Meeting opened at 12:10pm by Hana Dalton.

1. **Procedural Matters**
   1.1 **Election of Chair**

   **Motion 1:** To elect Hana as Chair.
   Mover: Hana Dalton  
   Seconder: Karly Banks  
   CARRIED WITHOUT DISSENT

   1.2 **Acknowledgement of Indigenous Owners**
   So acknowledged.

   1.3 **Attendance**
   
   **Operations Sub-Committee members:** Karly Banks, Sarah Xia, Lachlan Gell  
   **Office Bearers:** Hana Dalton (General Secretary), James Bashford (Welfare)

   1.4 **Apologies**
   Danielle Bagnato

   1.5 **Proxies**
   Nil.

   1.6 **Membership**
   N/A

   1.7 **Adoption of Agenda**

   **Motion 2:** To adopt the agenda as presented.
   Mover: Hana Dalton (Chair)  
   CARRIED WITHOUT DISSENT

2. **Confirmation of Previous Minutes**

   **Motion 3:** To confirm all three sets of previous minutes as a true and accurate record of those meetings.
   Mover: Hana Dalton (Chair)  
   CARRIED WITHOUT DISSENT
3. **Matters Arising from the Minutes**

   It was noted that motion 2.6 from the minutes of the previous meeting of the Operations Sub-Committee (29/10) was intended to include installation costs for installing the digital projector within the designated amount of money passed ($4,500), however this was not reflected in the wording of the motion.

   **Motion 4:** To clarify that motion 2.8 of the previous meeting (VCA Department Expenditure – digital projector) was intended to include installation costs.
   
   Mover: Hana Dalton (Chair)
   
   CARRIED WITHOUT DISSENT

4. **Correspondence**

   Dear Hana,

   The University of Melbourne and Melbourne International Relations Society have never sent a delegation to the prestigious NMUN-NY in New York, which is a wonderful educational opportunity for students.

   Over 5,000 college/university students, more than half from outside the United States, visit New York City for the conference, to discuss current global issues with the UN Headquarters as a backdrop. Delegates are asked to solve three pressing issues relevant to the 21 simulated UN committees available at the conference, and it would be fantastic to see a delegation from the University of Melbourne and Melbourne International Relations Society attend NMUN-NY Conference B next year in New York, which happens to be held during the Semester 1 mid-semester break.

   However, the conference requires that every university delegation pay a USD $200 delegation fee (just under $300 Australian dollars), which is prohibitively expensive for the Melbourne International Relations Society to cover. There is already interest in attending the conference, and it would an amazing educational opportunity for University of Melbourne students. Any financial support from UMSU to cover the cost of the delegation fee would be greatly appreciated.

   Thank you in advance!

   Regards,
   
   Kieran Gooley
   
   Vice President (Model UN)
   Melbourne International Relations Society

   Hana spoke to the nature of the motion.

   Sarah provided some context as the President of the Melbourne University International Relations Society.

   **Motion 5:** That up to $300 be passed from budget line ‘Student Grants and Initiatives’ to cover the delegation fee for students to attend the NMUN-NY.
5. **Other Reports**
   Nil.

6. **Operational Business**
   Nil.

7. **Motions on Notice**

   7.1 **Purple UMSU tape**

   Amended to include a budget line.

   **Preamble:** UMSU has a very distinctive brand that is well utilised on its printed publications and materials. At events themselves, UMSU is able to display its branding through t-shirts and banners, but these methods do not always give the impression that the event is entirely UMSU (often volunteers are not wearing them).

   It has been suggested that at events like O-Week, for example, it is not visually clear where the University services end and UMSU’s begin. With the threat of VSU, anything we can do to increase the presence, appreciation of and affection for UMSU is important.

   Purple tape with UMSU UMSU UMSU UMSU UMSU printed on it is a measure that is long overdue. Its possible uses could include:

   - Creating and maintaining lines at events like Welfare breakfasts and Activities BBQs
   - Demarcating reserved space in public venues (think Farrago launch parties)
   - Branding tables where volunteers, casual or OBs are running giveaways or having conversations
   - Sectioning off areas of South Lawn, North Court, or Concrete Lawns for outdoor events, picnics, markets

   **Motion 6:** To move up to $300 from Whole of Union for the purchase of purple UMSU-branded caution tape for sectioning off of areas at events and increasing UMSU’s branding.

   Mover: Karly Banks   Seconder: Lachlan Gell

   CARRIED WITHOUT DISSENT
7.2 Icy-poles

**Motion:** That up to $500 be passed to purchase icy-poles so that they can be given out to students from the Info Desk when they finish an exam or assignment.

Mover: Lachlan Gell  
Seconder:  

**MOTION LAPSED**

7.3 Queer Department Expenditure

Hana clarified that the Queer Department’s Special Projects & Events line (up to $1000) and its Food & Beverages line (up to $500) were the only budget lines from which money could be passed as per the Queer Committee’s delegation to Operations Sub-Committee, hence the bracketed clarification.

**Motion 7:** To move up to $1,000 out of various Queer Department budget lines ($1000 from Special Projects and Events line, $500 from food & beverages line) to improve and increase the resources in the Queer Space and Queer Office.

Mover: Karly Banks  
Seconder: Lachlan Gell  

**CARRIED WITHOUT DISSENT**

8. **Motions Without Notice**

**Procedural motion:** To discuss motions 8.1 to 8.10 en bloc.

Mover: Karly Banks  

**CARRIED WITHOUT DISSENT**

8.1 Welfare Department Expenditure – Disorientation Week

**Preamble:** The Welfare department has received an invoice for $335.00 from AV@Melbourne for our movie night in disorientation week. A motion approving expenditure for this event was passed by Welfare Committee but the wording was not specific enough for the invoice to be paid, so a new motion is needed.

**Motion:** To approve expenditure of $335.00 from Welfare budget Line “Collective” for AV and equipment hire for the disorientation week movie night.
8.2 Welfare Department Expenditure – End of year collective party

**Preamble:** At the last Welfare Collective for the semester we discussed organising an end of year party after the exam period to thank volunteers and celebrate their work over the year. This has been tentatively scheduled for the afternoon of November 19th.

**Motion:** To approve expenditure of up to $100 from Welfare budget line “Collective” for food, drinks and other items for an end of year collective event.

8.3 Welfare Department Expenditure – Thank you gifts

**Preamble:** Over the course of the year the department has been helped a lot by various particular individuals who I would like to thank for these contributions. These include Union House security guards, UMSU staff and University staff.

**Motion:** UMSU Welfare committee thanks those all those who have contributed to the department over the course of the past year. Committee directs the Welfare Officer to write thank you notes to individuals who have assisted and approves expenditure of up to $200 from welfare budget line “Collective” for the purchase of small gifts (up to a value of $25 for each gift) to be given as thank yous.

8.4 Welfare Department Expenditure – BBQ Equipment

**Preamble:** Over the course of the year some of the BBQ equipment purchased at the beginning of Semester 1 is in poor condition and needs to be replaced. Feedback from volunteers has also indicated that we need more equipment like longer tongs and aprons. By purchasing these now we will be able to free up money in next year’s welfare budgets for other purposes.

**Motion:** To approve expenditure of up to $200 from welfare budget line “Collective” for the purchase of items and equipment for welfare breakfasts.

8.5 Welfare Department Expenditure – Self-help books

**Preamble:** Given that there is money left over in the Welfare budget, I’ve offered to share this money to purchase items of use to other departments that are also relevant to the aims of the Welfare Department. Andrea, the Queer Officer, and I have discussed using some of this money to purchase self-help books and other resources which can be shared between the Queer Space, Wom*n’s Room and UMSU offices for use by students.

**Motion:** To approve expenditure of up to $300 from welfare budget line “Special Projects and Events” for the purchase of books to support the welfare of students, to be shared with other UMSU departments.
8.6 Welfare Department Expenditure – Food Bank

**Preamble:** Given that there is money left over in the welfare budget, it would be wise to use some of this money to stock up on items for the food bank to ensure it is well stocked next year regardless of next year’s budget.

**Motion:** To approve expenditure of up to $500 from welfare budget line “Special Projects and Events” for the purchase of items for the Food Bank.

8.7 Welfare Department Expenditure – Food Bank Storage

**Preamble:** Given the above, it is also a good opportunity to purchase storage for these items like crates, containers and shelving.

**Motion:** To approve expenditure of up to $100 from welfare budget line “Special Projects and Events” for the purchase of storage for the food bank.

8.8 Welfare Department Expenditure – Condoms

**Preamble:** With what’s left in the welfare budget it has also been suggested that condoms be purchase to be available for free for students from the Welfare and other UMSU departments to encourage safe sex.

**Motion:** To approve expenditure of up to $500 from budget line “Campaigns” for the purchase of condoms and other contraceptives to be provided to students for free.

8.9 Welfare Department Expenditure – Yoga Mats

**Preamble:** Earlier in the year the department purchased yoga mats for the free yoga classes. These mats have become worn over the course of the year and many need to be replaced, while having more mats will make the classes more accessible to students without their own mats next year (given the intention of the Welfare Officers-elect to continue this program).

**Motion:** To approve expenditure of up to $80 from budget line “Support services” for the purchase of yoga mats.

8.10 Welfare Department Expenditure – Board Games

**Preamble:** Board Games will be a useful resource for the department to have on hand. This year we’ve borrowed games from other departments for several collective meetings and next year’s OBs are considering regular board game social events.
Motion: To approve expenditure of up to $100 from budget line “Special Projects and Events” for the purchase of board games for the use of the Welfare Department.

James and Sarah provided context for the motions, pointing out that most of the items purchased through this expenditure will be useful for next year.

Motion 8: To pass motions 8.1 to 8.10 en bloc.
Mover: James Bashford  Seconder: Sarah Xia
CARRIED WITHOUT DISSENT

8.11 Education Department Expenditure – Governance & Discipline Handbook

Preamble: Together with the GSA and Advocacy and Legal the Education Department helps run Governance Training as part of the Student Representative Network to prepare student representatives to sit on boards and committees in the University. We also run Discipline Training for student reps that will sit on Academic and General Misconduct Committees during the year. Both these training sessions will be run on the 23rd November this year and have printed handbooks so students can take them away and look over them during the year. The Advocacy and Legal Department put a lot of organisational time into these training sessions in ways only they could, so we feel it is the Education Department’s responsibility to help cover the cost of the handbooks.

Motion 9: To move $1000 from the Education Department ‘Campaigns, Special Projects & Events’ budget line to help cover the cost of printing the Governance and Discipline Handbook to hand out to student representatives.
Mover: Sarah Xia  Seconder: Karly Banks
CARRIED WITHOUT DISSENT

8.12 Equipment transfer to the Activities Department

Hana took up seconding rights to prompt discussion.
Karly pointed out that this measure would make things more time and cost effective.
Lachie suggested that the motion undermines the purpose of AV@Melbourne, and should be voted down or deferred until the next Students’ Council.
Hana pointed out that AV@Melbourne is a business, and as AV@Melbourne’s uses for the equipment specified are unknown, this decision may impact upon their business.
Karly was happy to defer the motion.
Sarah asked if AV@Melbourne has been consulted, to which the answer was unknown.

Preamble: It would be more cost effective and easier for the Activities department to possess a small PA system for small events, AV@Melbourne’s has older and excess stock of speakers, part of which has come from office bearer departments in the past, that could be used as Activities
equipment for events like Trivia in the Student Lounge, DJ iPod events in the North Court and could also be utilised by OB’s and clubs for smaller events without cost. Activities would be liable for maintenance and storage of this equipment and work closely with the Entertainment Dept to ensure the equipment remains in good condition and compliant.

**Motion:** That the following PA system gear be transferred in ownership from AV@Melbourne to UMSU Activities, to be maintained by the Activities Department: 1 x JBL powered sub and slave, 2 x JBL Eon 15p’s, a Behringer mixing desk (if available) and associated power and signal leads.

Mover: Karly Banks  
Seconder: Hana Dalton

**Procedural motion:** To defer motion 8.12 to the next meeting of Students’ Council  
Mover: Karly Banks  
CARRIED WITHOUT DISSENT

**9. Office Bearer Leave**

Nil.

**10. Other Business**

Nil.

**11. Next Meeting**

If needed, depending on outcome of Students’ Council on November 12.

**12. Close**

Meeting closed at 12:28pm.