



## Agenda

Central Committee Meeting #3 - 11<sup>th</sup> September Friday 2020

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Time : 16:30

Venue : Zoom

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. Proposals
  - 4.1 Bonding Night
  - 4.2 ISA Crash Course
  - 4.3 Professional Mingle Week
  
  
5. Other Business
  
  
6. Next Meeting

Date : 28/8/2020

Time : 16:30

Venue : Zoom

## **1. Procedural Matters**

**1. Acknowledgement of Indigenous Owner**

**2. Official Welcome**

**3. Attendance and apologies**

- Attendance - 18 members

### Motion 1

Move that Standing Orders be adopted for CCM #2 at 16:00 **pm.**

Mover : Jun Cheng WOO

Seconder : Stefan MARBUN

CARRIED without contention.

## **4. Adoption of Agenda**

### Motion 2

Move that the Agenda for CCM #2 be adopted.

Mover : Siobhan LIM

Seconder : Chan Jie HO

CARRIED without contention.

## 2. Matters Arising from Previous Minutes

## 3. Confirmation of Previous Minutes

### Motion 3

Move that the minutes for CCM #12 (Sem 1, 2020) be accepted and confirmed as a true and accurate record.

Mover : Sean NG

Seconder : Zill-e-RAHIM

CARRIED without contention.

### Motion 4

Move that the minutes for CCM #1 (Sem 2, 2020) be accepted and confirmed as a true and accurate record.

Mover : Kezia PRANATA

Seconder : Sean NG

CARRIED without contention.

### Motion 5

Move that Akshaya Ramakrishnan be given speaking rights for CCM#2 (Sem 2, 2020).

Mover : Jun Cheng WOO

Seconder : Kezia PRANATA

CARRIED without contention.

Motion 6

Move that the Amazing Race (Lockdown Edition) Proposal Sem 2, 2020 be accepted.

Mover : Chan Jie HO

Secunder : Jamie TEH

CARRIED without contention.

**5. Other matters**

Motion 7

Move that Standing Orders be suspended at 5:07 pm.

Mover : Faith ANG

Secunder : Xin Ling LU

Motion carried.

Motion 8

Move that CCM #2 be adjourned at 5:28 pm.

Mover : Archit AGRAWAL

Secunder : Christabella MAHENDRA

Motion carried.

Prepared by,

Haolan Liang  
Secretary 2020/2021  
UMSU International

**Bonding Night + Introduction**Central Committee Meeting #3 - Friday 11<sup>th</sup> September 2020

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**1) Introduction**

This event is set as an initial meeting between the current International Student Ambassadors and new Office Bearers who would be working together for the next year. Bonding Night will be used as a substitute for Big Day Out due to current COVID circumstances. The induction part of the event will serve as a platform for introductions to the roles and responsibilities the volunteers should look forward to in their term.

However, the main purpose of this event is for the new committee to introduce and acquaint themselves with the current batch of ISAs, to make the UMSU International environment a less hostile one. The team in charge of organising this event will consist of members of the HR department.

Coordinators: Elisha Xin Yee Chung, Steven Hadinata

Date: Saturday 19th September 2020

Time: 7pm - 9pm Venue: Via Zoom

Number of Attendees: 72 current ISAs, 28 Office Bearers

**2) Aim**

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

**3) Event Flow**

TIME	ACTIVITY
18:30	Set up, preparation, ensure nothing is wrong with Zoom link
19:00	Gartic.io (like Skribbl.io but it allows up to 50 participants)

19:30	Induction
20:30	Kahoot
21:00	Wrap Up - Contact winners to give them their prizes.
	<ul style="list-style-type: none"> <li>- The prizes will be 30aud, 20aud, 10aud worth of gift cards given to 1st place, 2nd place and 3rd place respectively.</li> <li>- Winners can personally pick which gift cards they would want from a selection of Amazon, Netflix, Woolworths, Coles, Starbucks or JB HiFi.</li> </ul>

#### 4) Budget

Expenses	
Item	Amount (\$)
Prizes	\$60
Total Expenses	\$60

#### 5) Conclusion

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

Prepared by,

Elisha Xin Yee Chung  
Human Resource Director 2020/2021  
UMSU International



**ISA Crash Course**Central Committee Meeting #3 - Friday 11<sup>th</sup> September 2020

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**1) Introduction**

This event is set as an information session for ISAs to understand more about the technical sides of being an ISA, like how to sign up for task sheets, when do the task sheets usually come out. HR Department has come to realise that a lot of ISAs don't actually know where to get their hours and hence, we have decided to organise a crash course for them. This is to ensure that ISAs fully understand how they should maximise their opportunities and also how to efficiently gain hours. This will also be the time for ISAs to ask any questions that they might have regarding how the ISA program will now continue on, especially since Victoria has extended the lockdown period. Any confusions that the ISAs have will be made clear in this event.

*Coordinators:* Elisha Xin Yee Chung, Steven Hadinata

*Date:* Sunday 13th September 2020

*Time:* 4pm-5pm

*Venue:* Via Zoom

*Number of Attendees:* 72 current ISAs

**2) Aim**

- To inform the ISAs about the final decision of reducing the hours and what the current hour target is needed in order to graduate as an ISA.
- Re-teach ISAs about the basics of signing up and where to gain hours.
- To answer any questions that the ISAs have regarding the program.
- To reassure the ISAs that they are getting enough hours.

**3) Event Flow**

TIME	ACTIVITY
15:30	Set up, preparation, ensure nothing is wrong with Zoom link

16:00	Teach the basics and inform the decision about the reduced hours
16:30	Q&A
17:00	Wrap Up

#### 4) Budget

Expenses	
Item	Amount (\$)
-	0
<b>Total Expenses</b>	<b>\$0</b>

#### 5) Conclusion

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

Prepared by,

Elisha Xin Yee Chung  
Human Resource Director 2020/2021  
UMSU International



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU<sub>INTL</sub>** *Care for, Act for, Stand for International Students*

## Professional Mingle Week

Central Committee Meeting #3 - Friday 11<sup>th</sup> September 2020

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### 1) Introduction

The ‘Professional Mingle Week’ is a career development and networking event organized by the Education department. It aims to provide students with insights into relevant fields and the opportunity to improve their networking skills. The invited alumni and professionals are able to provide advice and share their experiences in the professional field.

Due to the current pandemic situation, unfortunately, ‘Professional Mingle’ will not be able to run in-person and instead will be run virtually. Therefore, this year’s event is extended for the whole week. The invited professionals will be presented according to their availability during the week and it is planned to have an average of three presenters a day. This could provide flexibilities for the presenters and students are able to pick their interests.

The Education department is potentially collaborating with Malaysians of Melbourne University (MOMU), Perhimpunan Pelajar Indonesia Australia (PPIA), Science Students Society (SSS) and Thai Student Society, ICSS and Construction Student Association (CSA).

#### *Event details:*

Date : 28 September 2020 – 2 October 2020

Monday, September 28	Commerce
Tuesday, September 29	Arts & Law
Wednesday, September 30	Design & Construction
Thursday, October 1	Biomedicine
Friday, October 2	Science

*Time* : 5.30 pm -7.30pm, 60 minutes per session

*Venue* : Zoom

*Number of Attendees*: 15 professionals and 300 students (maximum of 20 students per session)

**2) Aim**

- To provide a platform for students to meet professionals from relevant industries
- Helping students improve their networking skills
- Providing students with information on the working experience in relevant industries

**3) Event Flow (Exact time depends on presenters' availability)**

Time	Activities
05:30 - 05:35	Emcee introduction
05:35 - 05:50	Professionals' presentation
05:50 - 06:55	Networking and QnA
06:55 - 07:00	Conclude session

#### 4) Timeline

Week[cs4]	Activities
6	<ul style="list-style-type: none"> <li>- Publicity materials to be finalised</li> <li>- Contacting professional for the event</li> <li>- Sending online invitation to the professionals</li> </ul>
7	<ul style="list-style-type: none"> <li>- Recruiting the emcees for the event by the end week 7</li> <li>- Emcee to be finalised</li> <li>- Beginning of script writing by the emcees</li> <li>- Reminder emails to be sent to the professionals and participants</li> <li>- Emcees script to be finalised.</li> <li>- Beginning of the publicity of the event</li> </ul>

	<ul style="list-style-type: none"> <li>- Beginning of the student registration</li> </ul>
8 (pre event)	<ul style="list-style-type: none"> <li>- Briefing for OBs and ISAs</li> <li>- Registration for the event to be closed by the end of week 8</li> <li>- All invited professionals to be confirmed by the end of week 8</li> </ul>
9 (event day)	<ul style="list-style-type: none"> <li>- Event day</li> <li>- Appreciation gift to be prepared</li> </ul>

### 5) Budget

Professional Mingle will have a total budget of \$720.

Amount	Allocation
\$600	Appreciation gift for professionals
\$120	Uber Eats Voucher

**6) Work Allocation**

<b>Role</b>	<b>Name</b>
Coordinators - Contact Professionals	Anthony & Cheng
Emcees - Write script (1 for Professional, 1 for Emcee) - Run Audition	Scarlett
M&C - Publicity across platforms	Buhle
ISA & Contacting - Organise ISAs - Assign ISAs and Brief them for Event Day	Anthony and Scarlett
Registration - Create the form - Send acceptance and reminder emails	Cheng
Appreciation Gifts - Get individual gifts for professionals - Help contact people from registration - At the registration desk on the day	Anthony & Cheng



## 7) Conclusion

This concludes our proposal for the Professional Mingle Week. Please do not hesitate to contact the Education Department if there is any query.

Prepared by,

Anthony Ngadiyoto and Cheng Hwee Soh  
Education Department 2020/2021  
UMSU International

## 1. Other Business

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## 2. Next Meeting

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- 25<sup>th</sup> September 2020