Time: 16:30  
Venue: PAR-Old Physics-G16 (Jim Potter Room).

1. Procedural Matters  
   1.1 Acknowledgement of Indigenous Owners  
   1.2 Official Welcome  
   1.3 Attendance  
   1.4 Apologies  
   1.5 Membership: new Co-Opted Office Bearers  
   1.6 Adoption of Agenda  
2. Confirmation of Previous Minutes  
3. Matters Arising from Previous Minutes  
4. Proposals  
   4.1 Self-Protection Workshop Semester 2 2016 Proposal (amended)  
5. Reports  
   5.1 Big Bazaar Semester 2 2016 Final Report  
6. Other Business  
   6.1 Grant Applications  
      6.1.1 Ecuador Vive  
      6.1.2 ICSS  
7. Next Meeting  
8. Close
Date: 5th August 2016

Time: 16 30

Venue: PAR-Old Physics-G16 (Jim Potter Room).

Attendance and Official Welcome

Absent with Apologies

Exco : -
Directors: Daniel TAN
Officers: Cecilia WIDJOJO

Absent without Apologies

Exco: -
Directors: -
Officers: -

Motion 1

Move that Standing Orders be adopted for CCM #1 at 16 51PM.

Mover: Yuen Yuen LIN
Seconder: Joshua LUKITO

CARRIED without contention.

1. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #1 be adopted.

Mover: Hui Qin CHAN
Seconder: Melia WIJAYA

CARRIED without contention.
2. Matters Arising from Previous Minutes
3. Confirmation of Previous Minutes

Motion 3
Move that the minutes of CCM #1 be accepted and confirmed as a true and accurate record.

Mover : Kai Wen LOO
Seconder : Joel LOH
CARRIED without contention.

4. Proposals
   4.1 Big Day Out Semester 2 2016 Proposal

Motion 4
Move that the Big Day Out 2 2016 Proposal be accepted.

Mover : Pearly YAP
Seconder : Hui Qin CHAN
CARRIED without contention.

   4.2 Self-Protection Workshop Semester 2 2016 Proposal

Motion 5
Move that the Self-Protection Workshop Semester 2 2016 Proposal be accepted.

Mover : Melia WIJAYA
Seconder : Jack KHOR
CARRIED with recommendation for budget amendment.
5. Final Reports

5.1 Heads of Clubs Semester 2 2016 Final Report

Motion 6
Move that the Heads of Clubs Semester 2 2016 Final Report be accepted.
Mover : Chowlen LIM
Seconder : Samantha WONG
CARRIED without contention.

5.2 UMSU Central Australia Trip 2016 Final Report

Motion 7
Move that the UMSU Central Australia Trip 2016 Final Report be accepted.
Mover : Joshua LUKITO
Seconder : Eu Gin LEE
CARRIED without contention.

5.3 UMSU INTL Mid-Year Orientation Semester 2 2016 Final Report

Motion 8
Move that the UMSU Mid-Year Orientation Semester 2 2016 Final Report be accepted.
Mover : Ethan ZHANG
Seconder : Lunnie GAN
CARRIED without contention.
6. Other matters

Motion 9

Move that the **two free tickets ($1040 per ticket) for Central Australia Trip 2016 be reimbursed and split evenly between the four (4) attending OBs ($520 each OB)**. The aforementioned attending OBs were Michelle LUM, Angeline LAYADI, Bertin ONG, AND Agnes TAN.

Mover : Eu Gin LEE
Seconder : Hui Qin CHAN

CARRIED without contention.

Motion 10

Move that CCM #1 be adjourned at **19 06**.

Mover : Chowlen LIM
Seconder : Joel LOH

Motion CARRIED.

Prepared by,

**Marcelo DIAZ**  
Secretary 2016/2017  
UMSU International
1. Introduction
The following are the details for the workshop:

Date: 23/08/2016

Time: 2.30PM - 6.30PM

Venue: Grand Buffet Hall

2. Objectives
This workshop is proposed in light of the recent rise in robberies, thefts, gang fights in the city centre, with mostly university students as targeted victims. The objective of this workshop is to equip all participating university students with the necessary knowledge and information (i.e. security contacts, basic self-defense knowledge) which will assist them better when facing such dangerous situations.

3. Overview
We are aiming to make this workshop as informative as possible. Melbourne University Taekwondo club will be teaching basic moves for protecting oneself (such as joint breaks, pressure points etc.); Martial Arts Academy will be leading the workshop with Tai Chi as warm up, and introducing Wing Chun to participants after Taekwondo. Both clubs will be performing a short demo session during breaks. The Safer Community will be given the opportunity to speak to students about awareness and safety after the basic training by both clubs. We are targeting 60 to 70 participants, with approximately 6 coaches from MUTKD and 6 coaches from MAA to assist. The layout will be at the Grand Buffet Hall which is located in Union House. Online registration will be available to gauge interest from students and for future reference in estimating student interest. Registration will be available during the event as well if there is a lack of interest. Drinks and light snacks will be provided to participants and coaches after the workshop. Publicity will begin in the middle of Week 4.

4. Summary of Events
The Self-Protection Workshop will be held by UMSU international, MUTKD, and MAA.

1 table and chair will be needed for registration purposes, and 1 long table will be needed to place the refreshments.

Participants will be required to sign a liability form during registration.

5. Task Allocation
Coordinators: Yuen Yuen Lin, Edelin Onggo, Wuyang Qian, Tzeyi Koay

The planning and contacting of the respective participating clubs and association will be handled by Yuen Yuen, Edelin, Wuyang and Tzeyi. A separate poster will be created to be digitally emailed (in partnership with Clubs and Societies and/or Partnership & Sponsorship team) and put up offline (in coordination with Communications team).
6. Timeline

16th August - 22nd August
- Publicity for Self-Protection Workshop
- Online Registration (RSVP)

23rd August
- Event

7. Event Schedule

2.30 - 3.00 Registration and signing of liability forms
3.00 - 3.20 Introduction and Protocol setting
3.20 - 3.50 Warm up exercises by MAA (Two styles of Tai Chi)
3.50 - 4.00 Break (MUTKD Demo)
4.00 - 4.10 Parameters set by MUTKD
4.10 - 4.30 Introduction to joint breaks, pain limit and signals
4.30 - 4.40 Break
4.40 - 5.00 Joint break execution exercise
5.00 - 5.20 Combination work
5.20 - 5.25 Break
5.25 - 5.55 Wing Chun by MAA
5.55 - 6.00 Break (MAA Demo)
6.00 - 6.15 UMSU Intl Security Talk
6.15 - 6.30 Presenting coaches with certificates and gifts, Refreshments
8. **Budget**
   We will have $500 for the Self Protection Workshop, where $240 is spent on incentives for coaches. This is to establish a good relationship between clubs and offer more opportunities for collaboration in the future. Approximately $250 will be used for catering.

9. **Conclusion**
   This concludes our proposal. Please feel free to approach us if you have any questions or suggestions. Feedback is welcomed.

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Prepared by,

Yuen Yuen Lin  
Education and Welfare Director 2016/2017  
UMSU International
6. Final Reports

Big Bazaar Semester 2 2016 Final Report
Central Committee Meeting # – Friday 19th August 2016

1. Introduction

This report concludes the entire Big Bazaar event covering the period from Week 1, 25th July to Week 4, 16th August. The event took place on 11th and 12th August, Thursday and Friday.

The objective of this event is to minimise the financial burden of university students. This also provides an opportunity for students to purchase second-hand items, like books, clothes and kitchen appliances. It was also a platform for UMSU International to collaborate with UMSU Welfare and promote our organisation at the same time. The design of this event is based on Big Bazaar held in Semester 2 2015.

The event details are as follows:

Coordinators: Melia Permata Sari WIJAYA, Samantha WONG Qin Yu, Wei Lee ONG

Date: Thursday, 11th August and Friday, 12th August 2016

Time: 11:00 am - 2:00 pm

Venue: North Court, Union House

Participating clubs: Youth Charity Society, Cast-On Charity Group

OBs, ISAs and UMSU Welfare volunteers: approximately 60

2. Event Flow

2.1 Decoration

Date and time: 25th July to 5th August, 3pm to 5pm, Monday to Friday

Venue: UMSU International Lounge

Activities: Big Bazaar 2016 was slightly different from last year's event in that we decided to make decorations to attract students and to make the event more inviting. Decoration was held in the lounge during the above-stated dates and times. Overall, we decorated cloths by hand using glitter and glue.
2.2 Publicity

Date and time: 25th July to 10th August, 11am to 2pm, every Monday, Wednesday and Friday

Venue: Union House and various places on campus; Social media

Activities: We worked closely with UMSU Communications and the Communications team to develop the flyer and poster for Big Bazaar. For publicity, the ISAs helped to publicise by distributing flyers and doing poster runs. Moreover, the OBs and ISAs shared the Facebook events for the collection period and the actual event on Facebook.

2.3 Collection Period

Date and time: 1st August to 8th August, 11am to 3pm, Monday to Friday;

Venue: Marie Cooke Room B

Activities: The official collection period was from 1st to 5th August. We extended to 8th August to cater for some students who were unable to bring their items during the official collection period. Only University of Melbourne students were allowed to bring their items to us, so that we can help them sell during Big Bazaar. OBs were in charge of handling the spreadsheet, which includes information like student details and bank numbers, item details and prices. ISAs and UMSU Welfare volunteers tagged the items based on the item ID and the price set by the student. Students had the option of getting their items back if the items were not sold at Big Bazaar or allow UMSU to donate them on the students’ behalf. Any monetary proceeds were to be transferred back to them via bank transfer. Students were given inspection receipts to sign and acknowledge the aforementioned terms, which they were required to bring during the item return period if they were getting their items back.

2.4 Actual Event

Date and time: 11th August to 12th August, 11am to 2pm

Venue: North Court, Union House

Activities: The floorplan for Big Bazaar was changed on the day itself, so that Big Bazaar and the clubs would not be too far apart. The clothes, books and other miscellaneous items were placed into a single section, compared to two sections last year. The popcorn machine was placed slightly far away from Big Bazaar, as we could not find any sockets that are near enough. Cash and EFTPOS were made available to students over the two days. However, the EFTPOS machine had some issues on 12th August and was unavailable for use on that day, thereby making cash the only mode of payment. On 11th August, the turnout was quite good, as we made approximately $1,509 of cash and credit sales for the students whose items we were selling. On 12th August, the turnout was much lower than 11th August, perhaps because not many students were on campus on Friday.
2.5 Item Return

Date: 17th August to 19th August, 11am to 3pm

Venue: Mary Cooke Room B

Activities: Item return period was supposed to be from 15th to 16th August. However, due to insufficient manpower and time to sort the unsold items, we decided to postpone the item return period to 17th to 19th August. The notification was sent on 12th August after the Big Bazaar. Due to incorrect labelling of items, we have difficulties identifying the items. As a result, our data does not match the actual items.

3. Results

1) Details of Items

<table>
<thead>
<tr>
<th>Type</th>
<th>Number of items Collected</th>
<th>Number of items sold</th>
<th>Remaining Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Returned</td>
</tr>
<tr>
<td>Books</td>
<td>166</td>
<td>50</td>
<td>87</td>
</tr>
<tr>
<td>Non-Books</td>
<td>989</td>
<td>220</td>
<td>449</td>
</tr>
<tr>
<td>Total</td>
<td>1155</td>
<td>270</td>
<td>537</td>
</tr>
</tbody>
</table>

2) Details of Sales

<table>
<thead>
<tr>
<th></th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Collected (Cash and EFTPOS)</td>
<td>$2,014.70</td>
</tr>
<tr>
<td>Sales of Books</td>
<td>$382.00</td>
</tr>
<tr>
<td>Sales of Non-Book items</td>
<td>$1,552.20</td>
</tr>
<tr>
<td>Amount</td>
<td>$1,934.20</td>
</tr>
</tbody>
</table>
4. **Expenditure**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actual expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Decorations</td>
<td>($132.00)</td>
</tr>
<tr>
<td></td>
<td>Others (Tape)</td>
<td>($9.00)</td>
</tr>
<tr>
<td></td>
<td>Popcorn</td>
<td>($70.20)</td>
</tr>
<tr>
<td><strong>Total Actual Expenses</strong></td>
<td></td>
<td>($211.20)</td>
</tr>
<tr>
<td><strong>Budget Surplus</strong></td>
<td></td>
<td>$388.80</td>
</tr>
</tbody>
</table>
5. **Suggestions**

1) **Advertising**

Publicity should be more frequent over the course of one to two weeks. A significant number of students who wanted to sell their items only knew about the event after the closing date for item collection. Advertising on social media should also start at least two weeks before on a frequent basis. It should show the progress of Big Bazaar starting from the collection of items.

2) **Decoration**

Decoration can be done earlier to factor in time and manpower constraints, if the intended decoration is of a bigger scale. For future Big Bazaar events, more of decorations that can be hung can be made, instead of the cloths decorating the tables.

3) **Procedure**

   3.1) **Labelling of items**

   Instead of using duct tape and markers to label items with an identification code, a label maker could be used. Labelling should be done once an item is handed over to prevent mislabelling. The item ID, prices and item description recorded on the spreadsheet should be double checked to ensure they tally.

   3.2) **Classification of items**

   Once the items are handed over and labelled, they should be segregated into groups immediately, for example clothes, accessories, books, kitchen utensils, etc. Doing so would make the setting up process more efficient.

   3.3) **Returning of items**

   Students had the option to either have their unsold items donated to charity or returned back to owners. However, although due care is taken, some loss of items is inevitable from theft or unforeseen circumstances, of which are held liable by UMSU International. Moreover, due to insufficient manpower and time constraint to sort out the unsold items to be returned, students should be encouraged to donate their items to reduce these problems.

4) **Sales**

   The items should be displayed in a more visually appealing manner and classified further into subcategories, which help potential buyers identify their respective interests quickly.

5) **Popcorn machine**

   The popcorn machine may be kept, as it attracted students to visit Big Bazaar. However, the popcorn machine was situated a distance away from the Bazaar, which could be a reason for the gap between the students queuing for popcorn and those going for Big Bazaar. The popcorn machine should be more heavily publicized and the people-in-charge should make visitors more aware of the popcorn machine.
6) Duration of the event

The duration of Big Bazaar could be extended to 3 days, so that students have more opportunities to purchase items during Big Bazaar. On 12th August (the last day of Big Bazaar), some students were unaware that it was the last day of the event. Having Big Bazaar over 3 days could help to sell more items and to attract more students who are unable to come to the event on any of the days.

Having Big Bazaar on other weekdays except Fridays, such as Wednesday and Thursday, may increase sales, considering less students came on Friday compared to Thursday. This is supported by the significant decrease in Friday sales.

7) Setting Secondhand Price

Checking the price of relevant items should be done to prevent students overcharging their items. This may be done by checking prices from online shops or retail shops. An appropriate price range may also be given, so that students may end up paying more than what secondhand items would normally be charged.

6. Conclusion

This marks the end of the report for Big Bazaar. Big Bazaar was an invaluable event, where the objectives of the event were met. We would also like to express our gratitude to everyone who supported the event through manpower and encouragement. Please do not hesitate to contact any of us if you have any further questions.

Prepared by:

Melia Permata Sari Wijaya
Education and Welfare Officer 2016/17
UMSU International

Samantha Wong Qin Yu
Education and Welfare Officer 2016/17
UMSU International

Wei Lee Ong
Education and Welfare Officer 2016/17
UMSU International
7. All Other Business
   a. Grant Applications
      i. Ecuador Vive
      ii. ICSS