

Minutes

Central Committee Meeting #3 – Wednesday, 10th September 2025

Time : 16:00

Venue : PAR-200-L2-VIEPS-Intensive Room (36)

Move that **Standing Orders** be adopted for **CCM #3** at **4:11PM**

Mover : Pavitra RAVI

Seconder : Eris YEE

Motion Carried.

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

Attendance and apologies

- Attendance – 20 members

Late with Apologies

Officers: Corlynn TNG QI, Elaine YE

Absent with Apologies

Officers: Nivetha SANKARASUBRAMANIAN, Raunak RAGHAVAN, Jane CHEN

1.4 Adoption of Agenda

Move that the **Agenda for CCM #3** be adopted at **4:12PM**

Mover : Suhas AGRAWAL

Seconder : Daaksha NEGI

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Move that the **minutes of CCM #[2] be accepted and confirmed as a true and accurate record.**

Mover : Suhas AGRAWAL

Seconder : Bhavya MIDDHA

Motion Carried.

4. Proposals

4.1 ISA Incentives Proposal Semester 2 2025

Move that the **ISA Incentives Proposal Semester 2 2025** be accepted.

Mover : Kirsten ABUSTAN

Seconded : Dhruv RANA

Motion Carried.

4. Reports

5. 1 Head of Clubs Semester 2 2025 Report

Move that the **Head of Clubs Semester 2 2025 Report** be accepted.

Mover : Neeya SIBU

Seconded : Phoebe CHAN

Motion Carried.

5. 2 OSHC and Special Consideration Workshop Report2 2025 Report

Move that the **OSHC and Special Consideration Workshop Report2 2025 Report** be accepted.

Mover : Jonathan SONG

Seconded : Dhruv RANA

Motion Carried.

6. Other Business

- Shreeyukta spoke, mentioning co-options and by-elections and reiterated the need to be on the same page, and to have clear communication during this time.

7. Next Meeting

CCM #4

Date : Wednesday 24th September 2025 (16:00)

Venue : **PAR-200-L2-VIEPS-Intensive Room (36)**

Move that **Standing Orders** be suspended at **4:21PM**

Mover : Eris YEE

Seconded : Phoebe CHAN

Motion Carried.

Move that **CCM # 3** be adjourned at **4:21PM**

Mover : Tejna SARAVANA KUMAR

Seconders : Suhas AGRAWAL

Motion Carried.

Additional Notes

•

Prepared by,

Lauren LUCHS

On behalf of General Secretary 2025/26

UMSU International

Minutes

Central Committee Meeting #2 – Wednesday, 27th August 2025

Time : 17:30

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

Move that **Standing Orders** be adopted for **CCM #2** at **5:37PM**

Mover : Raunak RAGHAVAN

Seconder : Pavitra RAVI

Motion Carried.

1. **Procedural Matters**
 1. Acknowledgement of Indigenous Owners
 2. Official Welcome
 3. Attendance and apologies

Attendance and apologies

- Attendance – 27

Late with Apologies

Directors: Shamsul ARHAM AKHAND

Absent with Apologies

EXCO: Shreeyukta ADHIKARI

Officers: Phoebe CHAN, Yifan (Roger) CAO, Taoyang LIU

Late with No Apologies

Officers: Tejna Saravana KUMAR, Neeya ANN SIBU, Keyur GOHEL

Leaving Early with No Apologies

Officers: Raunak RAGHAVAN

4. Adoption of Agenda

Move that the **Agenda for CCM #2** be adopted at **5:39PM**

Mover : Suhas AGRAWAL

Seconder : Jingtong LI

Motion Carried.

2. **Matters Arising from Previous Minutes**
3. **Confirmation of Previous Minutes**
 1. CCM #1

Move that the **minutes of CCM #1 be accepted and confirmed as a true and accurate record.**

Mover : Nivetha SANKARASUBRAMANIAN

Seconder : Meghna MALLIK

Motion Carried.

4. Proposals

1. Get Certified Semester 2 2025 Proposal

Move that the **Get Certified Semester 2 2025 Proposal** be accepted.

Mover : Pavitra RAVI

Seconders : Bhavya MIDDHA

Motion Carried.

2. Personal Finance Workshop Semester 2 2025

Proposal

Move that the **Personal Finance Workshop Semester 2 2025 Proposal** be accepted.

Mover : Shamsul ARHAM AKHAND

Seconders : Whitney YEUNG

Motion Carried.

3. ISA Bonding Semester 2 2025 Proposal

Move that the **ISA Bonding Semester 2 2025 Proposal** be accepted.

Mover : Kirsten ABUSTAN

Seconders : Elaine YE

Motion Carried.

4. Meat & Greet Carnival Semester 2 2025 Proposal

Move that the **Meat & Greet Carnival Semester 2 2025 Proposal** be accepted.

Mover : Aliya HAFIZ

Seconders : Neeya ANN SIBU

Motion Carried.

5. Sexual Health Week Semester 2 2025 Proposal

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

Mover : Bhavya MIDDHA

Seconders : Zejun (Amanda) LI

Motion Carried.

6. Mindful Moments Semester 2 2025 Proposal

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

Mover : Meghna MALLIK

Seconders : Jonathan SONG

Motion Carried.

5. Reports

1. Food Adventure Semester 2 2025 Report

Move that the **Food Adventure Semester 2 2025 Report** be accepted.

Mover : Dhruv RANA

Seconders : Nivetha SANKARASUBRAMANIAN

Motion Carried.

6. Other Business

1. Presidential Vote of Confidence

Vinayak recused himself from meeting room at 5:57pm

Results were recorded. Irina announced that the president did not pass the vote of confidence.

Vinayak re-entered the room at 6:11pm.

Move that **Standing Orders** be suspended at **6:11PM**

Mover : Pavitra RAVI

Seconder : Suhas AGRAWAL

Motion Carried.

Move that **CCM #2** be adjourned at **6:11PM**

Mover : Nivetha SANKARASUBRAMANIAN

Seconder : Zejun (Amanda) LI

Motion Carried.

Prepared by,

Lauren LUCHS and Kaelyn MIRANDA

On behalf of General Secretary 2025/26

UMSU International

ISA Incentives Proposal Semester 2 2025

Central Committee Meeting 4 – Wednesday 10th September 2025

1. Introduction

The goal of the ISA Incentives is to recognize and encourage volunteers for their commitment of time and devotion. Incentives are given to the top five volunteers who put in the most hours over the course of each month, encouraging participation and gratitude among the ISA community. This program promotes regular involvement in ISA activities in addition to recognizing hard effort.

2. Objectives

This incentives aims to:

- To provide a platform that recognizes and appreciates ISAs hard work throughout their term.
- Reward the monthly top 5 ISAs (hours) as an expression of our gratitude.

3. Scope

Incentives will be provided to all current and incoming ISAs based on the duration of accumulated hours from both event and publicity hours in each academic month. ISAs are eligible to receive incentives if they are one of the top 5 ISAs with the most hours.

4. Budget

A total of **\$600** have been allocated for this incentive, with the breakdown as listed below:

Items	Unit Cost (AUD)	Pcs	Total Cost (AUD)
Mini Lego Dumbo	\$15	5	\$75.0
Mini Lego Eeyore	\$15	5	\$75.0
Carte Crepes Vouchers	\$10	10	\$100.0
Castro's Kiosk Vouchers	\$10	10	\$100.0
Lego Happy Plants	\$30	5	\$150.0
cole's gift card	\$20	5	\$100.0
TOTAL			\$600.0

4. Conclusion

This concludes our proposal for the ISA Incentives. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,
Human Resources Department 2025/26,
UMSU International

Heads of Clubs Report

Central Committee Meeting #3– Wednesday, 10th September 2025

1. Introduction

This report summarises the Heads of Clubs Semester 2 2025 event. Heads of Clubs is a semi-formal networking event held to network with and introduce executive committee members of university clubs to UMSU International.

2. Event Details

Date	: Thursday, 28 th August 2025, 4:00 p.m. – 6:30 p.m.
Venue	: Evan Williams Theatrette
Number of Attendees	: 45 (including UMSUi committee members)
Coordinators	: Whitney YEUNG, Dhruv RANA, Keyur GOHEL
Manpower	: 3 Committee Members & 4 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$1100.00

3. Event Overview

The aim of the Heads of Clubs event is to make clubs at the University of Melbourne more aware of UMSU International, and introduce them to services and features, such as grants, that may prove to be helpful for both new and well-established clubs. The event also serves as a platform to build connections and open the door for potential collaborations with clubs in the future.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	August 13 th	Present Proposal	<ul style="list-style-type: none"> • Present proposal during CCM #1 	Whitney YEUNG
3	August 14 th - 20th	Logistics	<ul style="list-style-type: none"> • Book venue • Contact and order food from Vendors • Ticketing link from CME Help Desk • Task sheet for ISAs 	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
4	August 20th	Participants	<ul style="list-style-type: none"> • Write email drafts for clubs • Invite participants • Confirm number of participants and dietary requirements 	Whitney YEUNG
4	August 16 th -20th	Logistics #2	<ul style="list-style-type: none"> • Buy Drinks and Supplies 	Dhruv RANA
4	August 20th	Feedback Form	<ul style="list-style-type: none"> • Create feedback form to be used on the day post-event 	Whitney YEUNG
4	August 21st- 28th	Promotion	<ul style="list-style-type: none"> • Notify M&M about promotion at least 2 weeks prior to promotion period • Arrange social media promotion for the event via UMSU International socials • ISA Publicity Hours 	Whitney YEUNG

			<ul style="list-style-type: none"> Brief ISAs on event requirements (including food handling) 	
5	August 26 th -28 th	Department Slides	<ul style="list-style-type: none"> Notify committee about slides Finalise and compile slides 	Dhruv RANA, Keyur GOHEL
Event Day				
5	August 28 th	Heads of Clubs Event	(Written in event flow down below)	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
Post Event				
6	September 5 th	Report	Writing and filling out the report	Keyur GOHEL
7	September 10 th	Present Report	Present report in CCM	Whitney YEUNG

5. Event

Flow

Time	Activity	Details	PIC
3:30 PM	Event Preparation	<ul style="list-style-type: none"> Chairs Utensils and tables set up Getting presentation ready OBs arrive ISAs help Arrange food delivery 	Dhruv RANA, Keyur GOHEL, Whitney YEUNG
4:00 PM	Introduction	<ul style="list-style-type: none"> Participants arrive Introduction of event 	Dhruv RANA, Whitney YEUNG
4:30-5:00 PM	Presentations	<ul style="list-style-type: none"> Exco presentation Department presentations Order: President Vice president + E&W, Vice president + C&S, 	Whitney YEUNG, Dhruv RANA, Keyur GOHEL

		Vice president + M&M, HR P&S + Treasure + Grants Circula (Zhao+team)	
5:15-5:45 PM	Networking and Eating	<ul style="list-style-type: none"> ISAs and OBs will help to distributing food to participants and other OBs OBs and participants network and interact (bingo) Feedback from 	Dhruv RANA, Keyur GOHEL, Whitney YEUNG
5:45-6:00 PM	End of Event	<ul style="list-style-type: none"> Thank participants for coming Instruct ISAs to ask participants to fill out feedback form 	Dhruv RANA
6:00 - 6:30 PM	Clean Up	<ul style="list-style-type: none"> ISAs and P&S department clean up once all participants leave 	Dhruv RANA, Keyur GOHEL

6. **Reflections**

Attendance

The event had a turnout of 35 club executives, which was higher than expected since only 27 registrations had been received prior to the event.

Feedback

- The form received 10 responses. Most respondents found the slides to be relatively informative, with the grants section being seen as being the most informative.
- The respondents felt relatively satisfied with the food provided during the second half of the event.
- Suggestions collected from the form included creating more opportunities for interaction with clubs and improving coordination between presentations. They also recommended sharing slides in advance so executive committee members could involve their club members in preparing suggestions and questions.

Suggestions

- Begin promotions and planning earlier to allow clubs sufficient time to prepare.
- Set clearer expectations around attendance and encourage attendees to notify organizers earlier in case of no-show.

- The invitations could specify that walk-ins are welcome for the event, while booking a larger space.
- Consider holding the event earlier in the semester, since a lot of club AGMs are usually held around weeks 4-6. Conducting Heads of Clubs earlier would open up opportunities for potential collaborations around this time.

7. Budget

A total of **\$1100** has been allocated for this event, and the total actual expenditure for this event is **\$905** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Food Catering	1	\$785	\$785.0	\$800.00
Beverages	1	\$110	\$110	\$110
Napkins: 100 serviettes	2	\$1.00	\$2	\$2.00
Gloves	1	\$8	\$8	\$8
Miscellaneous	-	-	\$0	\$180.00
TOTAL			\$905.0	\$1100.00
Surplus/(Deficit)			\$195.00	

8. Conclusion

This concludes our report for the Heads of Clubs Semester 2 2025. Please do not hesitate to contact the P&S Department should you have any queries.

Prepared by,

Whitney YEUNG & Keyur GOHEL
P&S Department 2025/26
UMSU International

OSHC and Special Consideration Workshop Report

CCM #3 – Wednesday, 10th September, 2025

1. Introduction

Many international students lack knowledge regarding the details of their Overseas Health Insurance Cover in Australia, such as how it works and what they can claim from their insurance cover. As such, many of them do not know where to turn to or how to make use of their healthcare insurance when they are ill. To tackle this issue, we held an OSHC and Special Consideration Workshop to help international students gain knowledge and familiarise themselves with the Australian healthcare system and their healthcare insurance cover. In addition to this, we also helped students better understand the Special Consideration process at the university, how it works, and how they can utilise it during times when they require extra support when they are ill.

2. Event Details

Date	: Friday, 29 th October 2024 [12pm- 2pm]
Venue	: Singapore Theatre, Glyn Davis Building (Melbourne School of Design)
Number of Attendees	: 30
Coordinators	: Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU
Manpower	: 4 Committee Members & 4 ISAs (including coordinators which consists of 2 Committee Members and 4 ISAs)
Budget	: \$300

3. Event Overview

The OSHC Workshop consisted of an information session and a Q&A. In this information session, a speaker from BUPA gave a presentation to students, explaining details regarding their Overseas Student Health Cover, such as what it covers and how they can make use of it. This was followed by a 10-minute Q&A session, where students got the chance to ask the speaker questions. This was followed by another information session by a second speaker. The objective of this workshop was to help both undergraduate and graduate students.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	4 th August	Open Teamwork	Contact CME	Pavitra
2	4 th August	Contact the speaker	One speaker from BUPA, another from Stop 1	Pavitra, Irina
2	4 th August	Contact M&M – fill in design form	Contact M&M to help out with publicity	Sirong
4	11 th August	Ticket Registration	Organise ticket registration with CME	PICs
3	11 th August	Request ISAs	Request ISAs with HR	Corlynn
5	11 th August	Create feedback form	Create feedback form questionnaire	Sirong
Event Day				
5	29 th August	OSHC Workshop	Brief ISAs on the day and supervise running of event	All coordinators
Post Event				
5	29 th August	Feedback form	Ask attendees to fill it out	ISAs
7	6 th September	Complete report	Submit and present in CCM	All coordinators

Pre-event

- Reached out to HPP for speakers from Bupa
- Reached out to Stop 1 team for speakers on special consideration
- Submit ISA request to HR

- Request designs and promotion from MnM

Event Day

Event Flow

Time	Activity	Details	PIC
11:30am-11:45am	Set up	ISA meet up	Pavitra RAVI, Corlynn TNG, Sirong LIU
11.45pm-12.00pm	IT Preparation	Prepare speakers and any necessary IT on the day	Pavitra RAVI
12:15pm-12.35 pm	Information Session: Speaker from BUPA	Details regarding the OSHC	Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU
12.35pm-12.45pm	Q&A Session	Speaker from Bupa will answer questions from students	Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU
12.45pm-1.05pm	Information Session 2: special consideration	Marsha from stop 1 special consideration team	Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU
1.05pm-1.15pm	Q&A Session	Speaker from Stop 1 will answer questions from students	Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU
1.15pm-1.45pm	Snacks	Pizza & cookies for attendees	Irina ANANDA, Pavitra RAVI, Corlynn TNG,

			Sirong LIU
2pm	Wrap up	Ask attendees to fill in feedback form	ISAs

Post Event

- Compile responses from feedback form and create an event report
- Send out the slides to the participants who filled out the feedback form

5. Reflections

Attendance

- 23 attended, including 7 walk-ins
- 30/45 people registered attended, 66.7% show-up rate

Feedback

22 responses were collected.

Event Satisfaction

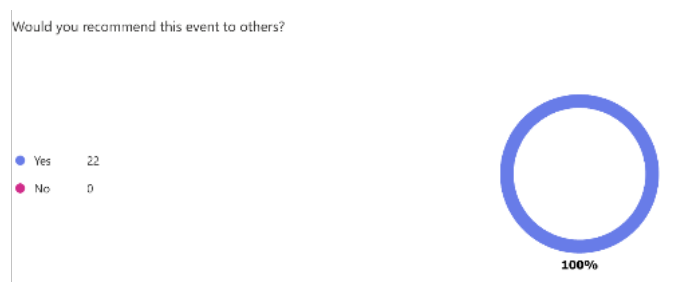
Out of the 22 responses collected, the average event rating is 4.36/5.0. (5: 12 responses, 4: 7 responses, 3: 3 responses)

How satisfied are you with the workshop provided today overall? (1= very dissatisfied, 5= very satisfied)



Recommendations to Others

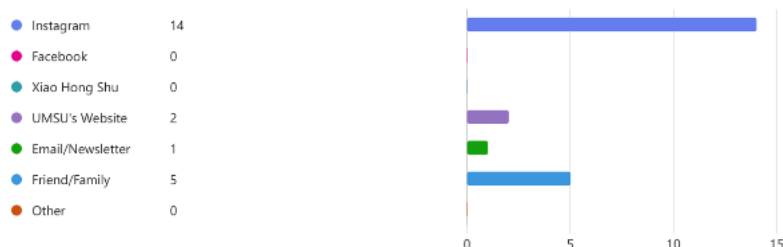
22/22 people said they would recommend this event to others, with their reason being the information provided in the workshop, which participants felt was useful and clear, according to the feedback form.



Publicity

The attendees heard about the event from these medias (top 4): Instagram, (63.6%), Friend/Family (22.7%), UMSU's Website (9.1%) and Email/Newsletter (4.5% each).

How did you hear about this event?



6. Suggestions from Feedback Form

- **Anything we can improve on:**
 - Easier access to the venue
 - Participants request more time allocated to QnA session as the demand was high during the session, especially during the Bupa session.
 - Participants request to have other food options other than Pizza.

Overall, common feedback we received from the participants was that the session was informative and useful, where they gained new information regarding OSHC.

7. Suggestion from Education Department

- **Location: Singapore Theatre**
 - Singapore theatre was a good venue, but it may be a bit harder to find since it is in the basement of the design building, which sees less foot traffic
 - We can highlight that the venue is located in the basement of the Glyn Davis building, so that participants can find the venue more easily
 - There was also miscommunication with MnM and had design approved late resulting in late and rushed promotions of the event.

8. Budget

A total of **\$300** have been allocated for this event, and the total actual expenditure for this event is \$0.00 with **the breakdown as listed below:**

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speaker	2	\$0	0.00
Pizza (Part of a set)	16	\$9.75	\$156.00
Drinks (Part of a set)	8		
Garlic bread (Part of a set)	8		

Cookies	3	\$34	\$102.00
Chocolates (for speakers)	3	\$10	\$30.00
Tissues	1	\$4	\$4
Cups	1	\$5	\$5
TOTAL			\$297

9. Conclusion

This concludes our report for the OSHC and Special Consideration Workshop 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU

**Education Department 2025/26
UMSU International**