

## **Agenda**

Central Committee Meeting #7 – 15<sup>th</sup> March Friday 2019

---

Time : 16 30

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

1. Procedural Matters
  - 1.1. Acknowledgement of Indigenous Owners
  - 1.2. Official Welcome
  - 1.3. Attendance
  - 1.4. Apologies
  - 1.5. Adoption of Agenda
  
2. Confirmation of Previous Minutes
  
3. Matters Arising from Previous Minutes
  
4. Proposal
  - 4.1 PR/Visa Workshop Semester 1 2019 Proposal
  - 4.2 ISA Big Day Out & Induction Semester 1 2019 Proposal
  
5. Reports
  - 5.1 Customised Good 2019 Final Report
  - 5.2 Summerfest Orientation Week Events 2019 Final Report
  
6. Other Business
  
7. Next Meeting

## **Unconfirmed Minutes**

Central Committee Meeting #6 – Friday 19<sup>th</sup> October 2018

---

Date : 19<sup>th</sup> October 2018

Time : 16 30

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

### **1. Procedural Matters**

#### **1. Acknowledgement of Indigenous Owner**

#### **2. Official Welcome**

#### **3. Attendance and apologies**

##### Absent with Apologies

Exco : -  
Directors : -  
Officers : Elisabeth NG

##### Late with No Apologies

Exco : -  
Directors : Hana AGUSTINE  
Officers : Michael William GUMARDI

##### Leaving Early with Apologies

Exco : -  
Directors : James Bima NOTOWIDJOJO  
Officers : Sher Lynn LIM, Xiaohan (Daisy) WU, Sherlyne Jennifer SANTOSA

##### Motion 1

Move that Standing Orders be adopted for CCM #6 at **16 37**.

Mover : Li Shern (Gladys) LEE

Seconder : Kenny Wei Kiat WONG

CARRIED without contention.

#### **4. Adoption of Agenda**

##### Motion 2

Move that the Agenda for CCM #6 be adopted.

Mover : Hana AGUSTINE

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

#### **2. Matters Arising from Previous Minutes**

#### **3. Confirmation of Previous Minutes**

##### Motion 3

Move that the minutes of CCM #5 be accepted and confirmed as a true and accurate record.

Mover : Weiryn TAN

Seconder : Hwei Shin (Cynthia) LEOW

CARRIED without contention.

##### Motion 4

Move that the Heads of Clubs Meeting Semester 2019 Proposal be accepted.

Mover : Archit AGRAWAL

Seconder : Natassia Thanh MINHTRI

CARRIED without contention.

Motion 5

Move that the University Services Information Session Semester 1 2019 Proposal be accepted.

Mover : Pik Yu (Phoebe) TEH

Seconder : Desmond Wen Zhen CHEW

CARRIED without contention.

Motion 6

Move that the Career Skills Workshop Semester 1 2019 Proposal be accepted.

Mover : Jenn Lin TAY

Seconder : Zhen Torng LEE

CARRIED without contention.

Motion 7

Move that the Summerfest Orientation Week Event 2019 Proposal be accepted.

Mover : You Qi (Yuki) NG

Seconder : Xinling LU

CARRIED without contention.

Motion 8

Move that the Customised Goods 2019 Proposal be accepted.

Mover : Olivia IRISH

Seconder : Yaan Kit NG

CARRIED without contention.

Motion 9

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

Mover : Harikrishnan KOLAMVEETTIL

Seconder : Ajinkya DHAMALE

CARRIED without contention.

Motion 10

Move that the Exam Pack Giveaway Semester 2 2018 Final Report be accepted.

Mover : Archit AGRAWAL

Seconder : Siobhan LIM

CARRIED without contention, with amendment.

**6. Other matters**

Motion 11

Move that CCM #6 be adjourned at **19 02**.

Mover : Michael William GUMARDI

Seconder : Bellivia MILLENIA

Motion CARRIED.



**Prepared by,**

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

**PR/Visa Workshop Semester 1 2019 Proposal**  
Central Committee Meeting #7 – 15<sup>th</sup> March Friday 2019

---

## 1. Introduction

The following are details for the workshop:

Date: Thursday, 21st March 2019

Venue: Lowe Theatre, Redmond Barry Building

Time: 12:30 pm - 2:30 pm

Target Participants: 150

## 2. Objectives

- To provide international students with the insight into the process and pathways of obtaining a Permanent Resident visa.
- To familiarise students with any newly implemented migration policies.
- To address queries that final year/graduating students may have on visa options and/or migration.

## 3. Overview

The workshop will consist of two sessions. First is the PR/Visa information session in which the speaker will talk about Australian migration policy and any recent changes that have been made in the past year. In the second part of the workshop, the speaker will take questions from students.

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

The targeted number of participants is 150. Interested students will be expected to sign up through a Google Form before coming to the workshop. The students who sign up will be contacted to confirm their attendance via email.

Food and drinks will be provided after the workshop.

## 4. Logistics

<b>Time</b>	<b>Activity</b>
12:00 pm - 12:15 pm	Set-up
12:15 pm - 12:30 pm	Registration
12:30 pm - 2:00 pm	Information session (including Q&A)
2:00 pm - 2:30 pm	Refreshments
2:30 pm - 3:00 pm	Pack-up

## 5. Delegation of Task

Office Bearer(s)	Task
Desmond CHEW Michael GUMARDI	- Coordinators
Desmond CHEW Michael GUMARDI	- Design the registration form - Sending the acceptance, rejection, waitlist, and reminder emails - Monitor the number of responses
Po-Han (Terry) KUNG	- HR liaison and ISA task allocation on event day
Desmond CHEW Siobhan LIM	- Order and collect food on event day - Buying the appreciation gift for the speaker

## 6. Timeline

Week	Task
1 & 2	- Confirm the venue and the speaker for that event. - Liaise with Communication department in finalising the publicity material
2	- Beginning of publicity and online registration
3	- Event day (21st March 2019)

## 7. Budget

The budget for this event will be AUD\$400. The following is the breakdown of the budget:

Items	Price
Food and drinks	\$330
Appreciation gift for speaker	\$70





## **8. Conclusion**

This concludes the proposal for PR/Visa Workshop, Semester 1 2019. Please feel free to approach the Education and Welfare team should you have any queries or concerns. Thank you.

**Prepared by,**

**Michael William GUMARDI**  
**Education and Welfare Officer 2018/2019**  
**UMSU International**

**ISA Big Day Out & Induction Semester 1 2019 Proposal**  
 Central Committee Meeting #7 – 15<sup>th</sup> March Friday 2019

---

### 1. Introduction

This event serves as an initial meeting between new International Student Ambassadors and Office Bearers who would be working together for the next year. The Big Day Out aspect serves as a bonding opportunity for Office Bearers and the new batch of ISAs. The Induction aspect serves as a platform for introductions to the roles and responsibilities the volunteers should look forward to in their upcoming term. The Induction also allows each department to explain the new batch of ISAs their roles in the committee. The team in charge of organising this event will consist of current ISAs and members of the HR department.

Coordinators: James Notowidjojo, Gladys Lee, Cynthia Leow

Date: Saturday 23<sup>rd</sup> March 2019

Time: 10:00am - 3:30pm

Venue: MSD Singapore Theatre, North Court, Concrete Lawn, Members Lounge, Training Room 1 and 2

Number of Attendees: 60 new ISAs, 32 Office Bearers, 20 current ISAs

### 2. Aim

- An initial meeting between new ISAs and OBs.
- An opportunity to socialise between officers and volunteers.
- Explain the roles and responsibilities expected of ISAs over the coming year.

### 3. Event Flow

<b>TIME</b>	<b>ACTIVITY</b>
09:30	Set up, preparation
10:00	Registration
10:30	Ice-breaking games
11:30	Induction
12:30	Lunch
13:30	Games + take group photos

15:30	Wrap up Hand out ISA shirts Handing out photos Handing out prizes
-------	--

#### 4. Budget

This event was allocated a budget of \$1350.

<b>Expenses</b>	
<b>Item</b>	<b>Amount (\$)</b>
Food and drinks	\$500
Game Items	\$100
Table and venue bookings	\$100
Prizes	\$300
<b>Total Expenses</b>	<b>\$1000</b>

#### 5. Conclusion

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

**Prepared by,**

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

### Customised Good 2019 Final Report

Central Committee Meeting #7 – 15<sup>th</sup> March Friday 2019

#### 1. Introduction

This report covers the expenses for customised goods ordered for the whole of Semester 1, 2019.

#### 2. Proposed Goods

Items	Quantity	Price per unit (\$)	Amount (\$)
Cap	700	4.90	3,430
Wall planner	700	1.50	1,050
Hand sanitiser	700	2.00	1,400
Water bottle	700	3.30	2,310
Umbrella	700	8.30	5,810
Notebook	500	2.70	1,350
ISA shirts	60	12.50	750
<b>Total</b>			<b>16,100</b>

#### 3. Final Expenditure

Items	Amount (\$)
Cap (700)	3,430
Wall planner (700)	1,050
Water bottle (700)	2,310
Umbrella (700)	5,810
Notebook (500)	1,350
ISA shirts (60)	750
<b>Total</b>	<b>14,700</b>

#### 4. Items used up

##### Event: SummerFest – Semester 1, 2019

Items	Quantity
Cap	600
Wall planner	600
Water bottle	600
Umbrella	600
Notebook	500
Drawstring bag	500
Tote bag	100

## 5. Remaining items

<b>Items</b>	<b>Quantity</b>
Cap	100
Wall planner	100
Water bottle	100
Umbrella	100

## 6. Conclusion

This concludes my report. The customised items used up were all given out in the goodie bags during Carnival Day, 26 February 2019 and those that are not stated in final expenditure are items from the previous semesters. Responses for the newly-ordered customised items were relatively high, especially the caps. The remaining items would be given out during Exam Pack Giveaway. Lastly, we would like to thank everyone who has provided us with feedback and suggestions for the customised items – we really appreciate it.

**Prepared by,**

**You Qi (Yuki) NG**  
**Media & Communications Officer 2018/2019**  
**UMSU International**

## **Summerfest Orientation Week Event 2019 Final Report**

### **Central Committee Meeting #7 – 15<sup>th</sup> March Friday 2019**

---

#### **1. Introduction**

This report summarizes 2019 Summerfest, which covers the period of 25<sup>th</sup> February 2019, to 3<sup>rd</sup> March 2019. UMSU INTL Summerfest events include Carnival Day, Food Adventure, Beach Please and Orchard Invasion.

#### **2.1 Goodie bags Packing**

Coordinator: Xinling LU & Dylan LAU

Date: 25<sup>th</sup> February 2019

Time: 10am to 3:00pm

Manpower: 2-3 OBs & 6 ISAs

650 goodies bag were packed to be given away on Carnival Day, content consisting of:

- **Communication Department:** Wall Planners, Water Bottles, Caps, Umbrellas, Black Notebooks, UMSU INTL booklets, ISA Flyers
- **P&S Department:** Indomie, Chitato, Indomie Cup Noodles, Co-Op Vouchers, Carmen's Granola Bar, Ecosa Notebooks, MFC Welcome Day Tickets, Castro's Free Drink Voucher, Innisfree Green Tea Serum, Old Town Coffee Stick, Julies Cheese Biscuit, Tao Kae Nio Snack, Yeo's Drink, Pancake Parlour Vouchers, Hot Star Vouchers, Hokkaido Baked Cheese Tarts Vouchers, PAFU Vouchers, David's Hotpot Vouchers

##### **1. Unequal distribution of items within Goodie Bags**

Because of the change in the number of goodie bags planned, some items came in different quantities from 500 ~700. For example, there were only 500 of certain vouchers or 700 in merchandise. This caused the last few goodie bags to be missing some items. 700 is a good number to start with in the future as any more might deter sponsors from providing freebies/vouchers.

##### **2. Sufficiency of manpower**

8-9 OB/ISAs were involved in goodie bags packing. This is a sufficient amount for packing 650 bags, as packing finished exactly at 3pm. However, due to ISAs leaving half way for lunch break and some OBs at lounge drop in to help out, it is recommended to have 10-12 manpower scheduled instead to ensure completion of task in time in the future.

### **3. Sponsorship delays**

Some of our sponsored items came halfway during the goodie bag packing, which caused a repack of the goodie bags. Highly recommend all sponsored items to be delivered/collected a few days before goodie bag packing.

## **2.2 UMSU Carnival Day**

Coordinator: Dylan LAU & XinLing LU

Date: 26 February 2019

Time: 11am to 3pm (10am-4pm including setup and clean up)

Manpower: 8 OBs & 6 ISAs

Budget allocated: \$550

### **1. Event Sign up**

Our 3 events (Food Adventure, Beach Please, Orchard Invasion) have 236 spots in total for sign ups, around 236 spots were signed up on Carnival day. (Two repeated sign-ups)

Procedural improvements

- a. Tickets were printed out and given to registered participants as receipts. This helped the registrators keep count of the amount of people registered. Encouraged for future use but may take more resources away from Media & Comms team to create tickets.
- b. Registration lines were split into 3 separate lines for each event. Students were not allowed to sign up for multiple events in one line and had to queue up again to register for another. This helped determine which events were less/more popular and helped in crowd control.
- c. Maximum of 4 sign-ups per person is used.
- d. No waiting list was taken on the sign-up tables. However, waiting list sign-up forms were opened online after carnival day and the response for waiting list is very good and more efficient than physical sign-up for waiting list.

Suggestions

- a. Inform doubtful sponsors on UMSU's ABN to show that we are indeed a legitimate organization to avoid any further delays in sponsorship items.
- b. Event organizers and not Travel Buddies should be the ones contacting and informing participants on event details. This removes the need of a middleman in the process

Our event participation seems to have improved since last year with all 3 of our SummerFest events being fully booked out as well as having waiting lists with over 50+ people. The success can partly due to the nice and cooling weather. Highly

encourage future committees to somehow increase capacity for more participants or restructuring the current events.

## **2. Goodie bag giveaway**

650 free goodie bags were given away to participants under 4 conditions as below

1. Click going/interested to Night Market 2019 FB event page
2. Like UMSU Intl FB page

After carnival day, there is an increase of 504 interested and 126 going for Night market FB page (Total of 630). Total response of 2.2K after carnival day as compared to 1.1K last year.

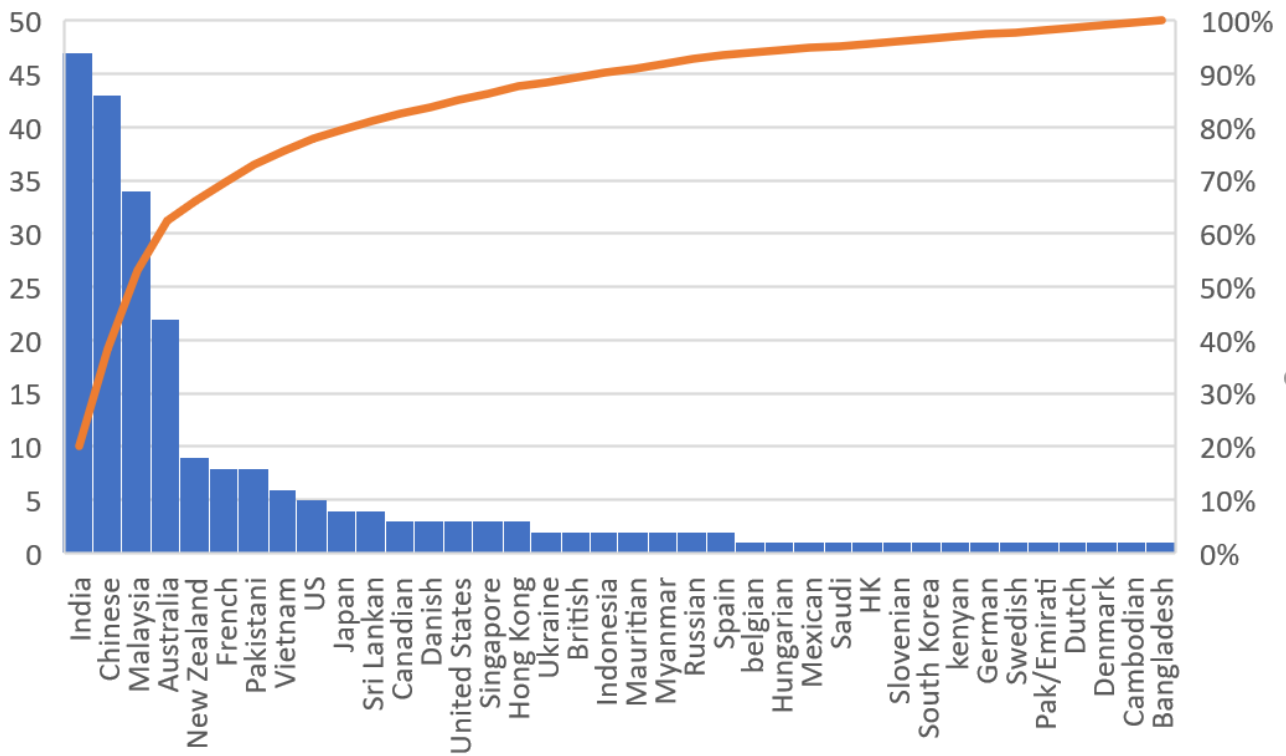
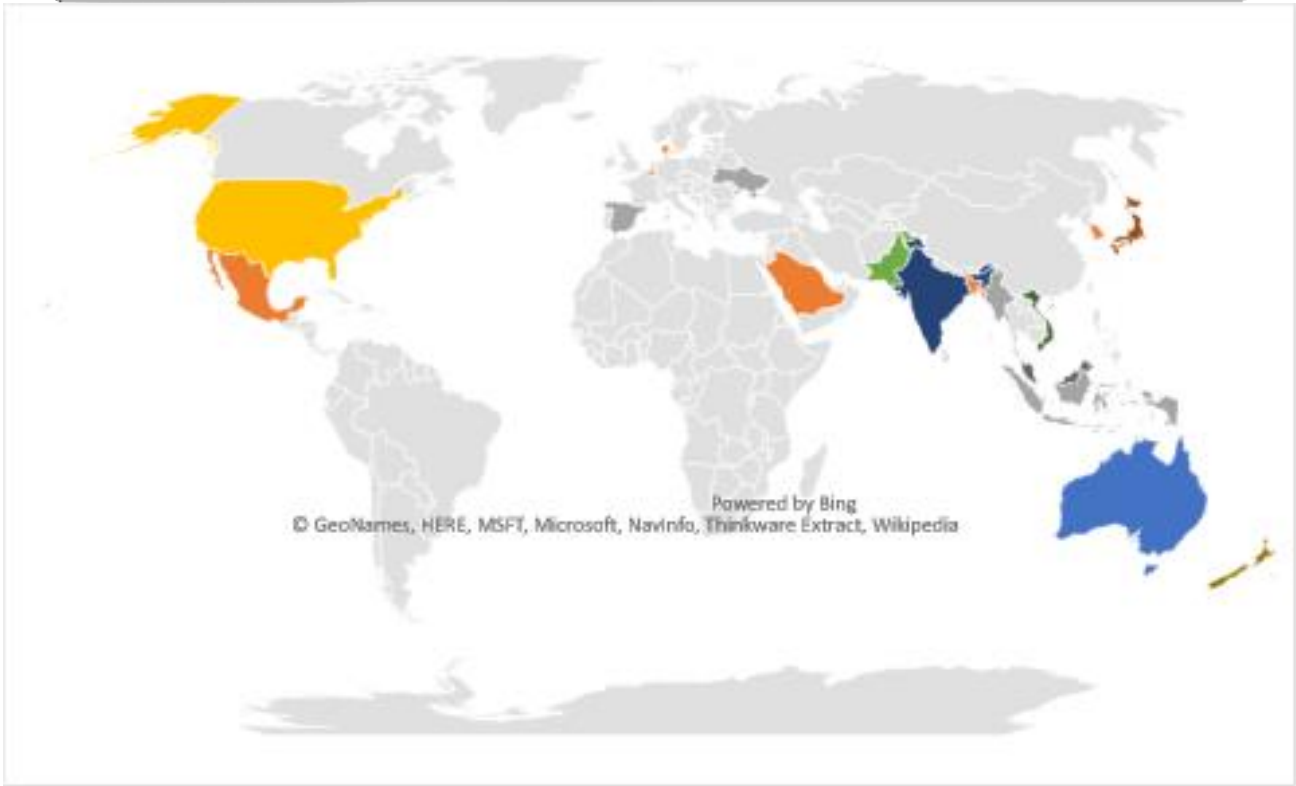
## **3. Popsicles**

480 Zooper Doopers were purchased the day before and were stored in the Union House kitchen's freezer. However, for some reason the zooper doopers did not freeze overnight. However, it was still popular among the students on a hot summer's day. Previous committees have advised to be wary of the cost-benefit of having these incentives and the Zooper Dooper seems to attract participants while also being very cheap.

## **4. Increased diversity**

We see a trend of increasing diversity of our participants. Participants come from a range of 33 countries. We have 20% Indians, 14.5% Malaysians, 9% Australians, and 20% consisting of multiple nationalities which include Danish, Belgians, Bulgarians, Slovenians, Japanese, South Koreans and more.





<b>Expenditure</b>	<b>Amount</b>
Zooper Doopers	\$60.00
Ice Packs x3	\$13.50
Transport	\$24.30
<b>Final total incl. GST</b>	<b>\$97.80</b>

### 2.3 Food Adventure

Coordinators: Xiaohan WU, Sherlyne SANTOSA, Bellivia MILLENIA

Date: Friday, 1st March 2019

Time: 9.00 am – 4.00 pm

Venue: Theatre B and Theatre C, Old Arts (Registration), Fitzroy & Brunswick (Event)

No. of target participants: 120

No. of participants showed up: 95

Budget: \$3500

#### • Flow of event

Activities	Fitzroy	Brunswick
Briefing	<ul style="list-style-type: none"> <li>At 9:00 - 9:30, short briefing for game masters, station masters and travel buddies was held.</li> <li>Handouts were distributed</li> <li>The late arrival of some OBs and ISAs made it inevitable to overlap the briefing for travel buddies and other volunteers.</li> </ul>	
Registration	<ul style="list-style-type: none"> <li>Registration was delayed till 9:40 am owing to the waiting time for cash bags.</li> <li>Registration for both Fitzroy and Brunswick was carried out simultaneously, having two different lines for Fitzroy and Brunswick participants' registration respectively.</li> <li>Some participants arrived early and had to wait outside the briefing hall, waiting for registration to start.</li> <li>At 10:00 am, the station masters left for their respective restaurants.</li> </ul>	

<p>Introduction - presentation slide about UMSU INTL and Food Adventure</p>	<ul style="list-style-type: none"> <li>• Presentation started at 10:05</li> <li>• Concurrently, the game master remained being briefed due to the delay</li> <li>• The presentations were delivered concisely and around 10:25pm the Brunswick groups left first, followed by those heading for Fitzroy.</li> </ul>	
<p>Activities</p>	<p>Fitzroy</p>	<p>Brunswick</p>
<p>The Adventure 11 am-3 pm</p>	<ul style="list-style-type: none"> <li>• Group 1 to 4 started with games in Edinburgh Gardens. The time of arrival seemed a bit staggered from each other. As a result, the group arriving early had to wait.</li> <li>• Particularly the first game session, the game masters appeared not adequately conversant with the game rules. The games also could have been refined to be simpler and shorter.</li> <li>• Group 5 to 8 kicked off the adventure with meals in restaurants. Despite the map attached on the handouts, one of the restaurants was confused with its other branch elsewhere, which resulted in some groups' delayed arrival by up to 20 mins.</li> <li>• Thanks to the efforts of volunteers, the overall timing was on track.</li> <li>• The portion of the food was super generous. The quality was solid and consistent.</li> </ul>	<p>Description of the adventure:</p> <ul style="list-style-type: none"> <li>• All 8 groups arrived at around 11am at their respective locations.</li> <li>• The groups who had A1 Bakery as their first location was not welcomed by a station master resulting in a bit of a confusion, the volunteer was still on their way.</li> <li>• 2 groups were in a restaurant at each session.</li> <li>• Each group had stayed at each restaurant for approximately 45 minutes.</li> <li>• 15 minutes of travelling time was given to each group, and proved to be roughly accurate to get from one restaurant to the next.</li> <li>• Indoor games were held at Project281 Cafe</li> </ul>

		who had provided us with a private area.
*Games	<p>Both routes were given a Photo Scavenger Hunt to complete. Each photo results in points which would determine a winning team at the end of the day.</p> <ul style="list-style-type: none"> <li>• Station Masters were in charge of calculating points and informing back to coordinators to determine the winner.</li> <li>• Each route were given clues specially tailored for the area.</li> <li>• Winning teams were given sponsored items from Indomie.</li> </ul>	
Dismissal	Groups were dismissed on time, and volunteers left the premises prior to 4pm.	All four groups ended their adventure early and was dismissed before 3pm, allowing for more time for volunteers to pack up and head back to campus.

### Budget Breakdown

Expenditure	
<b>Fitzroy</b>	
Sir Charles	\$495
Fina's Vegetarian Cafe	\$461.4
Girls & Boys	\$198.75
Poke King	\$401.5
Misc. game items and prizes	\$110.6
<b>Subtotal incl.GST</b>	<b>\$1667.25</b>
<b>Brunswick</b>	
Project 281 Cafe	\$552.50
All-day Donuts	\$365.00

A1 Bakery	\$367.50
Cafe Marcella	\$441.45
Misc. game items and prizes	N/A
<b>Subtotal incl.GST</b>	<b>\$1726.45</b>
<b>GRAND TOTAL (Brunswick &amp; Fitzroy)</b>	<b>\$3393.70</b>

### Fitzroy

#### **Problems and suggestions:**

- The highlighting deliverables of this route, 100% vegan and vegetarian food had not been explicitly communicated in the advertising message. On Carnival Day, with limited clarification, initially some OBs and ISAs in charge did not accurately describe the route to potential participants.
- As per above, the ill-informed belief in the vegetarian/vegan food being optional in Fitzroy rendered some participants discontent on the event day when the deliverables were clarified during the presentation.
- In spite of the annotated map on the handouts, more discretion should have been applied in confirming the destinations' names to be searched for on the phones.
- The games could have been planned better and possibly many days prior to the event to allow for training/a test run to be organised for the ISAs acting as game masters.
- In future, more efforts may be invested in mandating the ISA's attendance at the briefing to mitigate the risks of any unforeseen incidents leading to insufficient briefing on the event day.
- Likewise, the punctual attendance at travel buddies' briefing should be emphasized more so as not to cause significant delay in the separate briefing for ISAs immediately following. It was inefficient to end up having to conduct two briefings concurrently.
- Given the hot weather, more chilled water instead of soft drinks ought to have been provided at the picnic.
- The weather also quenched some participants' interest in doing the Photo Scavenger Hunt.
- A menu listing out the food at each destinations and/or key ingredients made available to the participants would have been of help to introduce the selected restaurants to them.

#### **Positive feedbacks and observations**

- The arranged time seemed suitable for main meal restaurants.
- The food was mostly vegan with the rest vegetarian and positively impressed many participants who were neither vegetarian nor vegan.

- All the travel buddies did a remarkable job in fostering conversations and bonding amongst participants.
- Some travel buddies were highly proactive in guiding their group members in exploring Fitzroy yet still adhered to their respective itineraries timely.
- The collaborating restaurants offered generous promotions to help reduce the budget.
- In the meantime, the actual attendance rate also played a role in reducing the expense in gelatos. Nonetheless, the budget would still have been well capped even with a full attendance.

## **Brunswick**

### **Problems & Suggestions:**

**1. P:** Restaurant owners can sometimes be slow in their email response, hence delaying confirmation if they're keen to collaborate with us and delay in confirmation of food orders.

**S:** Actively follow-up with them via calling their restaurants and asking for their work mobile number if allowed. Give them prompt reminders to confirm required details.

**2. P:** Some restaurants are expensive and hence we have to order lesser food quantity at those restaurants.

**S:** Food orders should be within budget, but also ensure that participants are full at the end of the food adventure. Order lesser food quantity at more expensive restaurants, but still allow participants to taste their signature dishes. On the other hand, order more food quantity in more affordable restaurants. They should balance out so that participants are not hungry or too full.

**3. P:** There are some food left during some for the sessions.

**S:** To avoid food wastage, participants/station masters/travel buddies should be encouraged to take away those food. We can consider for future food adventures providing take away containers if the budget permits.

**4. P:** The dining set-up at Project 281 cafe was too hot, since the table that we were provided was directly under transparent roof. The weather was really hot and the Airconditioning at one point of time was not switched on, causing participants to be uncomfortable, which may have affected their dining experience.

**S:** Station masters should ensure that the food experience is enjoyable and this include voicing out concerns from participants to restaurant staff/coordinators.

**5. P:** One of the ISAs that was responsible for being a Station Master was unable to make it to the briefing and in addition to that was unintentionally not in the Whatsapp group chat created for ease of communication between coordinators and volunteers. This resulted in the volunteer forgetting that the event was happening on that Friday. An adjustment had to

quickly be put in place by having one of the game masters take on the Station Master role at A1 Bakery.

S: Double checking in regard to volunteers is a must and attendance at the briefing must be more strictly enforced to increase accountability.

6. P: All foods were quite heavy (dessert was donuts), as mentioned by a few participants through the survey forms.

S: Ice cream/gelato or any cold dessert would have been much preferred considering the weather and the types of food that was provided at the other restaurants.

### **Positive feedback:**

1. The participants enjoyed the food in the restaurants, as generous portions were also provided in most if not all of the locations.
2. There is a great mix of cuisines (lebanese, western, asian fusion, etc.).
3. The restaurant owners are friendly and accommodating to our requests - e.g. having pizzas sliced and divided in pieces & arrangement that we had previously discussed was carried out accordingly.
4. Travel buddies initiated great conversations for bonding during the journey, with some travel buddies in particular receiving rave reviews from their participant through the survey forms.
5. ISAs were also quick to adapt to any adjustments being made (e.g. Game master having to conduct the game alone instead of as partners).
6. Most groups were able to go through all four locations earlier than expected resulting in an earlier dismissal time of approximately 2.50pm, greatly preferred by both participants and volunteers.

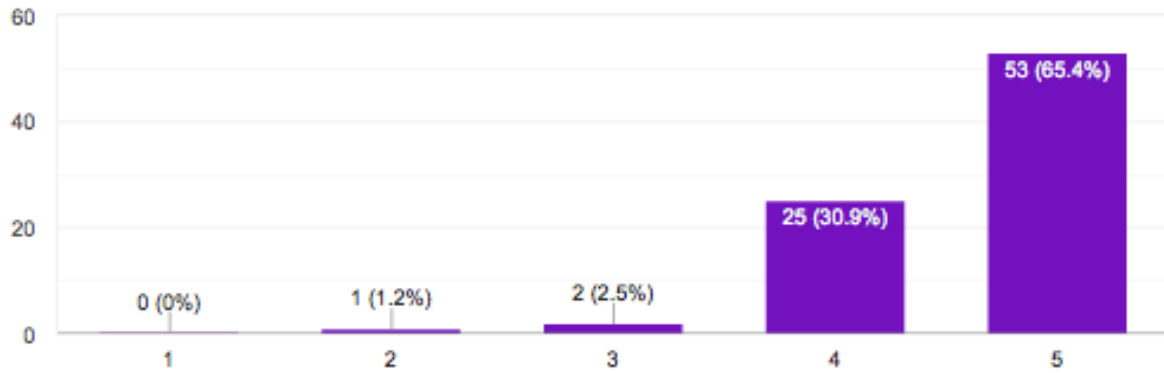
### **Other things to take note of:**

- Ensure registration rules are communicated well to other members of the committee to reduce any confusion during the day of the event. (e.g. participants who arrive after the given re-registration time are not allowed their deposit)
- Coordinators should double check on any documents prepared by one another to ensure consistency and that all information provided are clear and complete.

**Survey results (Note: 81 responses. 53 from Brunswick and 28 from Fitzroy)**

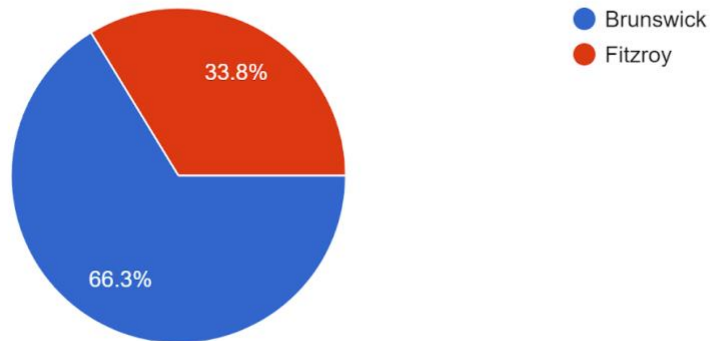
**Overall Event**

81 responses



**Which route are you at?**

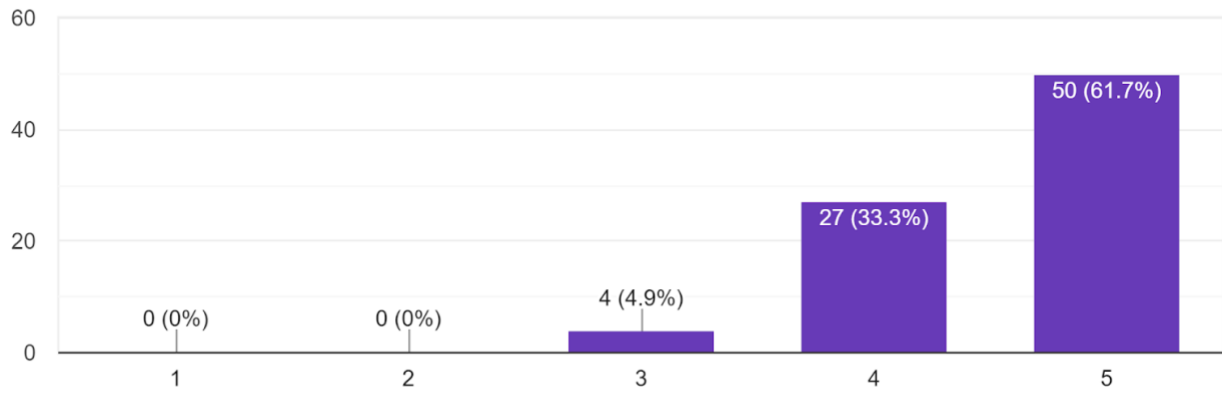
80 responses





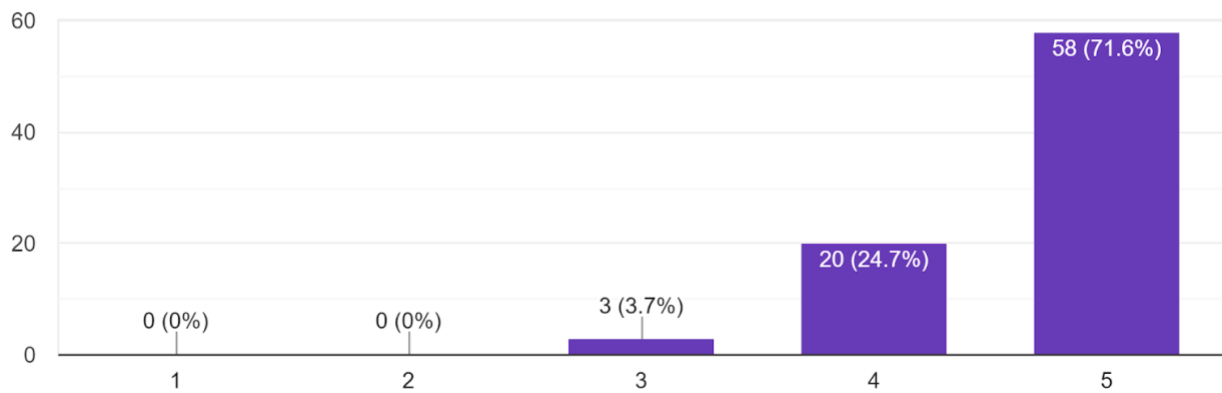
## Quality of Food

81 responses



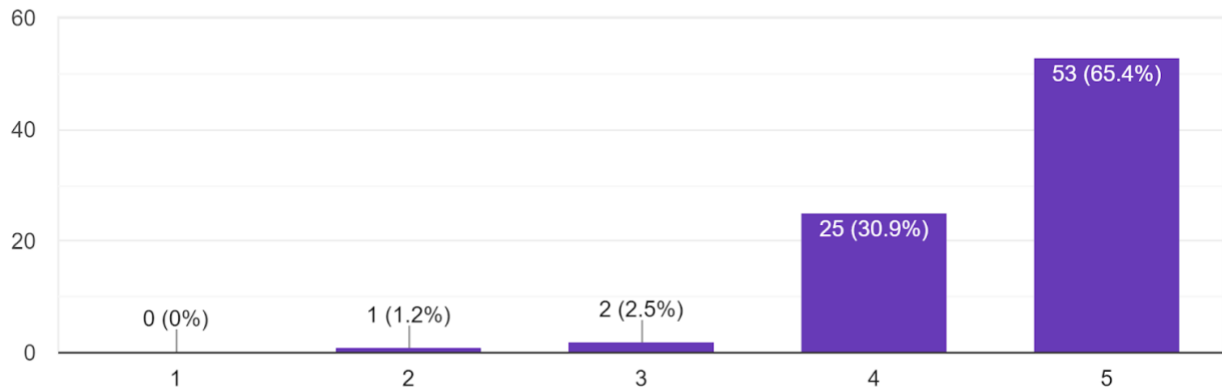
## Service of Restaurants

81 responses



## Overall Event

81 responses



### Comments:

- “Would be nicer to have a menu in table and an introduction of each restaurant we went to. This helps us understand why those restaurants are selected for the food adventure”
- “Disappointed with only vegan & veggo food”
- “Many of our group members are from Asian or middle Eastern countries. Just wanna mix with local students next time or students from other continents.”

## 2.4 Beach Please

**Coordinators:** Natassia MINHTRI, Pik Yu TEH, Kenny WONG

**Date:** Saturday, 2nd March 2019

**Time:** 10:00 am - 4:00 pm

**Venue:** Port Melbourne Beach

**Number of participants:** 41 (expected participants: 56)

**Manpower:** 7 Station Masters and 8 Travel Buddies

**Budget allocated:** \$1500

### Flow of events

All participants gathered at Theatre Room C at 10:00 am and deposits were returned to all participants. All participants then headed to South Lawn with their travel buddies to play the ice breaking games. After that, each group departed to Port Melbourne Beach via a tram down Swanston St, and then down Collins St. Upon arrival, participants were given a water bottle

and sunscreen, and were then ushered towards the station games on the beach. These games included: a watermelon eating competition, water bucket relay, sand castle building, and human pong. By 2pm, all games were finished and the groups were guided to the restaurant D'Lish Fish for lunch. The winners for the station games were also announced during this time, and we awarded prizes for the top two winning teams. After lunch, participants had a choice to either disperse, or join their travel buddies at the dog beach. The event concluded at 4pm.

### **Successes**

- The station games managed to run successfully despite the hot weather, with most students enjoying themselves. ISA Game Masters were well informed of their tasks and were able to coordinate the games
- The winners of the prizes loved what they received. Prizes included Escape Room vouchers, and IndoMie packs.

### **Improvements from last year**

- Food provided was sufficient for participants and ISAs/OBs although there were some leftovers. Fish and chips were shared equally amongst each group.
- Surveys were recorded online instead of on paper, so that the wind would not catch away any sheets.

### **Problems & Suggestions**

- Due to the weather, there are a number of last-minute drop-outs. However, there are few participants showing up without registering for the event and we took them in due to the vacancy.
- The weather was extremely hot, nearing almost forty degrees. This made many participants less energetic, and station games were tiring for some people.
- At the start, the groups had trouble finding their respective game stations as the games were quite far apart. A map diagram showing the locations of the stations might be recommended in the future.
- The planned watermelon eating competition was changed into a watermelon eating relay after the ISA in-charge noted that participants completed the game earlier than expected.
- A participant commented that the sandcastle game could get quite competitive with participants throwing sand in each other's faces. Additional rules should be set in place in the future to avoid such actions.
- Due to time constraints and the extremely hot weather, we premeditated that participants would be too tired to continue on with a volleyball game. Thus, we decided not to carry out the beach walk and volleyball games, in order not to wear out the students. Overall, the event still managed to end on a pleasant note, regardless of the slight change in itinerary.

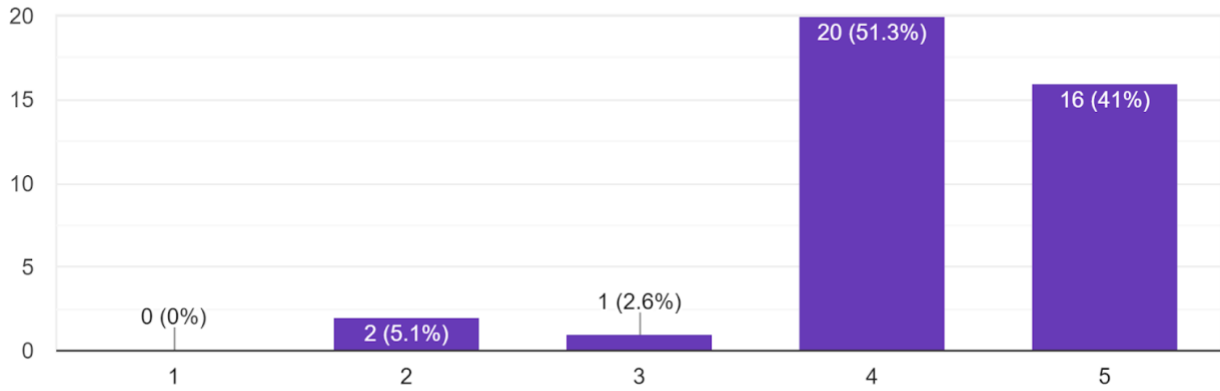
- Music was unable to be played on the day due to technical difficulties. An additional speaker is recommended in the future as backup.

### Expenditure

Item	Budget Allocation
D'lish Fish	\$1172
Watermelons	\$106.56
Water Bottles	\$30
Beach games equipment (buckets, balls)	\$42
Miscellaneous (hand sanitiser, sunscreen)	\$47
Total	\$1397.56

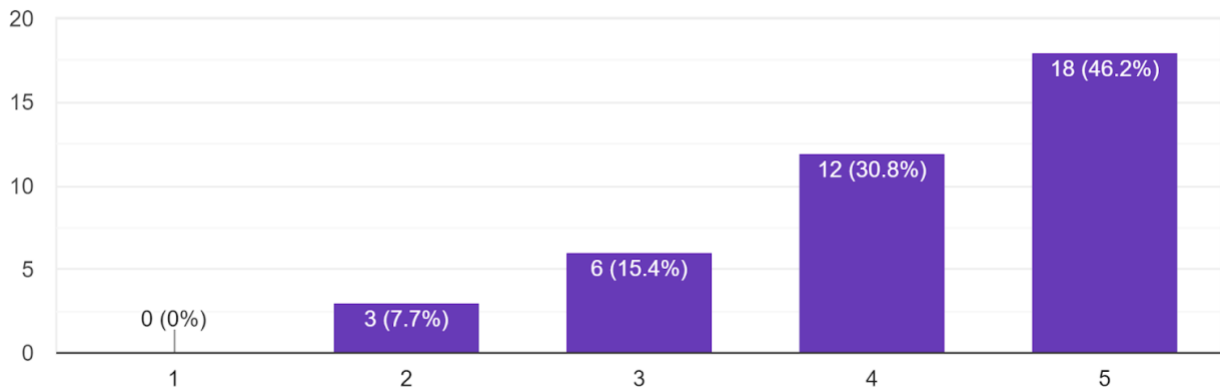
### How did you find Beach Please overall?

39 responses



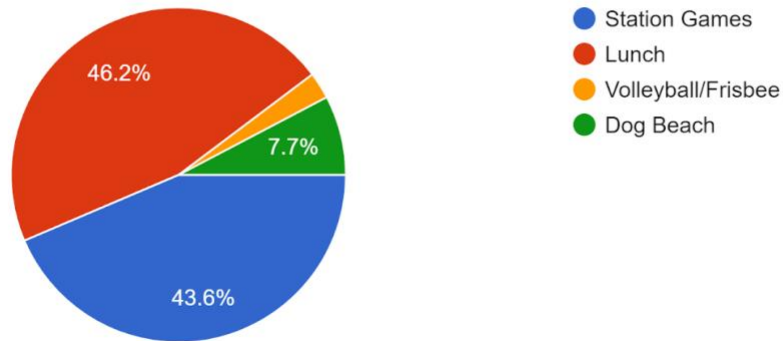
### How did you enjoy the games that we played today?

39 responses



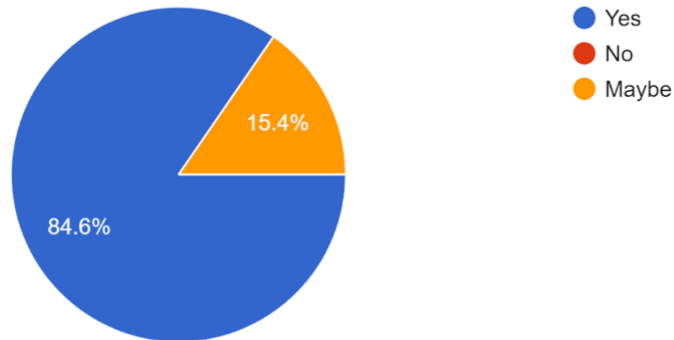
## Which part of the event was your favourite?

39 responses



## Would you recommend Beach Please! to your friend?

39 responses



### Comments:

- "Allow swimming"
- "It is a great day, good opportunity to meet new people! It is just too hot a day for that many games"
- "Have a beach party (music on the beach)"
- "Introduce breakfast"
- "Some games could be better"
- "Castle game can become a bit too aggressive"

## **2.5 Orchard Invasion**

Coordinator: Jenn Lin TAY, Yunan LIN, Yaan Kit NG

Date of event: Sunday, 3rd March 2019

Time: 9:30 - 18:00

Venue: Rayner's Orchard & Alowyn Gardens

Manpower: 8 travel buddies, 2 game/food masters, 3 coordinators, 1 photographer

Targeted Participants: 50 participants (60 participants for sign-ups due to the miscommunication)

Participants Turnout: 49 participants

Budget: \$3600

Transport: Coach (75 pax)

### **Flow of Event:**

09:30 - 10:00 : Registration (Old Arts Theatre C)

10:00 - 10:15 : Briefing (Old Arts Theatre C)

10:15 - 11:00 : Lunch (Subway at Union Lawn)

11:00 - 12:30 : Depart to Rayner's Orchard

12:30 - 14:30 : Fruit Picking

14:30 - 15:00 : Travel to Alowyn Gardens

15:30 - 17:00 : Alowyn Gardens

17:00 - 18:00 : Depart back to Uni

Travel Buddy and Food/Game Master briefing began at 9.00am.

Participants registration began at 9.30am followed by a short presentation/briefing session for participants.

Participants then headed to Union Lawn to have lunch (Subway).

At 11.00am, everyone boarded the bus and departed to Rayner's Orchard. Arrived at Rayner's Orchard a little earlier than expected and the tour lasted about an hour plus.

At about 2pm, everyone boarded the bus and departed to Alowyn Gardens. At Alowyn Gardens, participants were asked to complete a Photo Challenge and were free to roam around.

At 4.30pm, the bus departed back to uni.

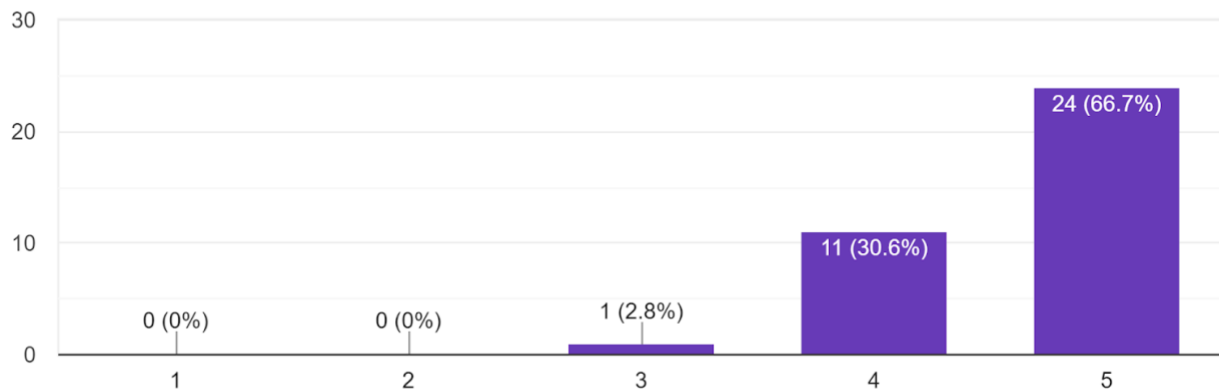
### Actual Expenditure

Item	Budget Allocation
Coach	\$1760.00 (last year's budget)
Inspection to Rayner's Orchard	\$118.00 (\$29.50 x 4ppl)
Rayner's Orchard Entrance Fee	\$1495.00 (\$23pp x 65 pax)
Alowyn Gardens Entrance Fee	\$487.50 (\$7.50pp x 65 pax)
Lunch (Subway)	\$402.00 (\$5.36 per sandwich x 75 pax)
Lunch (drinks & cups)	\$49.75
<b>TOTAL</b>	<b>\$4312.25</b>
<b>TOTAL (with just 2019 Sem 1 Budget)</b>	<b>\$2552.25</b>

### Survey and Feedback

How did you find Rayner's Orchard?

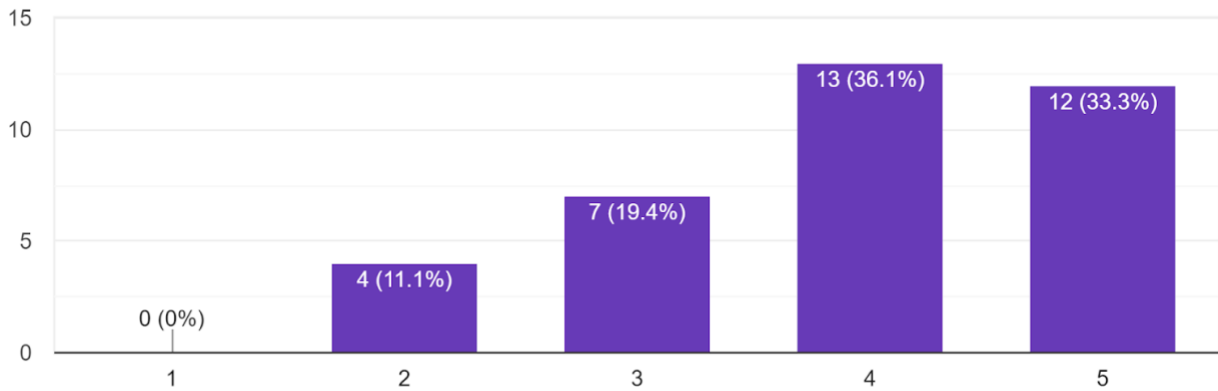
36 responses





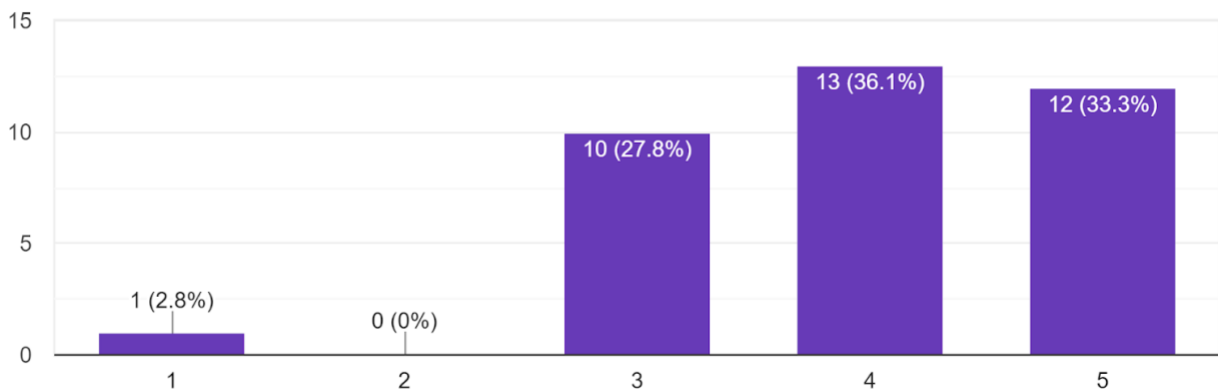
## How did you find Alowyn Gardens?

36 responses



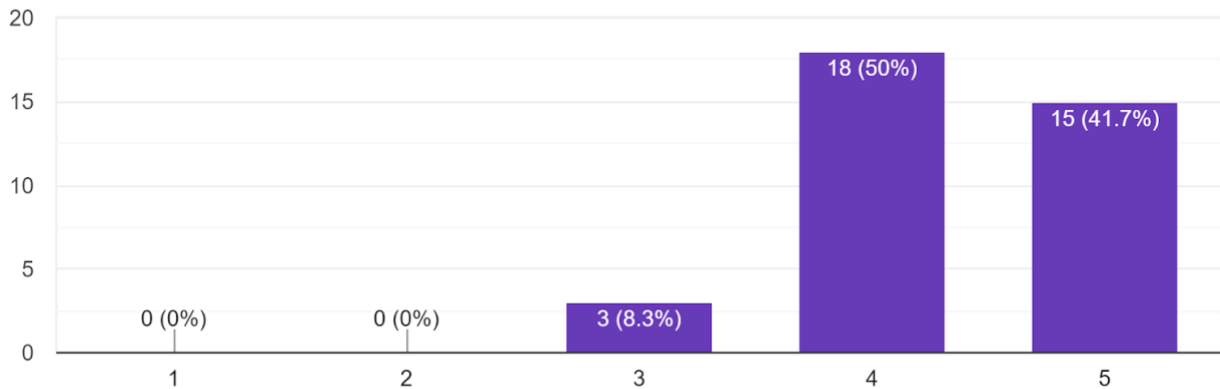
## How did you find the food?

36 responses



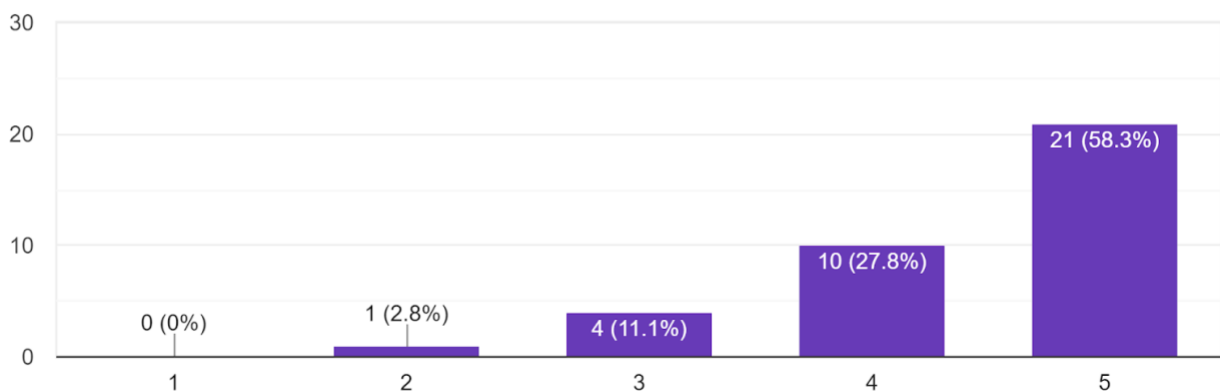
## How did you find Orchard Invasion overall?

36 responses



## Would you recommend Orchard Invasion to a friend?

36 responses



### Feedback:

- “The experience was indeed unique and adventurous. I extremely enjoyed the ride to the venues. The fruit picking and eating was the best! My travel buddy or team leader was very friendly and cordial.

However, there was very less group cohesiveness, both in my team: Team 1 and overall as well. I found the UMSU INTL representatives less organised and untrained for these kinds of activities. Most of the time, they were only interacting among themselves

rather than with their teams or other new people, which is absolutely not great. There was lack of efficient leadership. I felt, they were less interested and not so much keen in participating in this activity. They seemed less passionate and a little casual.”

- “The photo taking is funny, but not applicable for all. The orchard is very fabulous and delicious”
- “Nice accompany and well organized”

### Problems:

1. Very ahead of schedule and had extra time
2. Alowyn Gardens was not very interesting (wrong season)

### Suggestion:

1. Plan more activities and games to fill in extra time
2. Choose a better location than Alowyn Gardens (lavender farm etc)
3. Choose better time to serve food
4. Provide more food for participants

### 3. Conclusion

Overall, 2019 Summerfest was a success. We encountered difficulties such as hot weather as well as accidentally opening more places for registration for one event. Nonetheless, our team overcome the issue, made certain changes on the spot and delivered highly rated events. The breakdown of deposit collection/returning is as below:

#### 3.1 Deposit Finance

Starting with **\$360** of five dollars cash for deposit change.

After Carnival day: \$1506

The expected deposit collected should be \$1,180, however, the actual collected amount is **\$1141**. There is a short of \$34 after carnival day. A short of \$10 was due to the two repeated sign-ups. The other missing \$24 could be mistakes in the registration process (i.e. Giving out the ticket yet forgot to pay or missing notes due to the wind).

Participants who couldn't show up on event day yet managed to inform us in advance were allowed to collect their deposits back from us during the registration. No late participants are receiving their deposit after registration on the day of the event.

	Expected amount of collected deposit (\$)
Food Adventure (120 spots)	\$600
Beach Please (56 spots)	\$280

Orchard Invasion (60 spots)	\$300
Total excepted	<b>\$1180</b>
Total expected (due to 2 repeated sign-up)	<b>\$1170</b>

Food Adventure: \$ 475

Beach please: Deposit returned: \$ 205

Orchard Invasion: Deposit returned: \$ 240

Total amount returned through registration: \$920

Amount to start with: \$1200

Amount to end with: \$280

Due to miscommunication, \$15 was returned to three late participants through travel buddies.

Hence, total amount left: \$265

Uncollected deposit = 1170 - 920 = \$235

### 3.2 Summerfest Expenditure Breakdown

Total budget allocated:

\$8,200

= \$9111.11 (considering tax factor)

Event	Expenditure
UMSU Carnival Day	\$97.80
Food Adventure	\$3393.70
Beach Please	\$1397.56
Orchard Invasion	\$4312.25 <sup>1</sup>
Uncollected deposit	-\$235.00
Total spent	\$8966.31
<b>Total spent (2019 budget)</b>	<b>\$7206.31</b>

<sup>1</sup>Total expenditure of Orchard Invasion including the budget used in 2018

The underspend budget will be directed to Night Market budget **(\$1904.80)**.

I would like to thank all departments for helping at Summerfest 2019. This event wouldn't be a success without our joint effort.

This concludes my Summerfest 2019 final report. Please feel free to approach anyone on my team or myself should you have any queries.

**Prepared by**

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



## **6. Other Business**

---

- Lounge cleanliness & printing
- Annual General Election 2019

## **7. Next Meeting**

---

Date : 29<sup>th</sup> March 2019

Venue : Jim Potter Room