



Unconfirmed Minutes

Emergency Central Committee Meeting #3 – Saturday, 27th June 2026

MOTION ORDER

Move that **Standing Orders** be adopted for **eCCM #3**

The meeting opens at **10:08AM**

All for the motion

Anyone against

Any abstentions

Motion CARRIED/REJECTED

All the time, every time.

Mover : Phoebe CHAN

Seconder : Kirsten ABUSTAN

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 – 25 members

Late with Apologies

EXCO:

Directors:

Officers:

Leaving Early with Apologies

EXCO:

Directors:

Officers:

Absent with Apologies

EXCO:

Directors:



Officers: Elaine YE

Late with No Apologies

EXCO:

Directors:

Officers:

Leaving Early with No Apologies

EXCO:

Directors:

Officers:

Absent with No Apologies

EXCO: Nishka CHOPRA

Directors:

Officers: GOH Ai Jin (Allison), Aliya HAFIZ, Keyur GOHEL, Edeline FIDELIA, Juni TAKAHASHI, THAO Nhi (Sally), Xing Li (Charlene) Tan, Minjeong (Lucy) SEONG, Lok Yi (Jeslyn) LI,

Move that the **Agenda for eCCM #3** be adopted at **10:09AM**

Mover : Zejun (Amanda) LI

Secondar : Ryan SIU

Motion Carried.

Move that the **minutes of CCM #12 be accepted and confirmed as a true and accurate record.**

Mover : Neeya Ann SIBU

Secondar : Chieh-Hsin HSU(Karen)

Motion Carried.

(Please include any quiriies raised and discussed)

Move that the **ISA Recruitment July 2026 Intake Proposal** be accepted.

Momoka HONDA asked if current comm needed to help with anything

Suhas AGRAWAL agreed and will post a sign-up sheet in the main group chat

Mover : Zejun (Amanda) LI

Secondar : Pheobe CHAN



Motion Carried.

Move that the **Food Adventure Proposal** be accepted.

Mover : Neeya Ann SIBU

Seconders : Pavitra RAVI

Motion Carried.

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

Amanda asked if there are still any snacks in the lounge that we can reallocate to CNS

Mover : Shamsul Arham AKHAND

Seconders : Shreeyukta ADHIKARI

Motion Carried.

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

Other Business

- Amanda asking when they will present EPG Report

Move that **Standing Orders** be suspended at **10:25AM**

Mover : Chieh-Hsin HSU (Karen)

Seconders : Pheobe CHAN

Motion Carried.

Move that **eCCM #3** be adjourned at **10:25 AM**

Mover : Kirsten ABUSTAN

Seconders : Nivetha SANKARASUBRAMANIAN

Motion Carried.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL



Care for, Act for, Stand for International Students

The meeting closes at **10:26AM**

Additional Notes



Prepared by,

Redd Danielle Sy
General Secretary 2025/26
UMSU International

Agenda

Emergency Central Committee Meeting #3 – Saturday, 27th June 2026

Time : 10:00AM

Venue : Online

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 #12

4. Proposals

- 4.1. ISA Recruitment July 2026 Intake Proposal
- 4.2. Food Adventure Proposal
- 4.3. WinterFest Giveaway Proposal

5. Reports

6. Other Business

- 6.1.

7. Next Meeting

MOTION ORDER

Move that **Standing Orders** be adopted for **CCM #12** at 5:38PM

All for the motion

Anyone against

Any abstentions

Motion CARRIED/REJECTED

All the time, every time.

Mover : Bhavya MIDDHA

Seconder : Johnathan SONG

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 – 35 members

Late with Apologies

EXCO:

Directors:

Officers: Ryan SIU

Leaving Early with Apologies

EXCO: Shreeyukta ADHIKARI

Directors:

Officers: Aliya HAFIZ, Zoe Michelle SHANTA

Absent with Apologies

EXCO:



Directors:

Officers: Elaine YE

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 #12** be adopted at **5:39PM**

Mover : Kirsten ABUSTAN

Seconded : Redd Danielle SY

Motion Carried.

Move that the **minutes of CCM #11 be accepted and confirmed as a true and accurate record.**

Mover : Sheela LIM

Seconded : Phoebe CHAN

Motion Carried.

Move that the **World Cup Screening Proposal** be accepted.

Mover : GOH Ai Jin (Allison)

Seconded : Tejna Saravana KUMAR

Motion Carried.



Move that the **UMSU International Committee Hoodies Proposal** be accepted.

Mover : Zejun (Amanda) Li

Seconders : Karen HSU

Motion Carried.

Move that the **Mental Health Week Report** be accepted.

Mover : Zejun (Amanda) Li

Seconders : Suhas AGRAWAL

Motion Carried.

Move that the **ISA and ISA / OB Bonding 2026 Report** be accepted.

Mover : Sheela LIM

Seconders : Ai Jin (Allison) GOH

Motion Carried.

Move that the **Meat and Greet 2026 Report** be accepted.

Mover : Pheobe CHAN

Seconders : Shamsul Arham AKHAND

Motion Carried.

Move that the **Night Market 2026 Report** be accepted.

Mover : Neeya Ann SIBU

Seconders : Sai Wing (Ryan) SIU

Motion Carried.

Move that the **PR / VISA Workshop Report** be accepted.

Mover : Phoebe CHAN

Seconders : Keyur GOHEL

Motion Carried.

Move that the **President's Report #3** be accepted.



Mover : Zoe Michelle SHANTA

Seconder : Johnathan SONG

Motion Carried.

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

Other Business

- Exam Pack Giveaway Helpout Sheet

Move that **Standing Orders** be suspended at **6:34PM**

Mover : Ai Jin (Allison) GOH

Seconder : Zejun (Amanda) LI

Motion Carried.

Move that **CCM #12** be adjourned at **6:34PM**

Mover : Raunak RAGHAVAN

Seconder : Tejna Saravana KUMAR

Motion Carried.

Additional Notes

Prepared by,

Redd Danielle Sy
General Secretary 2025/26
UMSU International

ISA Recruitment July 2026 Intake Proposal

Emergency Central Committee Meeting #3 – Saturday 27th June 2026

1. Introduction

The ISA Recruitment 2026 will be divided into two parts: July Intake and August Intake (further explained in a separate proposal). The July Intake mainly functions to recruit ISAs for the upcoming events before the start of the upcoming semester (E.g. Winterfest). Meanwhile, the ISAs from August Intake will focus on supporting any events going to be conducted after the start of Semester 2, 2026.

2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2026.
- Recruit around 35-40 ISAs out of all applications for the July Intake.

3. Event Details

Date	: Monday, 29th June 2026 - Sunday, 12 th July 2026
Venue	: Online
Coordinators	: Redd DANIELLE SY, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Sheela LIM JIA NI
Manpower	: 10 Committee Members (including coordinators which consists of 4 Committee Members)
Budget	: \$0

4. Event Overview

We are now aiming to start our July Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

5. Event Timeline

We are now aiming to start our July Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the current and upcoming Human Resources (HR) department members.

Date (might change depending on)	Activity	Descriptions	PIC
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committee members' availability)			
Pre-event Preparations			
22/5/2025 - 21/6/2025	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Suhas AGRAWAL
	Application & Interview Preparations	Make Application Form, Interview	Redd DANIELLE SY, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Sheela LIM JIA NI
Event Day			
23/6/2025 - 29/6/2025	Open ISA Application	Application will be opened to all University of Melbourne's students	Redd DANIELLE SY, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Sheela LIM JIA NI
24/6/2025 - 29/6/2025	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Redd DANIELLE SY, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Sheela LIM JIA NI
		Conduct ISA interviews & Selecting ISAs	Redd DANIELLE SY,

4/7/2025 - 6/7/2025	Interviews & Selection		Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Sheela LIM JIA NI
Post Event			
8/7/2025	Send Emails	Send out acceptance and rejection emails for candidates	Suhas AGRAWAL
12/7/2025	Big Day Out	A welcoming and induction event for ISAs	Redd DANIELLE SY, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Sheela LIM JIA NI

6. Budget

A total of **\$0** have been allocated for this event:

7. Conclusion

This concludes our proposal for the ISA Recruitment July 2026 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Suhas AGRAWAL

Human Resources Director 2025/26

UMSU International

Food Adventure Proposal

ECentral Committee Meeting – Saturday, 27th
July 2026

1. Introduction

Food Adventure is an opportunity for students to befriend and familiarize Melbourne by delving into its food culture. Students will get to try on delicacies of diverse cuisines from several restaurants. Students will be split into groups and led to discover

2. Objectives

This event
aims to:

- Provide the opportunity for freshmen to gather and socialize
- Allow students to experience the diverse food culture in Melbourne
- Promote UMSU International by providing participants with information about us throughout the event

3. Event Details

Date : Saturday, 11th August 2026

Venue : In person, South Lawn

Number of Attendees : 150

Coordinators : Mishti MITTAL, Ryan SIU,
Paridhi CHHAJED, Jonathan
SONG, Jiya PAREEK, Hari Dutt VYAS

Manpower : 9
OBs & 18 ISAs (including coordinators which
consists of 7 Committee Members)

Budget : \$5000

4. Event Overview

The students will be divided into 12 groups where each group will visit 3 restaurants at either Fitzroy, Carlton or Collingwood

Potential List of Restaurants: **(Subject to Change)**

Fitzroy	Collingwood	Carlton
Lune Croissanterie	Piccolina	Dumpling Max
Vegie Bar	Jinda Thai	Beku Gelato
Belle's Hot Chicken	Falco Bakery	Just Reload

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	3/7/2026	Initial planning	First meeting to delegate works	Mishti MITTAL, Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
0	5/7/2026	Proposal	Start writing the proposal	Mishti MITTAL

0	10/7/2026	Teamwork Setup	Setting up the team project with UMSU staff members	Mishti MITTAL
0	12/7/2026	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Mishti MITTAL, Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
0	14/07/2026	Contact MnM for Promotion materials	Coordinating the design of the posts/poster	Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
0	15/7/2026	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK

0	16/7/2026	Pre-order menu	Selecting a menu ahead of time	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
0	18/7/2026	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
0	21/7/2026	Creating Sign Up Sheets	Creating signup sheet that will include attendees dietary requirements,	Jonathan SONG

1	23/7/2026	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Mishti MITTAL
1	26/7/2026	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK

1	28/7/2026	Create travel booklets + briefing documents	Writing up three travel booklets (for each route) for the participants and preparing the documents for the briefing (putting in PDF format for group chats in each route) Info will include: Contacts for PIC	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
2	30/7/2026	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
2	31/7/2026	Buying items for event	Any necessary materials such as wristbands or emergency equipment such as Epipens	Mishti MITTAL
2	2/8/2026	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Jiya PAREEK
2	5/8/2026	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Hari Dutt VYAS
2	7/8/2026	Allocate participants into groups	Allocating the final list of participants into groups	Mishti MITTAL
3	10/8/2026	Brief OBs and ISAs	Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles.	Mishti MITTAL
Event Day				

3	11/8/2026	Set up check in table	Setting up at south lawn	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
3	11/8/2026	Briefing	Final brief for OBs and ISAs	Mishti MITTAL, Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
3	11/8/2026	Event	The event will take place from 11:00 AM - 3:30 PM	Coordinators, OBs, ISAs
Post Event				
4	11/8/2026	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
4	13/8/2026	Report	Writing up the report	Paridhi Chhajed, Jonathan SONG

Pre-event • Research and select 3 restaurants per route (Brunswick, South Yarra, Carlton).

- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.

- The ticketing system will have each attendee paying \$5 to participate in the event
- Work with the HR department to get 24 ISAs to help guide the groups.
- Before the event day, event coordinators will brief the OBs and ISAs about their duties.

Event Day

- OBs and ISAs are to meet at the meeting point by 11 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:20 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:40 AM, all groups should be on their way to their respective restaurants assigned.

Event Flow

Time	Activity	Details	PIC
11:00 am - 11:10 am	Setting up check in table	Event coordinators will set up in the check in table at South Lawn	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, ParidhiCHHAJED, Jiya PAREEK
11:10 am - 11:20 am	Briefing OBs and ISAs	Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete.	Mishti MITTAL, Ryan SIU, Hari Dutt VYAS, Jonathan SONG, Paridhi CHHAJED, Jiya PAREEK
11:20 am - 11:40 am	Taking attendance	Taking attendance of all the participants and allocating them into their groups.	Ryan SIU, Hari Dutt VYAS, Jonathan SONG, ParidhiCHHAJED, Jiya PAREEK

11:40 am - 1200pm	Head to Routes	In groups of 10, participants are to separate and head into their own routes. Each coordinator and 1 OB will head to their allocated route to supervise.	ISAs and OBs
12 pm - 12:45 pm	First Restaurant	Group should arrive by 11:45 at their designated first restaurant. Timekeeper must remind all participants 5 minutes before they have to head out to the second restaurant.	ISAs and OBs
12:45 pm - 1:30 pm	Second Restaurant	Group should arrive by 12:45 to the second restaurant.	ISAs and OBs
1:45 pm - 2:30 pm	Third Restaurant	Group should arrive by 1:45 to the third restaurant.	ISAs and OBs

Post Event

- After 3:00 PM, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Leaders should ensure the students completed the survey before leaving. Students then can be on their way back.

6. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Brunswick Expenditure	3	555.56	1666.66
South Yarra Expenditure	3	555.56	1666.66
Carlton Expenditure	3	555.56	1666.66
TOTAL			5000.00

7. Conclusion

This concludes our proposal for the Food Adventure Proposal 2026. Please do not hesitate to contact the Cultural & Social Department should you have any queries or suggestions for potential restaurants.

Prepared by,

Mishti MITTAL Cultural & Social Department 2026/27 UMSU International

WinterFest giveaway Proposal

ECentral Committee Meeting – Saturday, 27th June 2026

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	:	Parkville – 22 nd July, 2026 Southbank – 28 th July, 2026 Burnley – 29 th July, 2026
Venue	:	TBA
Number of Attendees	:	500
Coordinators	:	Ryan Siu and Mishti Mittal
Manpower	:	8 ISAs & 7 OBs
Budget	:	\$3500

4. Event Overview

This event will consist of Packing and Distribution

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	July	Packing	This stage will consist of ISAs and OBs who will pack the giveaway bags	Ryan Siu, Mishti Mittal
Event Day				

0	July	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Ryan Siu, Mishti Mittal
0	July	Distribution	For each shift the team consists of 4 OBs and 2 ISAs who will distribute the goodie bags and engage with new students	Ryan Siu, Mishti Mittal

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 remember to let the students choose only one souvenir and one of each snacks. confirming students have followed UMSUi social media page + take attendance	Ryan Siu, Mishti Mittal

10:45AM-11:00AM	Set up	Setting up banner and tables	Ryan Siu, Mishti Mittal
11:00AM-03:00PM	Distribution	Giving goodie bags and engage students	Ryan Siu, Mishti Mittal
03:00PM-03:15PM	Pack down	Clean and pack the area	Ryan Siu, Mishti Mittal

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	500	6	3500.00
TOTAL			3500.00

7. Conclusion

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

Prepared by,

Mishti Mittal

Cultural and Social Department 2026/27 UMSU International

**[Event Name] Report**Central Committee Meeting #x – Friday, [Date]th [Month] [Year]**1. Introduction**

This report summarises the [EVENT NAME] 2022, which covers the period of [INSERT DATE].
[Insert brief description of your event; the rationale for the event, etc.]

2. Event Details

Date : [Day], [Date]th [Month] [Year] [(Time - Melbourne time)]

Venue : [Venue, either Online or In person, insert the details here]

Number of Attendees : [Number of expected participants]

Coordinators : [OB's First Name] [LAST NAME]

Manpower : [Number of] Committee Members & [Number of] ISAs
(including coordinators which consists of x Committee Members and x ISAs)

Budget : \$[Total Actual Expenditure]

3. Event Overview

[Further descriptions of the Event details]

4. Event Timeline

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



Pre-event

- [Further Details if any]

Event Day

- [Further Details if any]

Event Flow

Time	Activity	Details	PIC
Xx:xx am/pm - xx:xx am/ pm	xx	[Description of the activities]	

Post Event

- [Further Details if any]

5. Reflections**Attendance**

- [INSERT REFLECTIONS ON THE ACTUAL EVENT]

6. Feedback

[INSERT FEEDBACK FROM GOOGLE FORM SUBMISSION]

7. Suggestions**Participation**

- [INSERT SUGGESTIONS FOR FUTURE COMMITTEE IF DOING THE EVENT AGAIN]

8. Budget

A total of \$[**Total Budget**] have been allocated for this event, and the total actual expenditure for this event is \$x with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
xx	xx	xx	xx.00
xx	xx	xx	xx.00
TOTAL			350.00

9. Conclusion

This concludes our report for the [Event Name] Proposal 2025. Please do not hesitate to contact the [Department Name] Department should you have any queries.

Prepared by,

[First name] [LAST NAME]
 [Name of your Department] Department 2025/26
 UMSU International



6. Other Business

[INSERT IF THERE IS ANY]

7. Next Meeting

CCM #x

Date : Monday, xxth [Month] 2025 (17:30)

Venue : [Venue]