Meeting opened at 2:07 by James Bashford

1. Procedural Matters
   1.1. Election of Chair

   Motion 1: That James Bashford be elected chair.
   Moved: James Bashford Seconded: Adam Wojcik
   Carried Without Dissent

   1.2. Acknowledgement of Indigenous Owners
       So Acknowledged

   1.3. Attendance
       Office Bearers: James Bashford (Welfare Officer)
       Committee Members: Adam Wojcik, Bek Drake, Lydia Wang, Sophie Sun, David Coates

   1.4. Apologies
       - Keefe Wong
       - Tess Grimond

   1.5. Proxies
       No proxies

   1.6. Membership
       No change

   1.7. Adoption of Agenda

   Motion 2: That the agenda be adopted as presented.
   Moved: Chair
   Carried Without Dissent

2. Correspondence

James informed the committee that the Union would be receiving a large donation of sparkling ice tea from Lipton.

James outlined that he had been in contact with Danielle Clayman from Wellness@Melbourne to discuss working together throughout the year and had begun planning for Stress Less Week.

3. Office Bearer Report

   Report is Attached
Bek explained that the banners had torn last year after being used at each of the weekly barbecues and may not be worth replacing. James explained that they may be able to be repaired but that posters on the Union A-Frames would be a more durable and economic option.

Sophie asked how students would be able to transport kitchenware or vacuum cleaners from the household goods service. James said it would be important to purchase easily portable appliances and will talk to the Monash Student Association, which has a similar service, to see how they approach this issue.

### Motion 3: To accept the Office Bearer Report

Moved: David Coates  
Seconded: Adam Wojcik

*Carried Without Dissent*

### 4. Motions on Notice

#### 4.1. 2015 Welfare Budget

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Events</td>
<td>$13 000</td>
</tr>
<tr>
<td>Special Events</td>
<td>$3 000</td>
</tr>
<tr>
<td>Campaigns</td>
<td>$1 000</td>
</tr>
<tr>
<td>Support Services</td>
<td>$1 300</td>
</tr>
<tr>
<td>Collective</td>
<td>$1 000</td>
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<tr>
<td>Photocopying/Printing</td>
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<tr>
<td>Stationary</td>
<td>$180</td>
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<tr>
<td>Telephone</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20 000</strong></td>
</tr>
</tbody>
</table>

James explains each budget line.

### Motion 4: That the committee adopt the proposed Welfare Department budget for 2015

Moved: James Bashford  
Seconded: Adam Wojcik

*Carried Without Dissent*

#### 4.2. Operations Sub Committee

The Operations Sub Committee is a part of council and has the power to approve department expenditure. This is necessary for departments to continue operating and running events in case the committee and council are unable to reach quorum.

**Motion 5:** That the Welfare Committee approves budgetary delegation to the Operations Sub Committee of up to $1000 for each Welfare Department Budget Line.

Moved: James Bashford  
Seconded: David Coates

*Carried Without Dissent*
4.3. Household Goods Service Crates

This year the Welfare Department will be establishing a service providing household goods like kitchenware to students living out of home and in need. This will require the purchase of storage throughout the year. As the department has already received a large amount of donations, some crates have already been purchased.

Motion 6: To reimburse James Bashford $44.00 from budget line Support Services for the purchase of crates to store goods for the household goods service.

Moved: David Coates  Seconded: Adam Wojcik
Carried Without Dissent

4.4. Weekly Breakfast

The Weekly Breakfast is the welfare department’s best known event serving hundreds of students every week.

Motion: To approve expenditure of up to $1200 from budget line Regular Events for the hiring of barbeques and purchase of food for the first 4 weekly breakfasts of Semester 1.

Moved: James Bashford  Seconded: Sophie Sun

Not voted on

Sophie and Bek raise that some BBQ equipment would need to be bought after some was thrown out at the end of last year. James proposes amending the original motion which is accepted by the seconder.

Discussion about the high expense of BBQ hire and possibility of buying a department BBQ or hiring from large clubs like arts to save money.

Motion 7: To approve expenditure of up to $1200 from budget line Regular Events for the hiring of barbeques and purchase of food and BBQ equipment for the first 4 weekly breakfasts of Semester 1.

Moved: James Bashford  Seconded: Sophie Sun
Carried Without Dissent

5. Other Business

5.1. Weekly Breakfasts

General discussion on how the committee would like the Weekly BBQ to run this year. Agreement to keep the BBQ on Thursday mornings and to experiment with holding it in South Court to attract more students, with North Court as a back up for bad weather. Discussion on the importance of catering to all food and dietary requirements and suggestion of having themed weeks.

5.2. Fitness Classes

General discussion with agreement that Yoga and Zumba are popular options to offer, suggestion of more regular self defence classes. Suggestions that the department advertises for qualified students to instruct the classes and for some outdoor venues such as Systems Gardens.

5.3. Stress Less Week

James reports back on progress so far in planning with Wellness @ Melbourne and that the date has been set for week 10 (May 11-15).
Adam asks if this date may clash with Eurovision, it is confirmed that it won’t as Eurovision will be held on May 19-23.

Suggestions for events include a coffee stall and dodgeball.

5.4. Other Business
Discussion on need to run events for International Students, particularly working with UMSU Intl. and international student clubs. Suggestion of a host or cultural exchange orientation activities, as well as advice on renting rights, working rights and how to find a job.

Discussion about the need to build a strong volunteer network for the department. Suggestions include effectively using social media, having online sign up forms and creating a Union wide volunteer network. James asks for suggestions for a name for the volunteer group.

6. Next Meeting
TBC

7. Close

Meeting closed at 3:00 PM
In the past 3 weeks since moving into the office, I’ve been busy setting up for a busy year ahead. The Welfare Department begins the year with little in the way of assets. Despite only being purchased last year, two of the department’s banners have been torn at the top and are no longer useable unless repaired, while no records or files have been left from the previous office bearer. Nonetheless I have been lucky to receive advice and support from previous Welfare Officer Lindsey Motteram as well as Seb Horey who was Welfare Officer at La Trobe Student Union. The office has also quickly amassed several boxes of kitchenware from other departments and the university which will be able to be offered to students living out of home as part of a new service this year.

This year the Welfare Department will once again run Stress Less Week (run as Wellness Week last year) in conjunction with the University’s Wellness@Melbourne program. This has been set for week 10 of Semester 1 from May 11th – 15th, and is also planned for week 10 of semester 2. I have already met with Danielle from Wellness@Melbourne to begin planning this week as well as discussing other initiatives where we can work together this year. I’ll also be encouraging other UMSU departments as well as clubs and societies to come on board and participate in what should be a fantastic week.

Another key project for this year will be establishing the household goods service which will offer household items like kitchenware to students living out of home as well as appliances like vacuum cleaners which can be borrowed. I plan to also establish a food bank as part of this service. The key challenge for this will be finding storage space in Union House which will be easily accessible for students in a way that protects their privacy, as well as the costs involved in setting it up.

This year will also see the department continue the successful free weekly breakfasts and fitness classes while other events currently in planning include:

- A barbeque in conjunction with Wellness@Melbourne promoting VicHealth’s “No Excuse Needed” campaign.
- Tea and coffee stalls at libraries during the exam period.
- Campaigns to improve access to concession cards.
- Campaigns against GP copayments and attacks on Medicare.

In the next few weeks I will continue to meet with University departments to introduce and familiarise myself with them while preparing for the department’s O-Week Stall.