



### **MOTION ORDER**

Move that **Standing Orders** be adopted for **CCM #6** at 5:36PM

*All for the motion*

*Anyone against*

*Any abstentions*

*Motion CARRIED/REJECTED*

**All the time, every time.**

Mover : Dhruv RANA

Seconded : Shreeyukta ADHIKARI

**Motion Carried.**

### **Acknowledgment of Indigenous Owners**

“I would like to acknowledge the Traditional Owners of the land on which the University of Melbourne is located, the Wurundjeri and Boon Wurrung people of the Kulin Nations and give my respect to the elders past and present. I would like to extend that respect to other Indigenous Australians present”

### **Official Welcome**

#### **Attendance and apologies**

- Attendance – 31 members

#### **Late with Apologies**

EXCO:

Directors:

Officers: Sirong LIU, Kirsten ABUSTAN

#### **Leaving Early with Apologies**

EXCO:

Directors:

Officers:

#### **Absent with Apologies**

EXCO:

Directors:

Officers: Nivetha SANKARASUBRAMANIAN, Elaine YE, Audrey ZHU, Arianna KUGENDRAN

#### **Late with No Apologies**

EXCO:



Directors:

Officers:

Leaving Early with No Apologies

EXCO:

Directors:

Officers:

Absent with No Apologies

EXCO:

Directors:

Officers:

Move that the **Agenda for CCM #6** be adopted at 5:37PM

Mover : Aliya HAFIZ

Seconder : Pheobe CHAN

**Motion Carried.**

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

Mover : Corlynn TNG QI

Seconder : Pavitra RAVI

**Motion Carried.**

Move that the **Summerfest Giveaway Proposal** be accepted.

Mover : Tejna Saravana KUMAR

Seconder : Neeya Ann SIBU

**Motion Carried.**

Move that the **UMSU International Merchandise Proposal** be accepted.

Mover : Dhurv RANA

Seconder : Ai Jin GOH (Allison)

**Motion Carried.**

Move that the **Get Certified Sem 2 2025 Report** be accepted.

Mover : Bhavya Middha



Seconders : Chieh-Hsin HSU (Karen)

**Motion Carried.**

Move that the International Expo Report be accepted.

Mover : Whitney YEUNG

Seconders : Ai Jin GOH (Allison)

**Motion Carried.**

Move that the Glove's Get-Together Report 2025 be accepted.

Mover : Pheobe CHAN

Seconders : Zejun (Amanda) LI

**Motion Carried.**

Move that the Committee Graduation / Mixer 2025 Report be accepted.

Mover : Raunak RAGHAVAN

Seconders : Ai Jin GOH (Allison)

**Motion Carried.**

Move that the Meat and Greet Carnival 2025 Report be accepted.

Mover : Bhavya MIDDHA

Seconders : Kirsten ABUSTAN

**Motion Carried.**

*Now let's move on to other businesses, are there any topics anybody wants to be addressed.*

### **Other Business**

6.1. Exam Pack Giveaway

6.2. Suhas Agrawal Official Reprimand

6.3. Presidential Vote of Confidence

*Momoka HONDA recused herself from the meeting room at 6:46pm*

*Results were recorded. Redd Danielle SYannounced that the president did pass the vote of confidence.*

*Momoka HONDA re-entered the room at 6:48pm.*



Move that **Standing Orders** be suspended at **6:49PM**

Mover : Corlynn TNG QI

Seconders : Tejna Saravana KUMAR

**Motion Carried.**

Move that **CCM #6** be adjourned at **6:50PM**

Mover : Aliya HAFIZ

Seconders : Whitney YEUNG

**Motion Carried.**

#### **Additional Notes**

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**Prepared by,**

**Redd Danielle Sy**

**General Secretary 2025/26**

**UMSU International**

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## **Agenda**

Central Committee Meeting #6 – Day, 23<sup>rd</sup> October 2025

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Time : 17:30

Venue : PAR-160-G-G03-Evan Williams Theatrette (56)

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

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

#### **3.1. CCM #5**

### **4. Proposals**

- 4.1. Summerfest Giveaway Proposal
- 4.2. UMSU International Merchandise Proposal

### **5. Reports**

- 5.1. Get Certified Sem 2 2025 Report
- 5.2. International Expo Report
- 5.3. Glovey's Get-Together Report 2025
- 5.4. Committee Graduation / Mixer 2025 Report
- 5.5. Meat and Greet Carnival 2025 Report

### **6. Other Business**

- 6.1. Exam Pack Giveaway Update

6.2. Suhas AGRAWAL Official Reprimand

6.3. Presidential Vote of Confidence

6.4.

## **7. Next Meeting**



## **Unconfirmed Minutes**

Central Committee Meeting #5 – Day, 10<sup>th</sup> October 2025

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Time : 17:30

Venue : PAR-122-L1-124-Turner Theatre (142)

### **1. Procedural Matters**

#### **1.1. Acknowledgement of Indigenous Owners**

“I would like to acknowledge the Traditional Owners of the land on which the University of Melbourne is located, the Wurundjeri and Boon Wurrung people of the Kulin Nations and give my respect to the elders past and present. I would like to extend that respect to other Indigenous Australians present”

#### **1.2. Official Welcome**

#### **1.3. Attendance and apologies**

- Attendance – 30 members

#### Late with Apologies

EXCO:

Directors:

Officers:

#### Leaving Early with Apologies

EXCO:

Directors:

Officers:

#### Absent with Apologies

EXCO:

Directors:

Officers: Sin Hei Phoebe CHAN, Aliya HAFIZ, Ai Jin GOH (Allison), Raunak RAGHAVAN

#### Late with No Apologies

EXCO:

Directors:



Officers:

Leaving Early with No Apologies

EXCO:

Directors:

Officers:

Absent with No Apologies

EXCO:

Directors:

Officers:

Motion 1

Move that **Standing Orders** be adopted for **CCM #5** at 5:38PM

*All for the motion*

*Anyone against*

*Any abstentions*

*Motion CARRIED/REJECTED*

**All the time, every time.**

Mover : Bhavya MIDDHA

Seconder : Shreeyukta ADHIKARI

**Motion Carried.**

### **1.5. Adoption of Agenda**

Motion 2

Move that the **Agenda for CCM #5** be adopted at **5:39PM**

Mover : Shreeyukta ADHIKARI

Seconder : Suhas AGRAWAL

**Motion Carried.**





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

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

#### Motion 3

Move that the **CCM#6 Catering Semester 2 2025 Proposal** be accepted.

Mover : Nishka CHOPRA

Seconder : Dhruv RANA

**Motion Carried.**

#### Motion 4

Move that the **Sexual Health Week Semester 2 2025 Report** be accepted.

Mover : Kirsten ABUSTAN

Seconder : Suhas AGRAWAL

**Motion Carried.**

#### Motion 5

Move that the **Mindful Moments Semester 2 2025 Report** be accepted.

Mover : Jane CHEN

Seconder : Zejun (Amanda) LI

**Motion Carried.**

#### Motion 6

Move that the **President's Report #1 Semester 2 2025** be accepted.

Mover : Nishka CHOPRA

Seconder : Pavitra RAVI

**Motion Carried.**

#### 4. Other matters

- 6. 1. International Expo
- 6. 2. Lounge Rearrangement

#### Motion 8

Move that **Standing Orders** be suspended at **6:18**

Mover : Suhas AGRAWAL

Seconder : Nivetha SANKARASUBRAMANIAN

**Motion Carried.**

#### Motion 9

Move that **CCM #5** be adjourned at **6:19PM**

Mover : Shreeyukta ADHIKARI

Seconder : Dhruv RANA

**Motion Carried.**

**Prepared by,**

**Redd Danielle Sy**  
**General Secretary 2025/26**  
**UMSU International**

## SummerFest Giveaway Proposal

Central Committee Meeting – Thursday, 23<sup>rd</sup> October, 2025

### 1. Introduction

The Cultural and Social department will be handing out snacks inside the bags designed by the Media and Marketing department. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

### 2. Objectives

This event aims to:

- Ensure that students want to participate in the giveaway
- Ensure excitement and participation from international students

### 3. Event Details

Date	:	23rd to 27th February 2026 (potential)
Venue	:	TBA
Number of Attendees	:	800
Coordinators	:	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU
Manpower	:	8 ISAs & 7 OBs
Budget	:	\$5000

### 4. Event Overview

This event will consist of Packing and Distribution

### 5. Event Timeline

W k #	Date	Activity	Descriptions	PIC
Pre-event Preparations				



0	December	Logistics and merch	This stage will consist of selecting and ordering merchandise for the giveaway	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU
0	February	ISA request	Requesting the HR department for ISAs	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU
<b>Event Day</b>				
0	February	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU
0	February	Distribution	For each shift the team consists of 4 OBs and 2 ISAs who will distribute the goodie bags and engage with new students	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU

### Pre-event

- ISAs and OBs will gather at a predetermined location to pack the Giveaway bags

### Event Flow

Time	Activity	Details	PIC
10:30AM-10:45AM	Briefing	Ensure all ISAs and OBs	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU

		remember to let the students choose only one souvenir and one of each snacks. confirming students have followed UMSUi social media page + take attendance	
10:45AM-11:00AM	Set up	Setting up banner and tables	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU
11:00AM-03:00PM	Distribution	Giving goodie bags and engage with students	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU
03:00PM-03:15PM	Pack down	Clean and pack down the area	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Lisha ZHU

## 6. Budget

A total of **\$3500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Snacks and giveaway items	800	6	4800.00
<b>TOTAL</b>			<b>4800.00</b>

## 7. Conclusion

This concludes our proposal for the Summerfest Giveaway Proposal 2026. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**

**Neeya Ann SIBU**

**Cultural and Social Department 2025/26**

**UMSU International**



## **UMSU International Merchandise Proposal**

Central Committee Meeting #6 – Thursday, 23<sup>rd</sup> October 2025

### **1. Introduction**

The Media and Marketing Department is planning to design and order merchandise to give away to university students throughout various events. These merchandise items will be available to all University of Melbourne students to collect or win as prizes through various events that UMSU International will be holding throughout the year (s).

The merchandise designs are aimed at being easily readable and visually aesthetic, so that students who receive our merchandise are more likely to use our items and help advertise us throughout the university by bringing more awareness to UMSU International.

### **2. Objectives**

This event aims to:

- Bring more awareness to UMSU International as a community by merchandise advertising
- Increase user engagement by providing students with more incentives to attend our events
- Provide students with a new line of merchandise to renew our brand identity

### **3. Event Details**

Date	: N/A
Venue	: N/A
Number of Attendees	: N/A
Coordinators	: Bhavya MIDDHA
Manpower	: 6 Committee Members
Budget	: \$40000

### **4. Event Overview**

N/A

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
Event Day				
Post Event				

### Pre-event

- N/A

### Event Day

- N/A

### Event Flow

Time	Activity	Details	PIC



### Post Event

- N/A

### 6. Budget

A total of **\$40,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Umbrellas	500	15	7,500
Tote Bag	500	20	10,000
Card Holder	500	20	10,000
Key Chain	500	10	5,000
Water Bottle	500	10	5,000
Setup Fee	5	100	500
Shipping Fee	1	2,000	2,000
<b>TOTAL</b>			<b>40,000.00</b>

### 7. Conclusion

This concludes our proposal for the UMSU International Merchandise Proposal 2025. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

**Prepared by,**

**Bhavya MIDDHA**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL



*Care for, Act for, Stand for International Students*

**Media and Marketing Department 2025/26**

**UMSU International**

**Get Certified Sem 2 2025 Report**Central Committee Meeting #6 – Thursday, 23rd October 2025

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**1. Introduction**

To address the increasingly relevant issue of international students' jobs security and financial welfare, the Education department has decided to run an employability series to better prepare international students for casual or part-time job opportunities. The courses ran this iteration are the qualifications for Responsible Service of Alcohol (RSA), Accredited Barista Training, and First Aid Training.

The aim of these workshops was to train up student groups in the University to achieve qualifications for which there is large demand (as RSA, Barista, and physical first aid was to require certificates for student events according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities, both on the organisation and participation level, and give them more employment opportunities.

**2. Objectives**

This event aimed to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.
- Promote one of the goals of the UMSU International Education department: To help with the employability issue of international students in Melbourne.
- To increase the engagement and participation of international students in university events.

**3. Event Details**

Date	: Friday 3 <sup>rd</sup> , Saturday 4 <sup>th</sup> , Sunday 5 <sup>h</sup> October 2025
Venue	: CBD college, Short Course Australia
Number of Attendees	: 210 participants across 3 different courses
Coordinators	: Irina, Pavitra, Corlynn, Sirong, Nivetha
Manpower	: 5 OBs
Budget	: \$12,720

#### 4. Event Overview

Get Certified planned to run over the course of 3 days. We have finalized three courses for this iteration of Get Certified - they will be:

##### 1. Responsible Service of Alcohol (RSA)

- We provided subsidised prices to 75 students over 3 classes (25 students each class)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students
- This will be a 4-hour course
- The provider is Short Courses Australia

##### 2. Accredited Barista Training

- There will be 3 Accredited Barista Training sessions, each session will have 24 spots. (total 72)
- This is a safe estimate considering we have not provided this course in the past and barista training is becoming more and more prominent for jobs in hospitality and other industries
- This will be a 5-hour course
- The provider is CBD College

##### 3. First Aid Plus CPR

- We are looking to provide subsidised prices over 2 sessions of 25 students (total 50)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students.
- The provider is CBD College

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
4	18 <sup>th</sup> August	Planning Event	- Start of discussion for Get Certified, selection of dates and courses	PICs
5	Week 5	Research and negotiations	- Research & contact course providers - Negotiating with vendors for group discounts.	PICs
5	Week 5	Making bookings	- Finalising course providers and booking courses based on targets	Sirong, Nivetha, Corlynn

4	Week 4-5	Proposal	- Writing proposal	Irina
8-9	Weeks 8-9	Publicity	- Advertise event on social media	PICs
9	Week 9	Open registrations	- Release Trybooking links for students to book courses	PICs
5-9	Weeks 5-9	Event Coordination with Provider	- Collecting participant details and sending them to providers	PICs
<b>Event Day</b>				
Midsem	3-5 <sup>th</sup> Oct	RSA	Participants undergo RSA training at Complete Hospitality Training	PICs
Midsem	3-5 <sup>th</sup> Oct	First Aid	Participants undergo First Aid training at CBD College	PICs
Midsem	3-5 <sup>th</sup> Oct	Barista	Participants undergo Barista training at CBD College	PICs
Midsem	3-5 <sup>th</sup> Oct	Feedback	Collect feedback from participants after each course	PICs
<b>Post Event</b>				
10	Week 10	Payments to vendor	- Acquiring invoices and making sure they are paid	PICs
10	Week 10	Certificates	- Making sure the participants have received their course certificates.	PICs

### **Pre-event**

- Contact and book providers
- Open registrations
- Send participant information to providers for first aid & barista training as they require registrants to do a pre-course online assessment. Send participant information via the excel sheet provided to the RSA training.

**Event Day**

- Supervise running of courses

**Event Flow****3<sup>rd</sup> Oct 2025 – Barista, First Aid and RSA****RSA**

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	PICs
TBD	Break	30-minute break	

**Barista**

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	PICs
TBD	Break		

**4<sup>th</sup> Oct 2025 – Barista, First Aid and RSA****RSA**

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	PICs
TBD	Break	30-minute break	

**Barista**

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	PICs

TBD	Break		
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#### First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	PICs
TBD	Break		

#### 5<sup>th</sup> Oct 2025 – Barista, First Aid and RSA

##### RSA

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	PICs
TBD	Break	30-minute break	

##### Barista

Time	Activity	Details	PIC
9am - 3pm	Session runs	Barista session will be run by providers	PICs
TBD	Break		

#### First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	PICs
TBD	Break		

## Post Event

- At the completion of the event, participants were asked to fill out the feedback form

### 6. Reflection

#### Attendance

- 210 attended
- 183/210 people registered attended.

#### Feedback

78 responses were collected.

#### Event Satisfaction

Out of the 78 responses collected, the average event rating is 4.87/5.0. (5: 69 responses, 4: 8 responses, 3: 1 responses, 2:0 response

4. How satisfied were you with the event? (1= very dissatisfied, 5= very satisfied)

[More details](#)



#### Details of Attendees

23/78 are the 1<sup>st</sup> year undergraduates, 14/78 are 2<sup>nd</sup> year, 13/78 are 3<sup>rd</sup> year, and the remaining 28/78 are graduates.

### 1. Which year of study are you in?

1st Year Undergraduate	23
2nd Year Undergraduate	14
3rd Year Undergraduate	13
Graduate	28



### 7. Suggestions from Feedback Form

Anything we can improve on given the feedback by students:

- With vendors:



- Build a structured rhythm: ~45–50 min instruction followed by 10 mins break; longer lunch.
- Cap at a tutor: learner ratio (e.g., 1:18 or lower) for practical segments. If demand is high, duplicate sessions rather than overfill
- The course is a little bit rushed. Split the single full day into two shorter sessions (e.g., 2×3h) or AM/PM streams on different days.
- With CME:
  - Send a pre-course checklist 72h prior (USI ready, ID required, venue map, start/finish times)
  - Provide plain-English handouts + glossary of compliance terms

## 8. Budget

A total of **\$12,720** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
RSA Course	75	\$50	\$3750.00
First-Aid Course	63	\$79 original \$99	\$4977.00
Barista Course	72	\$99 original \$199	\$7128.00
Ticket for Barista	72	-\$20	-\$1440
Ticket for RSA	75	-\$10	-\$750
Ticket for First-Aid Course	63	-\$15	-\$945
<b>TOTAL</b>			<b>12,720</b>

## 9. Conclusion

The Education department understands that international students face many hurdles and difficulties in obtaining employment in Melbourne. We hope that through this event, students gained the necessary qualifications that will hopefully alleviate the challenge of finding jobs. Furthermore, we hope that these courses will give international students the skills and confidence to get involved with more events in university that may require such certifications. Students can also discover other courses that are available to them through these providers. We hope that Get Certified will benefit the international student body by allowing them to gain hard, applicable skills and make it easier for them to thrive in Melbourne.

This concludes our proposal for Get Certified (Semester 2 2025). Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Sirong LIU**

**Education Department 25/26**

**UMSU International**

## International Expo Report

### Central Committee Meeting#6– Thursday 23<sup>rd</sup> October 2025

#### 1. Introduction

This report provides a summary of the International Expo 2025, previously known as International Week, held on 13<sup>th</sup> October 2025. The International Expo is a dynamic and immersive event that brings together university students from diverse backgrounds to celebrate the richness of global cultures. Attendees had the chance to foster cross-cultural understanding and build a sense of community through a wide range of activities, including cultural games, performances, and interactive experiences (passport).

#### 2. Event Details

Date	: Monday 13 <sup>th</sup> October, 2025
Venue	: Market hall and Amphitheatre
Number of Attendees	: 650
Coordinators	: Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR
Manpower	: 10 OBs & 27 ISAs (including coordinators which consists of 7 OBs)
Budget	: 20,000

#### 3. Event Overview

International Expo had 650 participants, with the Amphitheatre appearing more crowded than the Market Hall. However, the event received positive feedback overall.

#### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	29 August	Initial Planning and Contacting Resources	Initial Planning and logistics (Venue Decision)	Shreeyukta ADHIKARI
	3 September		Enquired about design and production with MnM, Teamwork Request, Venue Layout Creation	Shreeyukta ADHIKARI, Shamsul Arham AKHAND

	7 September		Briefed AVM on Plan, Club Collaboration Logistics, Photobooth Enquiring, Budget Estimating	Shreeyukta ADHIKARI, Shamsul Arham AKHAND
	11 September		Teamwork for Electrical + Vehicles + Bins and Meeting Logistics Sorting with Rory, Risk Assessment and Food Handling Safety Certificates created and requested	Shreeyukta ADHIKARI
	14 September		Reaching out to Student Clubs for Collaboration	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR
	17 September		ISA and OB Roles Determined for D-Day and Outlined, HR Department Contacted	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Tejna SARAVANA KUMAR
	18 September		Performances Enquired and Followed Up	Tejna SARAVANA KUMAR

	18 September		Confirmation of Clubs and Societies, Briefed Clubs	Shreeyukta ADHIKARI, Tejna SARAVANA KUMAR
	20 September		Invoices for Food Vendors Processed	Jonathan SONG, Raunak RAGHAVAN,
	21 September		Briefing for ISAs	Shamsul Arham AKHAND, Tejna SARAVANA KUMAR
	29 September		Feedback Form Created	Shamsul Arham AKHAND
<b>Event Day</b>				
	30 September	International Expo	Participants come in and play games in the different booths to collect stamps to win prizes in the end	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR+ISAs
<b>Post Event</b>				

	30 September	Pack Down	Returning Materials and Equipment to Storages	<p>Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR +ISAs</p>
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### **Pre-event**

- AV Melbourne was contacted to negotiate whether the days that we planned the event to be on worked with their schedule
- A site visit was done to determine the spacing for where booths will be and to create a layout
- Clubs were contacted for performances and booths and were informed about their responsibilities
- Enquiries were done with professional performances and utilities such as photobooth
- Food Vendors were contacted and invoices processed.

### **Event Day**

- The event day consisted of 10 clubs, snacks, and stamps to be collected
- End of the event day included prizes to be collected

### **Event Flow**

Time	Activity	Details	PIC
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<b>30 September</b> 10:15am - 12pm	Set Up	ISAs and Coordinators Set Up Booths and Posters on Venue	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR+ISAs+OBs
12pm - 5pm	International Expo Event	Clubs came for Set Up and for event, ISAs were stationed to their roles, Performances were done	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR+ISAs+OBs
5:00pm – 5:30pm	Pack Down	Post Event Cleaning Up and moving materials back to lounge	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Jonathan SONG, Lisha ZHU, Raunak RAGHAVAN, Tejna SARAVANA KUMAR+ISAs+OBs

### **Post Event**

- Pack down was completed on the event day with the help of ISAs. Additionally, we moved equipment to UMSU Storage within half an hour to ensure nothing was left behind.

### **5. Reflection**

- **Over 600 participants engaged with diverse cultural booths, performances, and games.**
- **An interactive "passport" system encouraged participation, with participants collecting stamps to win prizes.**
- **Long queues did not impact participant experience as ISAs were able to manage the crowd efficiently.**

- **We ran out of food and most of our rewards (mainly plushies and cups) ran out. The plushies, being the highest-value reward, suggest strong participation across all booths.**
- **We got a confirmation from 11 clubs, however, two clubs backed out and we got a last-minute confirmation from another club. We also had one performer back out at the end.**

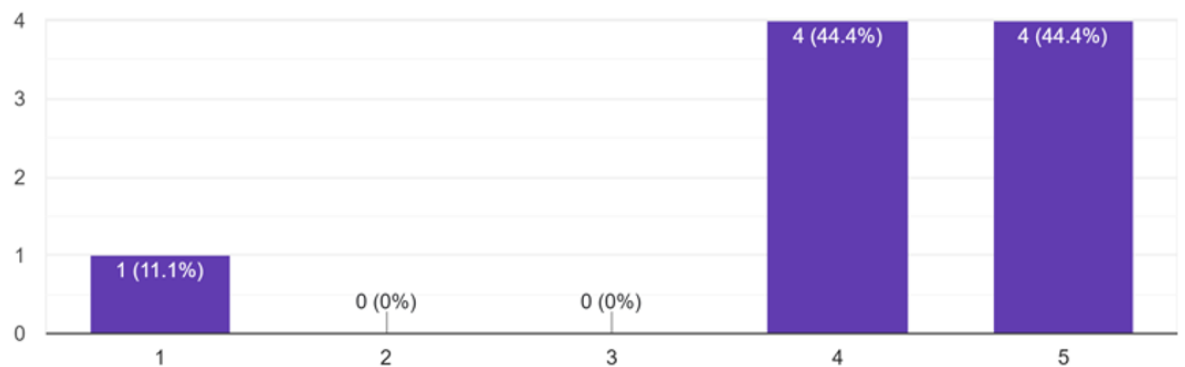
## 6. Feedback

**Due to a small confusion, we did not have enough ISAs, and we did not have enough people to help us circulate the forms. However, we did circulate the forms amongst clubs and ISAs.**

### The feedback from the ISAs

How would you rate your overall experience being part of the International Expo? (1–5: Very Poor → Excellent)

9 responses



- **On average, ISAs rated the event 4.11/5**
- **Favorite part of the event:** Photo Booth, games, food, passport and prizes

## 7. Suggestions

- Clubs suggested that we contact them well in advance for confirming their participation in the expo.
- We will detail the roles and responsibilities of the ISAs clearly, before the start of the event
- Regular checks and rotations were needed to ensure the ISAs were not facing any trouble in helping with the coordination of the event.
- Ensure the event is well-publicized 1-2 days beforehand to boost attendance.
- The performances could be improved for the next year, and more performers could be contacted well in advance for the event.
- The distribution of rewards could be clearer for the next year.



## 8. Budget

A total of **\$20,000** have been allocated for this event, and the total actual expenditure for this event is **\$13,490.00** with the breakdown as listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
AV Melbourne Logistics	5000.00	5000.00
Food distribution	4500.00	3000.00
12 page A5 Passport Booklet	1833.00	2000.00
Photo Booth (Shutterbooth)	1331.00	650.00
Club Expenses	5000.00	5000.00
Rewards/Prizes	2000.00	2000.00
<b>TOTAL</b>	<b>19664</b>	<b>20000</b>
<b>Surplus</b>	<b>336.00</b>	

## 9. Conclusion

This concludes our proposal for the International Expo 2025. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**

**Shreeyukta ADHIKARI, Tejna SARAVANA KUMAR**  
**Cultural and Social Department 2025/26**  
**UMSU International**

## UMSU Intl. Glovey's Get-Togethers Report

### Central Committee Meeting #6 , 2025

#### 1. Introduction

UMSUi Glovey's Get-Togethers was a program designed to make the semester feel more fun, relaxed, and connected for all students by offering a casual and welcoming space to take part in hobby-based activities. With many students expressing concerns about building friendships and suffering feelings of isolation, Glovey's Get-Togethers aimed to add a warm, uplifting energy to help build a more inclusive and emotionally healthy campus environment. We hosted events in week 3 and week 9, such as Winter Themed Cookie Decoration Event and Cat Cafe Sessions.

#### 2. Event Details

Date	: Week 3 and Week 10
Venue	: Student Kitchen, Cat Cafe Melbourne
Number of Attendees	: 50 attendees for Cookie Decoration and 40 attendees for Cat Cafe
Coordinators	: Irina ANANDA, Daaksha NEGI, Jane CHEN, Amanda LI, Elaine YE, Roger CAO, Meghna MALLIK
Manpower	: All the coordinators
Budget	: \$2000

#### 3. Event Overview

Glovey's Get-Togethers was a semester-long program designed to ease connections and combat loneliness in University, which is a prominent issue amongst international students. This program offers students the chance to meet a broader range of peers to help students find a sense of belonging.

#### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
1		Event Proposal	- Present proposal during E-CCM	Irina ANANDA, Daaksha NEGI
1-3	28 <sup>th</sup> July – 08 <sup>th</sup> August	Event Preparations	<ul style="list-style-type: none"> <li>- Finalise event details</li> <li>- Purchase necessary supplies/food for event</li> <li>- Book Venues</li> <li>- Organise sign-ups for even</li> </ul>	Irina ANANDA, Daaksha NEGI, Jane CHEN, Elaine

				YE, Roger CAO
3		Event #1	<ul style="list-style-type: none"> <li>- Finalise the participant list</li> <li>- Finalise Preparations for the event</li> </ul>	PICs
10		Event #2	<ul style="list-style-type: none"> <li>- Finalise the participant list</li> <li>- Finalise Preparations for the event</li> </ul>	PICs
<b>Event Day</b>				
3 & 10		Host events in weeks 3 & 9	<ul style="list-style-type: none"> <li>- Prepare for events</li> <li>- Run events</li> </ul>	PICs
<b>Post Event</b>				
3 & 10		Collect event feedback	<ul style="list-style-type: none"> <li>- Create feedback forms for the participants to fill in</li> <li>- Internal meetings to discuss about the performance and how can it be improved</li> </ul>	ALL WELFARE

### **Event Outline**

Glovey's Get-Together's ran across weeks 3 and 10 with the events:

- Week 3 ⇒ Cookie Craze
- Week 10 ⇒ Purr and Sip

### **Glovey's Get Togther: Cookie Craze**

#### **Pre-event**

- Ordered cookies and cookie-decorating kits from Sweet Mickie
- Ordered hot chocolate from Hareyuya Pantry
- Ordered miscellaneous cookie-decorating items from Coles
- Coordinate with MnM and CME for marketing
- Requested 4 ISAs for entirety of 2 sessions
- Booked Student Kitchen

#### **Event Day**

- Set up cookie-decoratings kit on tables in Student Kitchen + Drink-collecting station
- Collected drinks from Hareyuya
- Confirm number of cookie decorating kits

#### **Event Flow**

Time	Activity	Details	PICs
13:00 – 13:30	Set up	<ul style="list-style-type: none"> <li>- Set up Student Kitchen</li> <li>- Collect 1<sup>st</sup> round of hot chocolates</li> </ul>	Jane CHEN, Roger CAO, Elaine YE, Daaksha Jane CHEN, Roger

		from Hareyuya at 13:15	CAO, Elaine YE, Daaksha NEGI NEGI
13:30 – 14:30	Session 1	<ul style="list-style-type: none"> <li>- Have ISAs promote bonding</li> <li>- Students decorate cookies</li> <li>- Students collect drinks</li> <li>- Collect 2<sup>nd</sup> round of hot chocolates from Hareyuya at 14:15</li> </ul>	Jane CHEN, Roger CAO, Elaine YE, Daaksha NEGI
14:30 – 15:30	Session 2	<ul style="list-style-type: none"> <li>- Have ISAs promote bonding</li> <li>- Students decorate cookies</li> <li>- Students collect drinks</li> <li>- Collect feedback</li> </ul>	Jane CHEN, Roger CAO, Elaine YE, Daaksha NEGI
15:30-16:00	Clean Up	<ul style="list-style-type: none"> <li>- Clean Up</li> <li>- Promote feedback form</li> </ul>	Jane CHEN, Roger CAO, Elaine YE, Daaksha NEGI

### **Post Event**

- Collect feedback from attendees
- Pack up

### **Reflection**

#### **Attendance**

- Held two 1-hr sessions back-to-back: capping registrations at a total of 50 attendees (25 per session)
  - Seemed adequate amount of period for attendees to decorate 2 cookies
- Most attendees showed up with minimal walk-ins
  - Contacted waitlist when registered participants failed to show up
- The cookie decorating kits, decorations and icings on each table were well-liked and used
  - Did have surplus of icing and decorations left over

#### **Cookies and Cookie-Decorating Kits**

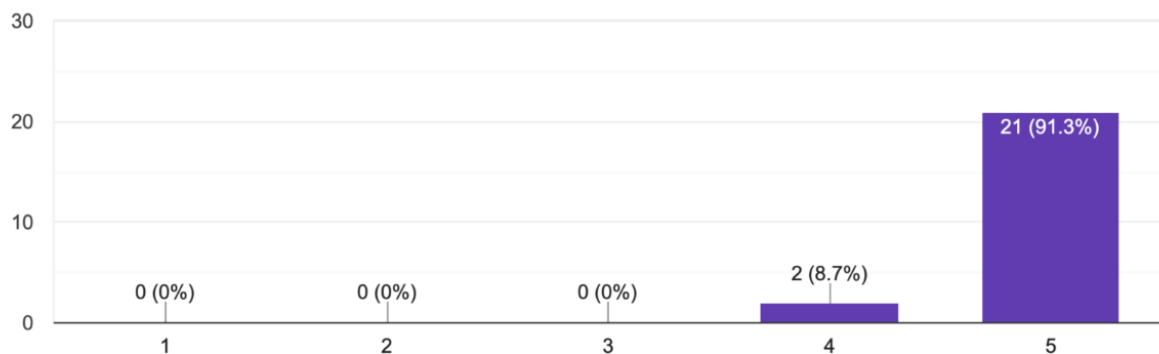
- A good variety of differently shaped cookies, colourful icings and sprinkles within cookie-decorating kits from Sweet Mickie and additional icings and decorations from Coles
- Sweet Mickie's order, which meant to deliver the day before, did not deliver on time
- Order from Sweet Mickie supposedly delivered through Dragster (a courier) on the invoice, but Dragster ultimately told us that Sweet Mickie had delivered with AusPost instead
  - Miscommunication between members of Sweet Mickie and Dragster

- o AusPost delivered cookies on time, but was delivered on the day and was very hurried as we planned to receive the cookies the day beforehand
- Spread out cookies and decorating kits on the tables for participants to share and use
- Ordered 120 cookies in total, allowing each participant to decorate and take home at least 2 cookies

## Feedback

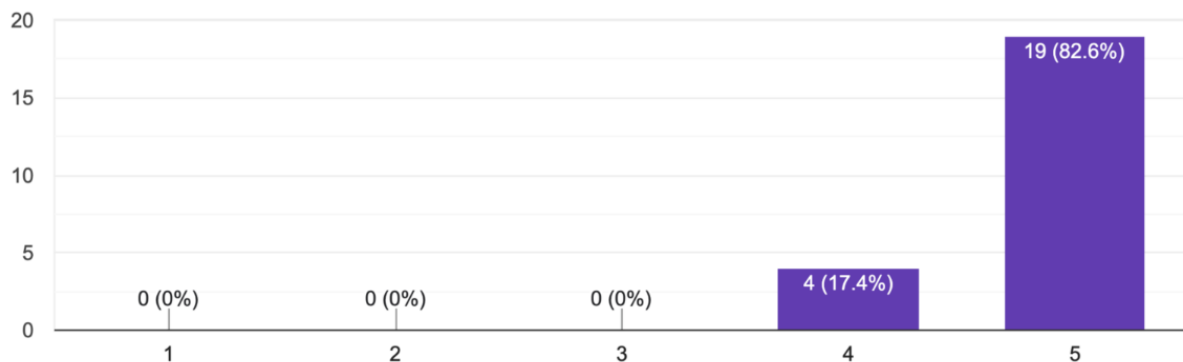
7. How would you rate your overall enjoyment with this event (1= did not enjoy, 5= really enjoyed)

23 responses



8. How likely would you be to attend a similar event in the future? (1= very unlikely, 5= very likely)

23 responses



- Majority of attendees highly enjoyed the event, thought there was nothing major to change about it and would attend a similar event again
  - o Students seem to express increasing interest in more creative / workshop-style events (e.g. decorating, knitting, cooking, painting).
- Most were very appreciative of the drinks and cookies

## Suggestions

- Continue to order from a vendor that offers both differently shaped cookies and basic icing/decorating kits instead of sourcing majority of the icing and decorations ourselves
  - Explore different vendor options
  - Call or contact both vendor and courier multiple times beforehand to confirm absolute delivery time, arrival time, destination and method
  - Order cookies earlier
- Lovely venue of Student Kitchen for hands-on food-making activity with adequate seating
  - Format of 1 long table encouraged more conversations between attendees
  - Slightly difficult for certain attendees to find, since it was behind the elevators on Level 4 of Student Pavillion
    - ♣ We placed the UMSUi Event Banner outside the corridor leading to the Student Kitchen
    - ♣ Filmed a 'How to Get There' reel
- Perform pre-event briefing for ISAs next time to make ISAs more informed and aware of the runnings of the event and what is expected of them, emphasising starting conversations and facilitating interpersonal rapport between the students
- Received only 23 responses despite full attendance and combined efforts of OBs and ISAs to encourage more participation
  - Some individuals may have scanned the QR code but didn't complete the form
  - To improve engagement, it would be more effective to require attendees to fill out the form and double-check completion before leaving the venue, or perhaps give out certain decorations as incentive
- Whilst it was aimed to encouraging bonding between students, many students who with groups of friends, whilst some others came alone, potentially restricting initial conversations with unfamiliar faces
  - Would also be good to place more emphasis on meeting and talking to new people
  - We asked ISAs to actively promote conversations and cookie-decorate with them, which most of them did

### **Glovey's Get Togther: Purr and Sip**

#### **Pre-event**

- Booked Cat Café venue for 40 participants across two 1-hr sessions
- Cat Café packages included drinks and cat treats for each participant
- Organized ticketing for students to book their sessions
- Request MnM for design
- No ISAs were requested – Cat Café staff supervised the venue and arrangements

#### **Event Day**

- Cat therapy sessions at Cat Café Melbourne

#### **Event Flow**

Time	Activity	Details	PICs
1:50am-2:00pm	Set up	Venue set-up organized by Cat Café	Amanda LI
2:00-3:00pm	Event session #1	Register participants for session 1, cat therapy session	Amanda LI
3:00pm-4:00pm	Event session #2	Register participants for session 2, cat therapy session	Amanda LI
2:50-4:10pm	Feedback Form	At the end of both sessions.	Amanda LI, Meghna MALLIK

### **Post Event**

- Collect feedback from attendees
- Pack up

### **Reflection**

#### **Ticketing**

- A miscommunication with CME led to an error on the day ticketing opened: tickets were not set up by session, and the website only displayed a single 2–4 PM option instead of separate session times.
- Upon identifying the issue within the first few minutes of ticketing release, we asked MnM to take down the Instagram post and promptly informed CME about the problem.
- CME created a new ticketing link later that afternoon, which included two selectable session time slots (2:00-3:00pm/ 3:00-4:00pm).
- MnM reposted updated information on Instagram and Stories the day after to inform students that their initial tickets were invalid and that they needed to repurchase tickets through the new link.

### **Attendance**

First session:

- Two registered participants did not attend.
- One participant arrived over 20 minutes late.
- One waitlisted attendee and one unsuccessful ticket purchaser waited on site for around 20 minutes before being admitted, as I was holding spots for the two no-shows.

Second session:



- o Three registered participants did not arrive within 15 minutes, so the waitlisted attendees were admitted.

Overall:

- o Both sessions eventually reached full attendance.

## **Feedback**

7. How would you rate your overall enjoyment with this event (1= did not enjoy, 5= really enjoyed)

[More details](#)

5.00

Average Rating



8. How likely would you be to attend a similar event in the future? (1= very unlikely, 5= very likely)

[More details](#)

5.00

Average Rating





9. What is something that you think could be improved/changed?

[More details](#)

13

Responses

Latest Responses

"Add more slots, as some of my friends were unable to ..."

"Longer time, more frequent"

"food!!"

...

3 respondents (23%) answered event for this question.

cat slots Longer sessions friends unable  
great event  
good friendly event **event** Tickets frequent  
food Longer time issues next event Longer None  
sell out too fast

10. What are events you would like to participate in?

[More details](#)

13

Responses

Latest Responses

"Outdoor excursion events visiting tourist attractions a..."

"mental health-related, yoga, animals-related events"

"anything with food or pets"

...

4 respondents (31%) answered animals for this question.

Outdoor International events int breakfast featured suburbs yoga  
excursion events **animals** events health  
hangout Cat related ISA animal sessions pets Cafe Purr  
tourist attractions dogs or rabbits food or pets mental

- o Overall, participants gave very positive feedback and highly enjoyed the event.
- o Many expressed strong interest in attending similar events in the future.
- o Common suggestions included adding more slots, extending session time, and providing food.

- o Participants showed interest in animal-related, outdoor, and wellness events.

### **Suggestions**

- o When requesting ticketing from CME, clearly specify whether tickets need to be set up according to different session times.
- o Remember to request participants' email addresses and phone numbers in advance — we had to ask for phone numbers manually when sending confirmation emails, so we didn't have contact details for those who didn't reply.
- o For off-campus or higher-cost events, control the waiting time for participants — do not wait longer than 10 minutes, with a maximum of 15 minutes.

### **5. Budget**

A total of **\$2000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Cookie Craze			
Cookie Decorating Kits	1	396.01	396.01
Chocolate Latte Drink	60	5.85	320
Extra Decorations	15	3.15	47.30
Purr and Sip			
Cat Cafe Melbourne Private Session	2	610	1220
<b>TOTAL</b>			1997.41

### **6. Conclusion**

The Welfare Department aimed to provide meaningful support and foster a stronger sense of community for international students at the University of Melbourne. This concludes our report for the Glovey's Get-Togethers Initiative. Overall, the event received positive feedback and was successful in creating a fun space where students could come and destress.

Please do not hesitate to contact the Welfare Department should you have any queries

### **Prepared by,**


Daaksha NEGI, Jane CHEN, Amanda LI, Elaine YE, Roger CAO, Meghna MALLIK

**Welfare Department 2025/26**

**UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSUINTL** *Care for, Act for, Stand for International Students*

**Committee Graduation/Mixer 2025 Report**Central Committee Meeting #6 – Thursday, 23<sup>th</sup> October 2025

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**1. Introduction**

This report summarises the Committee Graduation/Mixer 2025, which was held on Thursday, 9<sup>th</sup> of October 2025. The UMSU International (24/25) Committee Graduation/Mixer happens every year at UMSU International to serve as a collegiate way to conclude the year as a cohort, in the same manner that UMSU International tries to conduct its day-to-day operations in a collegiate manner. At the graduation, certificates of recognition, signed by the Deputy Vice-Chancellor (Global, Culture, and Engagement), were handed out to 24/25 committee members. The mixer is open to all students.

The objective of this event was to:

- Promote UMSU International's events and initiatives to students
- Become an opportunity for students to engage with committee members and share their voices/experiences
- Become an opportunity for both committee members and students to make social connections
- Encourage the continuation of UMSU International values after graduating the committee

**2. Event Details**

Date	: Thursday, 9 <sup>th</sup> October 2025 [5:30-8:30pm]
Venue	: Up to Mama
Number of Attendees	: 50
Coordinators	: Jesslyn ANDRIONO, Zhao He KOK, Evelyn WANG, Seoyoun KIM
Manpower	: 4 Committee Members
Budget	: \$3590

**3. Event Overview**

The mixer is a casual get together, where snacks and non-alcoholic drinks were served for attendees. The mixer was publicized on social media and ISA group chats. The graduation was quite straightforward, starting with dinner and was where certificates were distributed. No other activities were planned due to a lack of manpower. The additional budget was allocated to providing more snacks and drinks intended for non-committee attendees.

**4. Event Timeline**

Wk #	Date	Activity	Descriptions	PIC
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Pre-event Preparations				
Break	7 July 2025	Prepare Certificates	Print certificates and obtain signature from DVC (Global, Culture, and Engagement).	Qi Evelyn WANG
6	2 September 2025	Book Venue	Contact and book venue, note dietary requirements, finalize order.	Jesslyn ANDRIONO
7	14 September 2025	Arrange Payment	Contact current treasurer to arrange payment	Seoyoun KIM
Break	29 September 2025	Create Event Post Design	Create Instagram post design and caption. Liaise with current Vice President (Media and Marketing) to arrange posting on @umsuintl Instagram.	Jesslyn ANDRIONO
Break	29 September 2025	Publicize in Group Chats	Liaise with current secretary to publicize the event in internal/ISA group chats.	Jesslyn ANDRIONO
Event Day				
10	9 October 2025	Run Event	Distribute certificate, liaise with venue staff, mingle with attendees	Jesslyn ANDRIONO
10	9 October 2025	Event Documentation	Photography	Zhao He KOK
Post Event				
12	20 October 2025	Submit report		Jesslyn ANDRIONO

### **Event Flow**

Time	Activity	Details	PIC
5:30 pm - 7 pm	Certificate distribution and dinner	The certificates were distributed to committee members and photos were taken to commemorate the event.	Jesslyn ANDRIONO, Zhao He KOK
7 pm - 8:30 pm	Mingle with attendees	Ensure snacks and drinks are being served to students. Ensure students feel welcome and are engaged. Solicit feedback regarding student	Jesslyn ANDRIONO

		experience on campus.	
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## 5. Reflections

### Attendance

- A notable proportion of attendees were 24/25 committee members.
- Non-committee student attendance was lower than anticipated, despite the event being publicized on social media (Instagram Post and Story), as well as ISA group chats.

## 6. Feedback

- Feedback was solicited verbally:
  - Overall, attendees were quite satisfied with the event
  - There was some confusion about what the event was, as this was the first time this event had been run in this way.
  - The venue was good, relatively low minimum order value for space that can hold up to 100 people and was accommodating of dietary requirements. Good taste.
  - A lot of lively conversations were being held and attendees indicated they would attend a similar event again.

## 7. Suggestions

- Due to a lack of manpower, the planned letter writing and secret Santa events were not held. More activities could be fun and ensure that attendees engaged beyond the people they were seated with.
- A registration link would be useful to have a better gauge of how many students will attend, as there was leftover food. That said, the food was brought home by attendees in takeaway containers, so no food was wasted.

## 8. Budget

A total of **\$4000** have been allocated for this event, and the total actual expenditure for this event is **\$3590** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Catering	33	65	2145.00	2600.00
Assorted Light Snacks	1	950	950.00	900.00
Non-Alcoholic Drinks Tab	1	495	495.00	0
Paper, Envelopes, and Stationary	-	-	-	200.00
Stickers	-	-	-	75.00



Miscellaneous Decoration	-	-	-	225.00
<b>TOTAL</b>			<b>3590.00</b>	<b>4000.00</b>
<b>Surplus/ Deficit</b>				<b>410.00</b>

#### 9. Conclusion

This concludes our report for the Committee Graduation/Mixer Report 2025. Please do not hesitate to contact the Executive Committee 2024/25 - UMSU International should you have any queries.

Prepared by,

**Jesslyn ANDRIONO**  
**Executive Committee 2024/25**  
**UMSU International**

**Meat and Greet Carnival 2025 Report**Central Committee Meeting #6– Thursday, 23rd October, 2025**1. Introduction**

This report summarises the Meat and Greet Carnival 2025, which covers the period of 22nd September 2025. During this event, HR and C&S worked alongside to bring the Meat and Greet Carnival to life. This event gave students the chance to socialise and make new connections, providing a safe, engaging platform for students to enjoy fun games, food release stress. The event consisted of the Meat and Greet and Mini Carnival games, providing a range of different activities for students to engage in.

**2. Event Details**

Date	:	Monday, 22nd September, 2025 [11am - 2pm (AEDT)]
Venue	:	Amphitheater & Building 168 (1 <sup>st</sup> Floor)
Number of Attendees	:	613 attendees (for Meat and Greet) & (350for carnival)
Coordinators	:	Shreeyukta ADHIKARI, Suhas AGRAWAL, Shamsul Arham AKHAND, Tejna SARVANA KUMAR, Raunak RAGHAVAN, Neeya Ann SIBU, Jonathan SONG, Bhavya MIDDHA
Manpower	:	15 Committee Members & 40 ISAs (including coordinators which consists of 5 Committee Members)
Budget	:	\$5,000 (\$3,200 from HR ; \$1,800 from Cultural and Social)

**3. Event Overview****3.1 Meat and Greet**

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks.

**3.2 Mini Carnival**

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the Cultural and Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.

**4. Event Timeline**



#### 4.1 Meat and Greet

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5	19th August 2025	Proposal	Creating Proposal and Presenting in CCM	Suhas AGRAWAL
5	19th August 2025	Teamwork	Communicate with CME regarding the event details	Suhas AGRAWAL
5-8	19th August - 20th September 2025	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Suhas AGRAWAL
5-8	19th August - 20th September 2025	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
<b>Event Day</b>				
9	16th - 19th September 2025	Pick up	Pick up Halal Meat	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
9	22nd September 2025	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
<b>Post Event</b>				
9-12	20th September - 14th October 2025	Report	Writing the Report	Suhas AGRAWAL
12	23rd October 2025	Present Report in CCM	Presenting the Report	Suhas AGRAWAL

#### 4.2 Mini Carnival

Date	Activity	Descriptions	PIC
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Pre-event Preparations			
19th August 2025	Proposal	Creating Proposal and Presenting in CCM	Suhas AGRAWAL
1st September 2025	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Neeya Ann SIBU
5th September 2025	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes.	Shreeyukta ADHIKARI, Shamsul Arham AKHAND
11th September 2025	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Neeya Ann SIBU
11th September 2025	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Tejna SARVANA KUMAR
13th September 2025	Briefing	Briefing all ISAs and OBs about the event rundown and what their roles are	Shreeyukta ADHIKARI, Jonathan SONG
19th August 2025	Proposal	Creating Proposal and Presenting in CCM	Suhas AGRAWAL
12th September 2025	Trial Run	A short run through of the event to test all planned games	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Tejna SARVANA KUMAR, Raunak RAGHAVAN, Neeya Ann SIBU, Jonathan SONG, Bhavya MIDDHA
15th September 2025	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Bhavya MIDDHA
Event Day			
22nd September 2025	Taking attendance of game masters	Taking attendance of ISAs and OBs	Raunak RAGHAVAN
Post Event			
22nd September 2025	Send ISA hours to HR	Record and report ISAs hours	Raunak RAGHAVAN



23rd October 2025	Report	Prepare report and present at next CCM	Raunak RAGHAVAN, Suhas AGRAWAL
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### **Event Day**

The Amphitheatre and Building 168 was booked for this event, the Mini Carnival was held in the Building 168 and the Meat & Greet was located at the Amphitheatre.

### **Event Flow for Meat and Greet**

Time	Activity/ Details	PIC
9 am - 11 pm	Set up/ Collecting Order	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
2 pm - 3 pm	Clean up	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

### **Event Flow for Carnival Games**

Time (AEST)	Activity	Details
10:00AM - 11:00AM	Set Up begins	Marquees, tables and games are set up in respective booths.
11:00AM - 2:00PM	Carnival	Students are able to freely roam, play games, socialise, get prizes and have refreshments.
2:00PM - 3:00PM	Clean Up	Tables were put back in the store and the game stalls are cleaned up

## **5. Reflections**

### **Meat & Greet**

- The vegan vendor was nice and approachable. The vegan sausages taste well and students were satisfied. Therefore, we would suggest purchasing vegan options from the same vendor.
- We initially were going to have The UMSU popcorn machine, however due to the weather we were unable to have that.
- Due to the high number of students and their preferences, more beef and chicken sausages and less vegan sausages should be ordered, and fish options should also be

considered

in

the

future

events.

**Mini****Carnival**

- The primary lapse was the director of HR being unable to book Market Hall for mini carnival. The short-notice change in venue and lack of a proper new location attributed to less room to conduct the event and minimal planned structuring of crowds.

**Reflection****on****each****game**

- Bean Bag Toss- Due to the simplicity of the game, the queue for this game was relatively short, thus making a quick pit stop amongst other games.
- Frog Origami- Most participants feel that the game overall took extensive time to build and shorter time to play, but the station also became the location of most social lingering and friendly conversation with most enjoying the process.
- Darts- Initial targets were slightly for inexperienced players, but later adjustment benefitted the flow of playing.
- Bottle Flip – Quick, easy game with minimal explanation, participants often requested more tries in case they failed.
- Ring toss- Learning from last year's feedback, the bottles were weighted and hence did not fall down, making a simple and easily engaging game. However, most participants found this extremely challenging with the least amount of tickets dispensed from the station.
- Tower- Resetting this game after each attempt was time consuming, which made the wait time longer, a way to make this more efficient would be recommended.

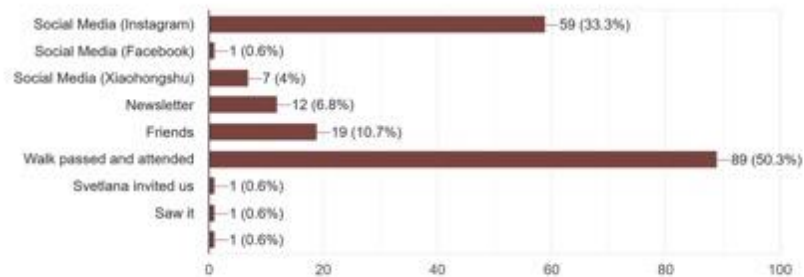
**6. Feedback**

Among 613 participants, 177 filled in the feedback form:

- Event Recognition
  - Around 50.3% participants just walked passed and attended the event while around 38% knew about Meet and Greet through social media (Instagram, FaceBook, Xiaohongshu).

#### How did you know about the event?

177 responses

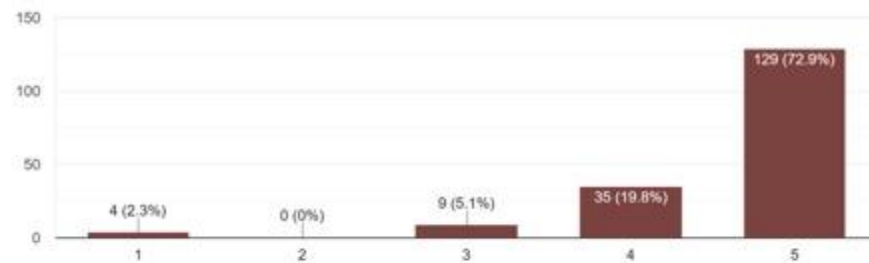


- Event Satisfaction:

- 129 students rated 5 and 35 students rated 4 which indicate the majority enjoyed the event

#### Did you enjoy the event?

177 responses



- Returning Participants

- 93.2% of the participants claimed that they will rejoin a similar event in the future.

Would you join a similar event in the future?  
177 responses



## 2. Other Feedback and Suggestions from Participants

### Positive feedback

- Students quote that the event is amazing and that they appreciate having both halal and vegan as the meat option.

### Improvements

- To add vegetables to make the food healthier
- Have multiple bottles of each sauce as there was a big bottleneck in the queue when people were waiting for sauce

## 7. Suggestions

### 7.1 Meat and Greet

#### Grilling Food

- It is recommended in future barbecue events to take out and grill small amounts of food first, ideally 45 minutes before the event starts and keep the remaining ones in the fridge for backups. So that it will have better hygiene practices and reduce food safety concerns.

### 7.2

### Mini

### Carnival

### Games

- Overall, the games were quite popular amongst students, however the wait time of the games were significantly long. It is noted that the ISAs had to explain the game repeatedly to the participants, which slowed down the overall flow of the queue. To improve efficiency and flow, a poster or instructional guide could be presented at the start of the game so that participants are able to familiarise themselves with the rules of the game.

- Despite venue change, students particularly enjoyed the event due to big and topical rewards and attracted a wide variety of students. Building 168 resulted to be a magnet for diverse crowds and large audiences with the right marketing being delivered timely.

### Other suggestions

- Several students repeated the games by obtaining new paper cards, which were stamped to earn additional tickets for more prizes. To ensure fairness and provide equal opportunities for all students, it would be good to implement a more effective system to regulate this loophole.
- Plushies consistently appear to be the most popular prize at UMSUI events. To meet this demand, it is recommended that a greater variety and larger quantities of plushies be ordered for future events.

## 8. Budget

A total of **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$3475.20** with the breakdown as listed below:

Event	Allocated Budget (AUD)	Total Actual Cost (AUD)
Meat & Greet	\$3,200.00	\$1256.10
Mini Carnival	\$1,800.00	\$1205.00
<b>Total</b>	<b>\$5,000.00</b>	<b>\$2461.10</b>
<b>Surplus / Deficit</b>	<b>\$2538.90</b>	

### 8.1 Meat and Greet

A total of **\$3,400** have been allocated for this event, and the total actual expenditure is **\$2829.69** with the breakdown as listed below:

Items	Total Cost (AUD)	Total Actual Cost (AUD)
Coles Orders	600.00	392.60
Food Product - Halal Meat	900.00	510.00
Food Product - Vegan Options	800.00	353.50
Miscellaneous	283.00	0
<b>TOTAL</b>	<b>3400.00</b>	<b>\$1256.10</b>
<b>Surplus / Deficit</b>	<b>\$2143.90</b>	

## 8.2 Mini Carnival

A total of **\$1,600** have been allocated for this event, and the total actual expenditure is **\$1,205.50** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
Carnival Prizes (Soft toys, and bottles x 127)	1000.00	972.00
Game Logistics	300.00	233.00
Miscellaneous	300.00	0.00
<b>TOTAL</b>	<b>1,600.00</b>	<b>1,205.00</b>
<b>Surplus</b>	<b>395.00</b>	

## 9. Conclusion





UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL



*Care for, Act for, Stand for International Students*

We would like to thank all the committee members who helped out in the event. Meat & Greet Carnival was successful and the collaboration between HR and C&S departments was smooth and delightful.

This concludes our report for the Meat and Greet Carnival Report 2025. Please do not hesitate to contact the HR and C&S Departments should you have any queries.

**Prepared by,  
Raunak RAGHAVAN & Suhas AGRAWAL  
Cultural and Social Department 2025/26,  
Human Resources Director 2025/26,  
UMSU International**



## 6. Other Business

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- 6.1. Exam Pack Giveaway Update
- 6.2. Suhas AGRAWAL Official Reprimand
- 6.3. Presidential Vote of Confidence

## 7. Next Meeting

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CCM #7

Date : TBD (Semester 1, 2026)

Venue : **TBD**