Stage Backdrop

We picked six small props to be painted and cut out of cardboard to be stuck on the stage background, which was going to be a thick cloth. The props we chose were a University of Melbourne passport, a small airplane, the Eiffel Tower, the Leaning Tower of Pisa, the Sydney Opera House, a globe, a world tour sign, and the Merlion. Along with these props, we also had written and cut out “Festival of Nations 2019”. However, due to the backdrop being smaller than imagined, the University of Melbourne passport could not be placed in the backdrop. Instead, it was stuck onto a chair and placed at the front of the stage. The stage backdrop initially felt a bit dull, and we were only able to fix it one day before the actual event. During the event, the backdrop was very much complimented and it did not disturb any of the performances, which was good.

3. Photobooth Backdrop

The photobooth backdrop was made by painting monuments on a calico cloth. The monuments chosen were the Statue of Liberty, Taj Mahal, the Great Wall of China, as well as the Chinese Tower. All in all, the process of creating the photobooth backdrop was very smooth and everything went according to plan. The starting of the photobooth backdrop took a little longer than expected as we had to wash the cloth, dry it, and double hem it before we could start drawing grid lines, sketching and painting the design.

4. Budget Breakdown

Item	Amount
Thin cardboard	\$65.22
Cloth tape	\$25.75
Brushes	\$17.00
Paint	\$197.98

Calico cloth	\$71.96
Sceneboard	\$218.90
Base coat	\$111.16
Markers (Black & White)	\$15.68
Cloth backdrop	\$420
Craft glue	\$30
Glue gun refill	\$14.90
Bag to carry everything	\$2
Total	\$1125.33

5. Problem Encountered & Possible Solutions

Regarding the photobooth backdrop, perhaps another method of hanging the cloth up, or better crowd control, could be thought of. This is because on the day of the event, someone accidentally fell towards the cloth causing the top part of the cloth to rip. There also should be more time to create props and decorations and equal time allocated to each prop, as we had to rush a little bit to finish everything on time. This is also to ensure high standards, as our stage backdrop was not given much thought throughout the preparation period which was why it was not the best it could have been. If props are to be made/painted for next Festival of Nations, a specific reference picture for each prop should be used & shared with the whole team, as there was quite a lot of confusion & repainting when creating the props.

We also recommend making sure there are consultation workshops with a professional before Festival of Nations or any other big event, like Night Market, as it really helped us with ideas and what would be feasible in the time frame provided. He was also able to recommend materials to use which would work best for us and that would also be sustainable.

6. Publicity/Marketing

The Facebook event made an improvement in gaining attraction as compared to last year's event. The Festival of Nations 2019 Facebook event page reached 14.4k people and got 1.2k responses (interested or going) in comparison to the 1088 responses in Festival of Nations 2018 and 531 responses in Festival of Nations 2017.

1. Problems Encountered

- The Media & Communications department realised that there were no A1-sized posters of Festival of Nations being distributed around union house.
- During the design process, there were many differences in opinion between the M&C department and UMSU Comms. This caused significant delays in our publicity.

7. Info Booth

The information booth was located at the side of North Court where it had a good view of the whole event. The booth served as the main meeting point for task sign in and food voucher collection for the OBs and ISAs as well as a booth where students can acquire more information about the event. OBs and ISAs were advised to arrive at least 10 minutes prior to their first task. The OBs in charge of the info booth were responsible for getting in contact with OBs/ISAs who were more than 5 minutes late.

Four walkie-talkies were provided. One was left with info booth, the C&S Vice President and Director as well as Aviya. On the second day, the walkie-talkies given to Aviya and the C&S Director were given to the coordinators of the Food and Environments team. The walkie-talkies were useful when it came to getting into contact with one another and is recommended for future events.

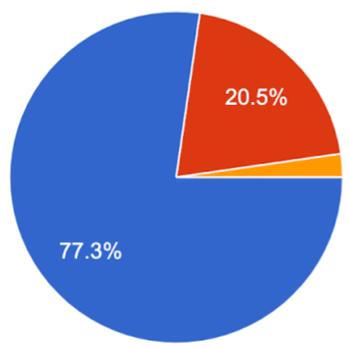
1. Suggested improvements

- A proper sign up sheet for the food stalls with a column where we can indicate whether the stall has been sanitised and which stalls have signed in/out should be provided instead of indicating on the layouts.
- A list of the ISAs phone numbers should be printed out instead of having the OBs search them up.
- It should be reinforced during the briefing that OBs and ISAs need to sign in again when changing tasks.

8. Survey

Are you a student at Melbourne University?

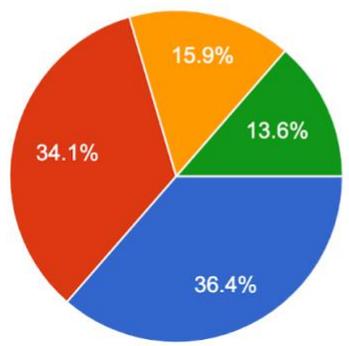
44 responses



- Yes, Undergraduate student
- Yes, Postgraduate student
- No, I'm from another university
- No, I'm not a university student

How did you hear about Festival of Nations?

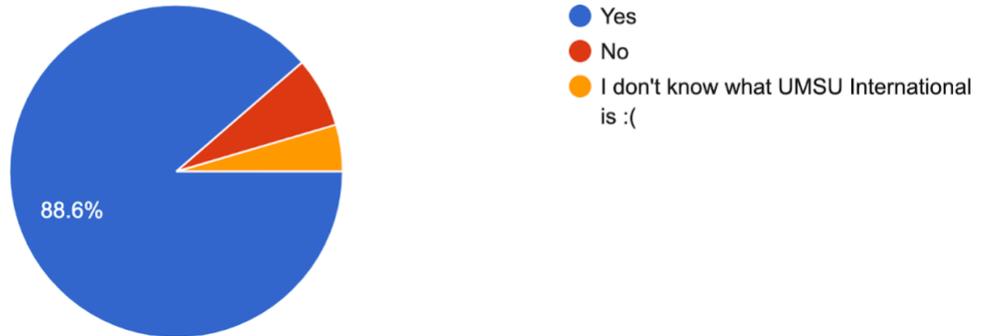
44 responses



- Friends and/or colleagues
- Social Media
- Physical campaign ie. Posters, flyers, chalking on campus
- I discovered the event as I walked pass and noticed the noise and crowd

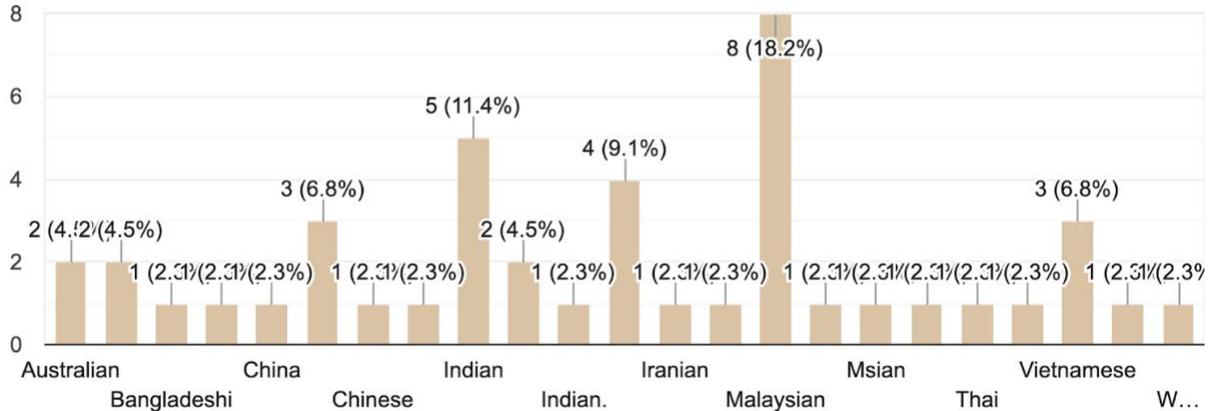
Did you know Festival of Nations is organised by UMSU International?

44 responses



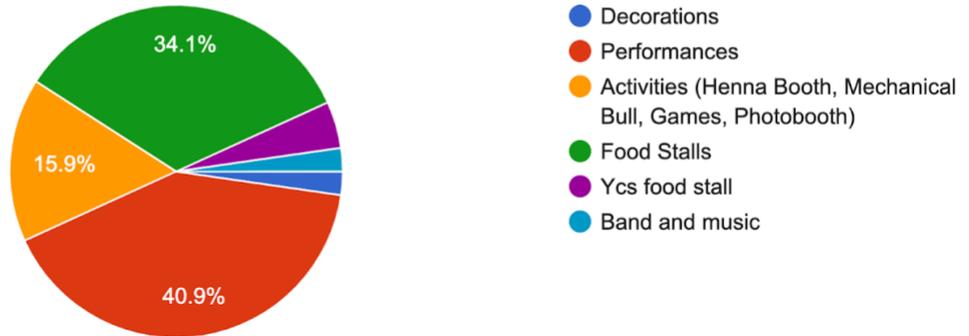
What is your nationality?

44 responses



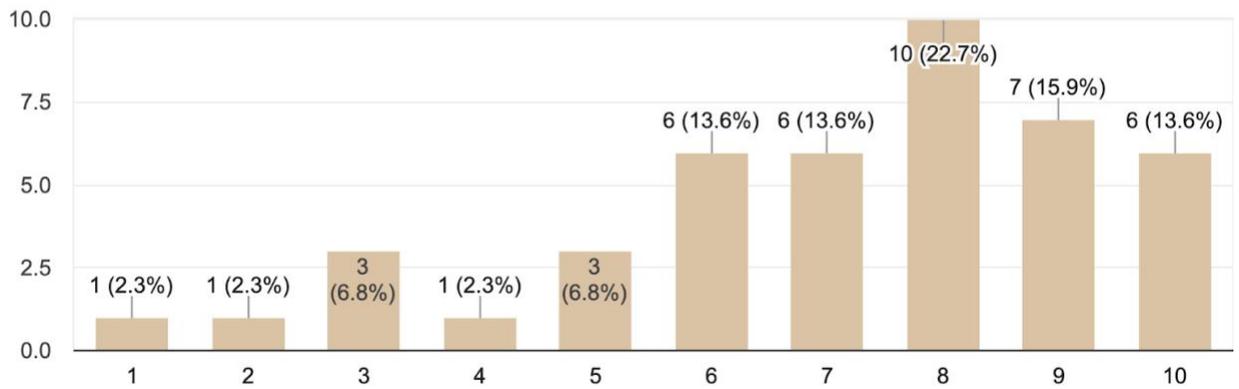
What do you find most attractive about Festival of Nations?

44 responses



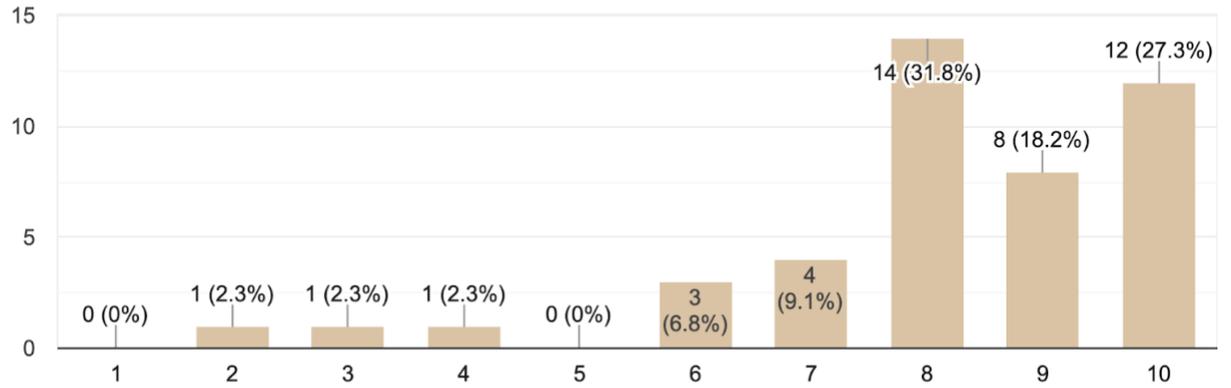
Decorations

44 responses



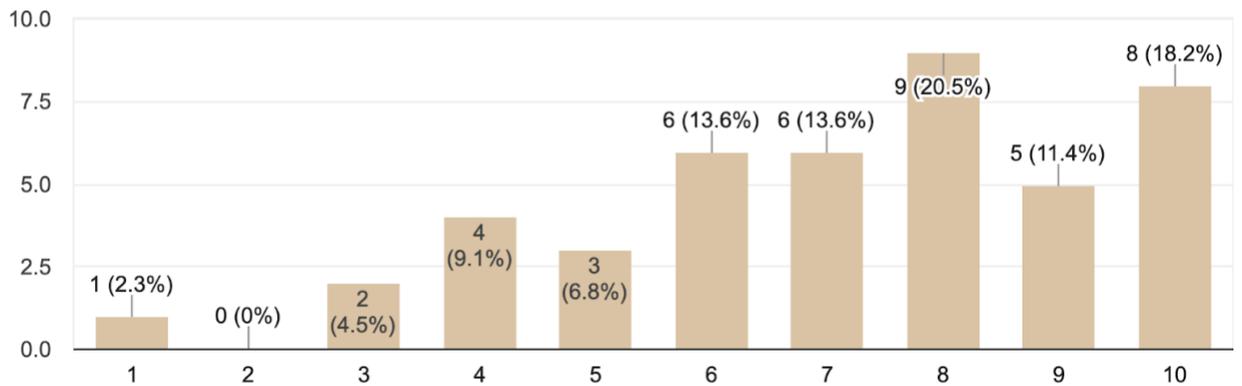
Performances

44 responses



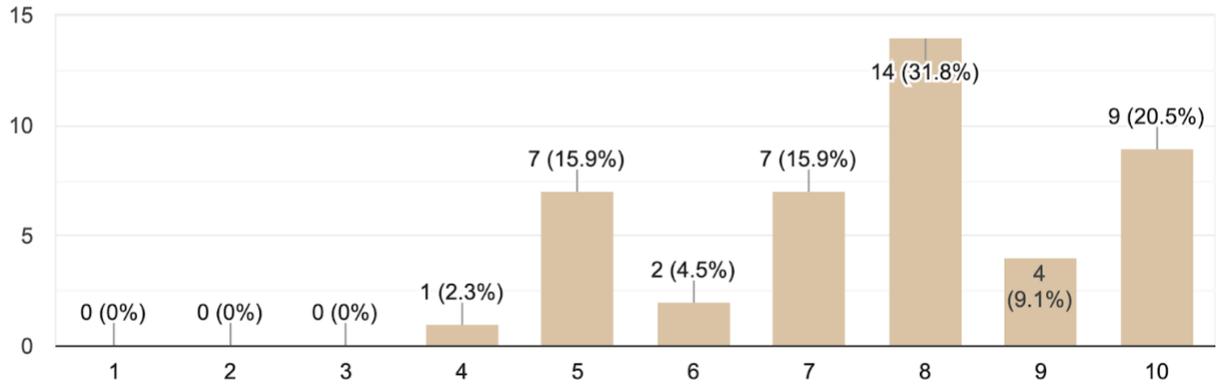
Activities

44 responses



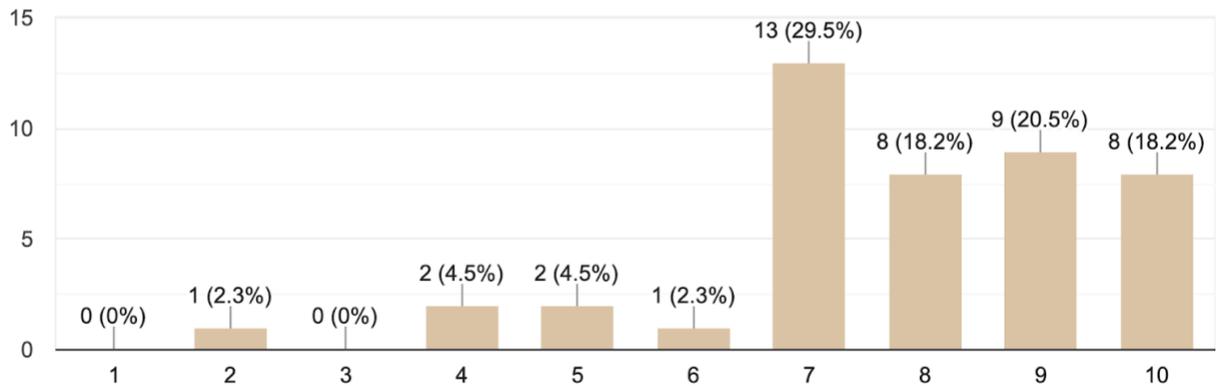
Food Stalls

44 responses



Overall, how do you like our Festival of Nations?

44 responses



Do you have any recommendations for future Festival of Nations?

19 responses

More Nation clubs participating next year
Idk everythings pretty awesome
Cheaper food prices and more activities
Cheaper food pls, more games
It is awesome
NA
Cheaper food
Up your advertisement game bro
Make sure the event does not clash with any other events like farmers market or GSA
Activites were hard to find and it felt like the food stalls were the main drawing point where I think it should be the other way around. There was so much empty space not being utilized in the middle yet all the activites were crammed into a corner.
Overall improvement needed

9. Final Budget Breakdown

Item	Amount
Games/Activities Expenditure	\$2897
Performances Expenditure	\$3169.26
Decorations Expenditure	\$1125.33
Kitchen/Environments Expenditure	\$377.77
Food Stalls:	
• Amount received	(\$3015)
• Deposit (to be given back)	\$750
• Competition prize	\$300
• Coupon reimbursement	\$620
Parking permits	\$160

Publicity – Facebook booster		\$50
AV Melbourne (Stage equipment)		\$14829.26
Atmosphere:		
• 4x6 m Structure	x3	\$1534.65
• 3x3 m Structure	x3	\$959.25
• 3x3 m Pagoda	x2	\$639.50
• Concrete weights 300kg	x18	\$575.10
• Concrete weights 225kg	x26	\$830.70
• Bain Marie – 2 bay kit	x3	\$195
• Bain Marie – 3 bay kit	x2	\$170
• Bain Marie Tray – Stainless steel 32x25 cm	x12	\$60
• Bain Marie Tray – Stainless steel 52x32 cm	x12	\$60
• Bain Marie Tray Lid – Stainless steel 32x25 cm	x12	\$60
• Bain Marie Tray Lid – Stainless steel 52x32 cm	x12	\$60
• Food Warmer (2 bay)		\$80
• Food Warmer (3 bay)		\$90
• Urn – Electric 20L	x6	\$182.70
• BBQ 3 Burner		\$120
• Bench Top – 2 ring stainless steel (with gas)	x5	\$460
• Table – 2.4m Trestle Plastic	x30	\$600
• Table – 1.8m Trestle Plastic ‘18’	x36	\$691.20
• Chair – Bistro White Plastic ‘14’	x20	\$72
• Freight Charges		\$1500
• Insurance Waiver		\$415.91
• Forklift Rental		\$600
• Labour Cost	x16	\$720
Sandbags x24 + Delivery		\$245
Ramp		\$842.60
Chef		\$2253.63
FireTac (inclusive of 2 Fire Safety Officer and installment fee)		\$1773.20
Post Event Cleaning		\$1425.53
Security (excl. GST)		\$1058.40
Total Expenditure		\$39154.59
Total Budget (excl. GST)		\$38850

Total Budget (incl. GST)	\$43000
Total Budget Surplus	\$3845.41

*The budget surplus is inclusive of \$3000 set aside for emergencies.

10. General Notes to Future Committee

- The two briefings, one for the food stalls and another for the OBs/ISAs who are helping, are both extremely important and those presenting needs to be affirmative with rules and timings that others have to abide to. The same applies to those listening who should be more attentive to the ideas presented. If multiple briefings seem necessary, then it should be scheduled as needed. This is to reduce the amount of confusion that occurs during the actual event.
- OBs are assigned to a task in order to assist both the coordinators. The OB is in charge of looking over a team of ISAs during a particular slot and it is their duty to make sure they keep track of where the ISAs are at all times and that the ISAs know what needs to be done. If the OB does not know what to do, then they should take responsibility and ask the coordinator in charge. It is a good idea for all OBs to be proactive and understand how the event is to be run so as to reduce the amount of confusion and questions directed towards the coordinators. Hence, OBs must pay extra attention to the briefings.
- Coordinators need to take more initiative and be willing to make decisions on their own rather than constantly asking around as this would just delay everything.
- Coordinators need to know what is going on at all times of the event and must know the specifics of any agreement made. If two coordinators are in charge of each section so as to split the workload but they should always be updated on what the other is doing and should be an extra pair of eyes in case a mistake is made.
- Coordinators have to be more strict with giving instructions and OBs in charge of a task needs to be cooperative with the coordinators. It is generally acceptable to present any ideas to help make a task smoother. Any differences in opinions should be kept for discussion after the event is over.
- Every area within the event is just as important as the next and there should not be any negative stigma behind any specific area/task. This includes cleaning up after the event.

11. Conclusion

This concludes our Festival of Nations 2019 final report. Please feel free to approach us should you have any queries.

Prepared by,

The Cultural & Social Department 2019/2020

UMSU International

ISA Bonding Night Semester 2 2019 Report

Central Committee Meeting #5 – Friday 11th October 2019

1. Introduction

ISA Bonding Night is a small event which served as a bonding opportunity for ISAs and Office Bearers. ISAs and OBs had the opportunity to build stronger relationships with each other over some food and board games. The event was held at the UMSU International Lounge and Mary Cooke A on Wednesday, 18th September 2019. There was an estimated total of 52 attendees (30 ISAs and 22 OBs). Board games used were the games available in the UMSU International lounge and also the ones borrowed from OBs.

2. Event Layout

TIME	ACTIVITY
6.00 pm - 8.00 pm	Food and Games
8.00 pm - 8.30 pm	Wrap up

3. Budget and Expenditure

The budget allocated for the event was \$200.

Expenses	
Item	Amount (\$)
Food and Drinks (Dominos Pizza)	\$180.60
Total Expenses	\$180.60

4. Conclusion

Overall, the event was successful as it brought many committee members and ISAs together; no problems were encountered and everyone had an enjoyable Bonding Night. The Human Resources Department would like to thank the OBs who attended the event and made an effort to bond with the ISAs. Also, a special thanks to those who generously provided board games and video games for the event. Please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared By

Marissa Symone Tan and Ammar Asyraf
Human Resources Officer 2019/2020
UMSU International



1. Other Business

- President's Report

2. Next Meeting

Date: Friday 25th October 2019 (4.30pm)

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