Confirmed Minutes

Central Committee Meeting #8 – Friday 3rd April 2015

Date: 3rd April 2015
Time: 16 40
Venue: Training Room 1&2 (Third Floor, Union House)

1. Attendance and Official Welcome

Absent with Apologies

- Absent without Apologies

Motion 1
Move that Standing Orders be adopted for CCM #8 at 16 40.
Mover: Rudy Andrian GONARDO
Seconder: Cindy Dessidia GAMAL
CARRIED without contention.

2. Adoption of Agenda

Motion 2
Move that the Agenda for CCM #8 be adopted.
Mover: Phoebe Hui Min LEONG
Seconder: Vy HA
CARRIED without contention.

Motion 3
Move that the representatives from UMSU and Victoria University be granted observer status and speaking rights.

Mover: Riddhi MAKKAR
Seconder: Laxana PRAGASAM

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes

Motion 4
Move that the minutes of CCM #7 be adopted and confirmed as true and accurate record.
Mover: Lok Ching Dorothy TANG
Seconder: Bertin Chee Yean ONG
CARRIED without contention.

5. Action Sheet

6. Proposals

6.1 Night Market 2015 Proposal

Motion 5
Move that the Night Market 2015 Proposal be accepted.
Mover: Kittie Ziyian YUAN
Seconder: Benedict NATHANIEL
CARRIED without contention.

7. Final Reports

7.1 Orientation Events Semester 1 2015 Final Report
Motion 6
Move that the Orientation Events Semester 1 2015 Final Report be accepted

Mover: Candy Xuelan TANG
Seconder: Sheen Abigail OSMENA

CARRIED without contention.

8. All Other Business

Motion 7
Move that CCM#8 be adjourned at 18 32

Mover: Riddhi MAKKAR
Seconder: Cindy Dessidia GAMAL

CARRIED without contention.

Prepared by,

Low Yu Kong

Secretary 2014/2015

UMSU International
List of Proposals and Reports  
Central Committee Meeting #8 – 3rd April 2015

1. Executive Reports  
   1.1 Secretary's Report  

2. Proposals  
   2.1 Night Market 2015 Proposal  

3. Final Reports  
   3.1 Orientation Events Semester 1 2015 Final Report
1. Matters pertaining to Proposals/Final Reports and Minutes

1.1 Introduction
This report is to keep everyone up to speed with, as per the title, “Matters pertaining to Proposals/Final Reports and Minutes”. The combination of “Minutes” and “Proposals/Final Reports” will hereafter be referred to as MP&R, because typing is hard.

1.2 Content
It has been agreed upon among the Exco that we will be uploading our CCM MP&R onto the UMSU International website.

This change will be effective immediately and retroactively affect CCM #6 and CCM #7.

I'll also be removing the “Present” field from the attendance section as it's superfluous information for any meeting aside from the first, as who is present can easily be deduced from the absentee list.

1.3 Reasoning
This coincides with our goal of re-branding from MUOSS to UMSU International; as the official International student representatives, we should be more transparent and allow ourselves to be held accountable by the student body for how we spend their money.

2. Annual General Election (AGE) 2015 Proposal

2.1 Introduction
This report outlines the dates for various matters pertaining to the 2015 AGE.

2.2 Dates and Details

2.2.1 Start and end of nomination period
Nominations will be opened at 12pm on Monday 6th April and closed at 5pm on Monday 26th April.

This allows an additional Nomination window from the 26th – 29th in the event of uncontested positions.

2.2.2 Candidate Information Session
A Candidate Information Session will be held from 12-2pm on Tuesday 14th April, to inform potential candidates of the responsibilities and the nature of work involved in the various positions. All Executive Committee members and Directors are expected
to be present in this session to give short presentations and answer any enquiries.

2.2.3 Policy Speech Session
A Policy Speech Session will be held from 12-2pm on Tuesday 5th May for election candidates to give speeches for the roles. A short Q&A session will follow. The 2014/2015 UMSU International committee members are highly encouraged to attend this, to question the respective candidates running for their current positions. Any international students are allowed to sit in the Policy Speech Session.

2.1.4 Voting Sessions
The UMSU International Annual General Election (AGE) 2015 is currently scheduled to be held from 12-5pm on Wednesday 6th May 2015 and ends on Friday Tuesday 12th May 2015.

2.3 Venue
Confirmed venues:
Candidate Information Session- Training Rooms (3rd Floor)
Policy Speech Session- Joe Nap Rooms A&B
Voting Sessions – Mary Cooke Room B & FBE building Info desk.

3. Appointment of Returning Officer(s)
We require one (1) to two (2) Returning Officer(s) to be in charge of running the AGE and tallying the votes.
Those interested should familiarise themselves with the rules and requirements outlined in Section 8 and Section 21 of the UMSU International Constitution.
The deadline for selection of (a) Returning Officer(s) is next Friday (3rd of April)

4. Appointment of Dispute Committee
The dispute committee is appointed and conferred the authority to review the decisions made by the Returning Officer(s).
We require one (1) to two (2) to be (a) member(s) of the Dispute Committee
Those interested should familiarise themselves with the rules and requirements outlined in Section 8 and Section 21 of the UMSU International Constitution.
The deadline for selection is also next Friday (3rd of April)

3. Amendments to Constitution

3.1 Introduction
I made amendments to the constitution that had been approved during past AGMs but hadn't yet been acted upon.

3.2 Amendments Made
Education Officer & Welfare Officer merged to form Education and Welfare Officer.
-10.6 & 10.7 merged to 10.6
-21.11 & 21.12 merged to 21.11
Publicity Officer & Media Officer merged to form Communication Officer
- 11.2 Replaced the roles of Publicity Officer & Media Officer with Communication Officer.
- 21.15 & 21.16 merged to 21.14

4. Conclusion
This concludes my reports. Any further updates on the election will be sent out via email, whatsapp, and Facebook. Should you have any queries about the election, please do not hesitate to approach me.

Prepared by

Yu Kong LOW

Secretary 2014/2015
UMSU International
Night Market 2015 Proposal
Central Committee Meeting #8 – Friday 27th March 2015

1. Introduction

Date: Thursday 30th April 2015
Time: 6pm - 10pm
Venue: Concrete Lawn
Theme: Night Market 2015: Hollywood

2. Objectives

2.1. To promote the awareness and importance of multiculturalism and cultural diversity among students.

2.2. To bridge cultural differences and encourage students from various nationalities to participate in an event and interact among each other.

2.3. To conduct an event on a scale large enough to engage the attention and interest of all students within and outside of the university, thus gaining awareness for UMSU International as a whole.

3. Overview

Night Market 2015 will feature the theme Hollywood. Being a universal theme, it will help bring students from various countries and cultures together allowing them to enjoy an event that is diverse in terms of, food, performances and games.

Tying in with the theme, we are looking at creating a classic Hollywood atmosphere with featuring diverse activities which will be presented in food, performances and in the games stalls. The number of food and non-food stalls will be spread evenly to allow each single visitor to have the opportunity to participate and gain a complete set of experiences in this event as a whole.
addition, in collaboration with the Education and Welfare team a bazaar will be set up to help students reduce their burden of living costs.

4. Timeline

<table>
<thead>
<tr>
<th>WEEK 5</th>
<th>30th March</th>
<th>31st March</th>
<th>1st April</th>
<th>2nd April</th>
<th>3rd April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm equipment list</td>
<td>Confirm VIP list and ask them to give speech</td>
<td>Allocate manpower</td>
<td>Good Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deco session begins.</td>
<td>Email Carolyn final list.</td>
<td>Publicity materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting with clubs.</td>
<td></td>
<td>Video</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finalise bazaar poster</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 6</th>
<th>13th April</th>
<th>14th April</th>
<th>15th April</th>
<th>17th April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalise VIP list and reminders</td>
<td>Stocktake</td>
<td>Contacting bazaar applicants</td>
<td>City Council briefing.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 7</th>
<th>20th April</th>
<th>21st April</th>
<th>22nd April</th>
<th>23rd April</th>
<th>24th April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food team shopping</td>
<td>Prepare water cans and</td>
<td>Clubs briefing</td>
<td>Confirm manpower. Bazaar applications close.</td>
<td>Committee briefing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 8</th>
<th>27th April</th>
<th>28th April</th>
<th>29th April</th>
<th>30th April</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISA briefing</td>
<td></td>
<td></td>
<td>NIGHT MARKET 2015!!</td>
<td></td>
</tr>
</tbody>
</table>

5. Summary of Events

Food
Food stalls will be set up by Clubs and Societies within the University of Melbourne as well as by enterprising individuals. They will be selling food originating from various countries and ethnicities. This year, Night Market 2015 will host 19 food stalls.

Performances

Performances will be kick-started with an opening ceremony where the UMSU International executive committee will accompany the VIPs from the entrance of Union House to the stage. There will be opening speeches from the UMSU International President and also by one of the VIPs. After this, a string of performances will be presented by different individuals and groups from various backgrounds.

Decorations

The settings of Night Market 2015 will be constructed and decorated based on the theme “Hollywood”. A huge backdrop will be drawn and decorative lights will be placed around the venue. Also, a huge Hollywood sign will be set up at the event place along with other decorations relating to the theme.

6. Task Allocation

Food

Coordinators: Phoebe LEONG, Ho Yan KO, Jue Ying TAN

Phoebe, Ho Yan and Jue Ying are in charge of the food segment which includes pre-event planning, deposit collection, stall table arrangements, organisation and managing food stalls during the event and also post-event food stall handling. All food stalls are finalised and the team is in process of coordinating with the clubs to ensure all the requirements are met.

Performances and games

Coordinators: Kenny J. CHEN, Dorothy TANG

Kenny and Dorothy are handling games and performances. Performances are almost finalised and it will be a combination of both multicultural performances and band gigs.
In relation to games, we are looking to have both on stage and off stage games. Details are still being finalised.

Decorations
Coordinator: Alanis LEONG and Julia LOH
This year’s night market decorations will generally focus on giving a classic Hollywood feel. This year, the highlight will be the HOLLYWOOD sign. More ideas regarding decorations are still under planning. ISAs will be helping out in this process.

Bazaar
Coordinator: Divyaa JAYAKUMAR and Vy HA
About 7 tables will be allocated to various clubs, societies or external organizations to do a second-hand sale of anything except food, for example clothes and furniture. These booth attendants will handle their own items and transactions.

Planning and contacting the applicants for NM Bazaar will be handled by Vy and Divyaa. 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).

Publicity
Coordinator: Rudy GONARDO
We are looking to create event awareness largely through social media or maybe even via a photo competition. Details are yet to be finalised with the communications team. Poster run, lecture bashing and distribution of flyers will take place prior to the event as always.

Partnership & Sponsorship
Coordinator: Bertin ONG
Bertin and Wei Jin are currently negotiating with various potential sponsors for the event. At the moment, RRR, the radio station has confirmed to be present during the event.

7. Budget
The budget allocated for Night Market 2015 is $40,800.

<table>
<thead>
<tr>
<th>Expected Spending</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment Hire</strong></td>
<td></td>
</tr>
<tr>
<td>- Marquee</td>
<td></td>
</tr>
<tr>
<td>- Stage and audio visual</td>
<td>$25000</td>
</tr>
<tr>
<td>- Tables and chairs</td>
<td></td>
</tr>
<tr>
<td>- Bainmaries</td>
<td></td>
</tr>
<tr>
<td>- Gas stoves</td>
<td></td>
</tr>
<tr>
<td>- BBQ pits</td>
<td></td>
</tr>
<tr>
<td>- Gas tanks and cages</td>
<td></td>
</tr>
<tr>
<td>- Electrical equipments (power cables and etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Opening Ceremony, Performances and games</strong></td>
<td>$5000</td>
</tr>
<tr>
<td>- VIP (Welcome Lunch, Parking and etc.)</td>
<td></td>
</tr>
<tr>
<td>- Performances</td>
<td></td>
</tr>
<tr>
<td>- Games</td>
<td></td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td>$1000</td>
</tr>
<tr>
<td>- Hygiene equipments (garbage bag, hand wash and etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Bazaar</strong></td>
<td>$800</td>
</tr>
<tr>
<td><strong>Publicity</strong></td>
<td></td>
</tr>
<tr>
<td>- Posters</td>
<td></td>
</tr>
<tr>
<td>- Flyers</td>
<td>$2000</td>
</tr>
<tr>
<td>- Event video</td>
<td></td>
</tr>
<tr>
<td><strong>Decoration</strong></td>
<td>$5000</td>
</tr>
<tr>
<td>- Banner</td>
<td></td>
</tr>
<tr>
<td>- Stage backdrop</td>
<td></td>
</tr>
<tr>
<td>- Lights</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>$2000</td>
</tr>
<tr>
<td>- Security</td>
<td></td>
</tr>
</tbody>
</table>
8. Conclusion

This concludes my proposal. Please feel free to approach either Edwin or me if you have any queries or suggestions.

Prepared by

Laxana PRAGASAM

Cultural and Social Director 2014/2015

UMSU International
February Orientation 2015 Final Report
Central Committee Meeting #8 – 27th of March 2015

1. Introduction
This report covers all aspects of the orientation events, starting from 24th March 2015 to 28th March 2015. The activities and events include Student Services Expo, Food Adventure, Melbourne Adventure, Lounge Party and EveryBuddy.

2. Activities and Events
This section details the activities and events held during the relevant period.

2.1 O-week Carnival
Coordinator: Laxana Pragasam
Date: Tuesday, 24th March
Time: 11pm – 3pm
Venue: North Court, Union House
Initial Budget: $300

General Feedback
Publicity for Food Adventure and Melbourne Adventure went well at the carnival. By the end of the event, we had more than 400 participants sign up in total. Moreover, free fairy floss attracted many people to come to the UMSU international booth. Using Ipads and laptops for signups rather than sign up sheets proved to be more effective and less time consuming.

2.2 Food Adventure
Coordinator: Julia Hui Lian LOH and Phoebe Hui Min LEONG
Venue: Lyle Theatre, Redmond Barry
Date: Friday, 27th February
Time: 12pm-5pm
No. of participants: 149

Initial target: 160
Budget: $2500

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurants</td>
<td>2238.20</td>
</tr>
<tr>
<td>Eating utensils</td>
<td>14.60</td>
</tr>
<tr>
<td>Miscellaneous (wristband, labels)</td>
<td>102.60</td>
</tr>
<tr>
<td><strong>Total incl. GST</strong></td>
<td><strong>2355.40</strong></td>
</tr>
</tbody>
</table>
Flow of Event

We started registration at 1130 when a couple of participants started coming in. The briefing was slightly delayed, as we had to rearrange the participants in the groups. Participants were divided into two groups, Lygon and CBD where they were brought to try cuisines from 4 restaurants. At 1230 pm, Bertin brought the stationmasters to their respective stations. At 1pm, travel buddies together with their groups were allowed to leave in intervals to prevent congestion and also confusion among the participants (For example, the teams that had to go to restaurants that are further were allowed to leave first). Group members were also given wristbands to help them identify their fellow group members. No games were planned for the event this time. The event officially ended at 5pm or earlier if the teams managed to finish their food at the last restaurant earlier. We managed to obtain a total of 129 surveys of which most of them were strongly satisfied except one person who was unsatisfied.

Problems and Suggestions

- Initially, it was a bit chaotic as there were quite a few people who backed out (approx. 20). However, we managed to contact several people on the waiting list to come as well as other people who were around that area that was interested in the event.

- There was a slight misunderstanding in one restaurant, as the manager did not inform the staff that we were coming but this was quickly solved.

- As there was a Melbourne University event that day (Luna Park), a group of people left during the event (around the third restaurant).

- The wristbands that were supposed to help with participants keep track of each other didn’t work, as we had to swap people around.

- From the surveys we collected from the participant, it was mentioned that maybe for the future we could compile a list of reasonably priced food for the participants. Also, a couple also mentioned how the flow of restaurants should be better.

- A suggestion for the future committee would be to figure out a method to shorten the time of the event but also allow sufficient time for restaurants to prepare their food.
2.3 Melbourne Adventure

Introduction

Coordinators: Alanis LEONG, Benedict NATHANIEL, Divyaa JAYAKUMAR, Kenny CHEN, Riddhi MAKKAR

Date: Friday, 26th July 2013
Time: 10:00AM – 6:00PM
Venue: Carrillo Gantner Theatre, and various stations around the city.
Finish Line: North Court, Union House

Number of Turnout: Approximately 105 participants.
OBs & OSAs: 35 people
Initial budget: $5500

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Drinks</td>
<td>1,215.50</td>
</tr>
<tr>
<td>Prizes (hard drives)</td>
<td>990.00</td>
</tr>
<tr>
<td>Prizes (hoodies)</td>
<td>709.50</td>
</tr>
<tr>
<td>Materials for Games</td>
<td>80.00</td>
</tr>
<tr>
<td>Coffee School</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Prizes (gift cards)</td>
<td>950.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,145.00</strong></td>
</tr>
</tbody>
</table>

Flow of Events

Participants turned up on time for registration which commenced at 10:00AM. There was a delay in briefing and the race started about 30 minutes late due to lunch and ice-breaking games. The point-based race began at 1:00PM. There were 8 stations in total throughout the city and around.
The stations are:

1. State Library
2. Bourke Street Mall
3. Federation Square
4. Docklands
5. Coffee School
6. Royal Exhibition Building
7. Crown
8. Queen Victoria Market

The race ended when all the participants headed back to North Court and had dinner there, as well as winner announcement and prize distribution that followed afterwards.

Prizes

1\textsuperscript{st} prize: 10 x 1TB Seagate harddrives.
2\textsuperscript{nd} prize: 10 x University of Melbourne hoodies (purchased from Co-op)
3\textsuperscript{rd} prize: 10 x $50 Melbourne Central gift cards.

Additional gift cards (10 cards @ $15 each per team) were given to three teams for reaching before 5PM.

Problems

- Briefing was late due to Union House being closed.
- Theatre is distant from Union House, leading to delay caused by moving things back and forth.
- Union House management had misunderstood some bookings and caused confusion about booking times.
- Queen Victoria Market closed at 3PM, participants were not noticed hence points given were altered.
- Long waiting time after registration initiated some people to leave the theatre before briefing.
- Lower turnout than expected, compared to number of signups of about 280.
- 2 teams were merged in order to ensure 8-10 participants in one group.
- Short of manpower due to abrupt cancellations before the race day.

Suggested Improvements

1. Bookings must be confirmed AT LEAST a week before, especially with security and Union House management to avoid major delays.
2. Participants should be given a coupon in exchange for a deposit, to confirm attendance, for easing team allocations.
3. There should be less stations that emphasize on the newly applied Free Tram Zone for incoming students, instead of adding a station (or more) that is relatively far from the city.
4. State Library game should be more challenging to prolong time.
5. Union House and North Court booking should be distinguished from each other.

2.4 Lounge Party

<table>
<thead>
<tr>
<th>Coordinators</th>
<th>Ho Yan Ko, Dorothy Tang</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>International Lounge, Mary Cooke Room A, Mary Cooke Room B, Joe Napolitano Room B</td>
</tr>
<tr>
<td>Date</td>
<td>Tuesday, 3 March 2015</td>
</tr>
<tr>
<td>Time</td>
<td>12pm-2pm</td>
</tr>
<tr>
<td>No. of participants</td>
<td>150-200</td>
</tr>
<tr>
<td>Initial Budget</td>
<td>$1000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Beverages</td>
<td>521.84</td>
</tr>
<tr>
<td>Eating utensils</td>
<td>29.00</td>
</tr>
<tr>
<td>Materials for the game</td>
<td>51.39</td>
</tr>
<tr>
<td>Audio system hire</td>
<td>45.00</td>
</tr>
<tr>
<td><strong>Total incl. GST</strong></td>
<td><strong>647.23</strong></td>
</tr>
</tbody>
</table>

Flow of Event

Participants started arriving at 11:55pm and doors were open at 12:00pm. They were served a variety of pizza, drinks and snacks. The Detective Game started at 12:45pm and ended at 1:50pm. Prizes were given to the groups who correctly identified the murderer.

Prizes

8 x $15 Woolworths gift card

Problems & Suggestions

- Grouping took place on the spot and it took longer than expected for the participants to form groups. A more efficient grouping system should be used.
- A significant proportion of people left immediately after they had eaten.
- It was difficult for new participants to join the game once the game had started, perhaps other activities can be organised at the lounge while the game took place.
2.5 EveryBuddy

Coordinator: Jue Ying TAN
Commencement: Orientation Week
Number of applications: 52
Office Bearers involved: Cindy GAMAL, Yu Kong LOW, Faridah WU, Benedict NATHANIEL, Wei Jin LIM, Edwin KUSUMA, Hong Ling WONG, Laxana PRAGASAM, Jue Ying TAN

Program Outline

New students to the University could apply to be contacted and allocated into a group (approx. 4-6 students). They will then be contacted by the respective OBs via Email, who is given the duty of answering any queries the freshmen may have with regards to life in Melbourne (weather, transportation, accommodation, etc) and questions regarding the university. The program also serves as a platform for OBs to promote UMSU International events as well. Interested groups may choose to meet up at their own discretion. 100 applications was the target for the program, which was the first of its form.

Process

The program was designed to help students before university started and was meant to finish around Week 2. However, we still received applications for it until Week 3 due to the lack of information on the webpage, with regards to application dateline. All students who have applied have been allocated a group.

Problems

- Website was put up too late, thus promotion for EVERYBUDDY started late, resulting in low application rate
- Missed out on opportunity to promote during Pre-departure briefings.
- The FAQ portion which was prepared for the website was not put up on the website initially.
- Website was not clear on the application start and end date.
- Not all students who applied for the program replied when they were contacted by the OBs
- Even when students did reply, conversations were short and ended swiftly
Students did not have much questions related to Melbourne or the University in general. There were more academic enquiries such as how to use APA referencing.

Using Email as a platform to communicate was inefficient and informal as many students do not check their email regularly.

Not all OBs were keen on adding their group members on Facebook for personal privacy issues (Vice Versa).

No incentive for students to participate or reply.

Unable to allocate OBs to freshmen groups who were in the same faculty due to the lack of diversity amongst OBs area of studies.

**Suggested Improvements**

1. Do away with email corresponding and update the website with an online Q&A column (similar to Online tutor), where students may post questions and OBs may be put under a roster to answer the questions. This will enable all other students to see the answer to queries.

2. Update current FAQ by categorising the questions and create hyperlinks where students can find their question and answer by typing in key words. (Eg. ASOS Help)

As a program that aims to help students prepare themselves before they embark on a new environment
and lifestyle, I think it is beneficial to new students. However, this is an entirely new concept, which is greatly flawed and undeveloped at this point. I deem this program unsuccessful due to the low application rate as well as low interaction between OBs and freshmen.

More improvements are needed for the program such as a more attractive layout for the website, and a more organised FAQ section. Email communication should be changed to communication solely on the website so as to maintain the privacy of OBs and participants. The help of OBs or ISAs who are skilled in the area of webpage programming should be rendered in future for a more efficient way of communication.

3. Conclusion

There more than 400 students signed up for our events this February Orientation. We attribute this turnout to the transition shift to electronic registration form and early publicity. Overall, the February Orientation Week 2015 was not a great success, since the turnout rate is still lower than the targeted rate. However we received mostly positive feedback for Food Adventure.

Regarding EveryBuddy, As a program that aims to help students prepare themselves before they embark on a new environment and lifestyle, I think it is beneficial to new students. However, this is an entirely new concept, which is greatly flawed and undeveloped at this point. I deem this program unsuccessful due to the low application rate as well as low interaction between OBs and freshmen.

More improvements are needed for the program such as a more attractive layout for the website, and a more organised FAQ section. Email communication should be changed to communication solely on the website so as to maintain the privacy of OBs and participants. The help of OBs or ISAs who are skilled in the area of webpage programming should be rendered in future for a more efficient way of communication.

Despite facing various challenges, planning and organisation of events were all well executed by the different coordinators. More emphasis should be placed on publicity for the events, as well as the promotion of UMSU international as a whole.

Final Expenditure
Total budget allocated: $11,000

<table>
<thead>
<tr>
<th>Event</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Expo</td>
<td>$280.00</td>
</tr>
<tr>
<td>Food Adventure</td>
<td>$2355.40</td>
</tr>
<tr>
<td>Melbourne Adventure</td>
<td>$5145.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>Lounge Party</td>
<td>$647.23</td>
</tr>
<tr>
<td>EveryBuddy</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total spent</strong></td>
<td><strong>$8427.63</strong></td>
</tr>
</tbody>
</table>

This concludes the February Orientation 2015 final report.

Present by
Edwin KUSUMA
Cultural and Social Vice President 2014/2015
On Behalf of Cultural and Social Team & Education and Welfare Team
UMSU international