Confirmed Minutes

Central Committee Meeting #9 – Friday 17th April 2015

Date: 17th April 2015

Time: 16 30

Venue: Training Room 1&2 (Third Floor, Union House)

1. Attendance and Official Welcome

Absent with Apologies

Directors: Rudy Andrian GONARDO
Officers: Vy HA, Sheen Abigail OSMENA, Christinna Angesti MAWAR

Absent without Apologies

Exco: Candy Xuelan TANG
Directors: Bertin Chee Yean ONG

Motion 1

Move that Standing Orders be adopted for CCM #9 at 16 30.
Mover: Cindy Dessidia GAMAL
Seconder: Stephen Fong YUEN

CARRIED without contention.

2. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #8 be adopted.
Mover: Stephen Fong YUEN
Seconder: Riddhi MAKKAR

CARRIED without contention.

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes
Motion 3

Move that the minutes of CCM #8 be adopted and confirmed as true and accurate record.
Mover: Lok Ching Dorothy TANG
Seconder: Benedict NATHANIEL

CARRIED without contention.

5. Action Sheet
6. Proposals
   6.1 Melbourne Mingle Proposal

Motion 4

Move that the Melbourne Mingle Proposal be accepted
Mover: Edwin KUSUMA
Seconder: Hong Long WONG

CARRIED without contention.

6.2 Appreciation Night Semester 1 2015 Proposal

Motion 5

Move that the Appreciation Night Semester 1 2015 Proposal be accepted
Mover: Riddhi MAKKAR
Seconder: Laxana PRAGASAM

CARRIED without contention.

7. Final Reports
   7.1 Moving to Melbourne 2015 Final Report

Motion 6

Move that the Moving to Melbourne Final Report be accepted
Mover: Edwin KUSUMA
Seconder: Yu Kong LOW

CARRIED without contention.

7.2 Big Day Out Semester 1 2015 Final Report

Motion 7

Move that the Big Day Out Semester 1 2015 Final Report be accepted
Mover: Kittie Ziyan YUAN
Seconder: Cindy Dessidia GAMAL

CARRIED without contention.

8. Grant Applications

8.1 Indonesian Campus Ministries

Motion 8

Move that the representatives from Indonesian Campus Ministries be granted Speaking Rights and Observer Status.
Mover: Stephen Fong YUEN
Seconder: Benedict NATHANIEL

CARRIED without contention.

The Indonesian Campus ministries are requesting the grant to fund and event to introduce the club to new members. The event consists of a mixture of games & ice-breakers so that people in the same faculties can get acquainted, as well as dinner. They admit that they “Didn't plan ahead”, thinking that they wouldn't be holding the event this year as only returning members attended last year.

Motion 8

Move that standing orders be suspended at 1711 to discuss the grant application of Indonesian Campus Ministries,
Mover: Hong Long WONG
Seconder: Edwin KUSUMA

CARRIED without contention.

(12) Votes in favour of awarding them $92.28 as support for the cause of their activities.
(1) Votes in favour of $75, $5 dollars per new member from their approximation of 15 new members.
(1) Vote in favour of $46.14, because they said they would be very happy with even half the applied for amount.

Motion 9

Move that Indonesian Campus Ministries be awarded $92.28 for their orientation event for new members.
Mover: Cindy Dessidia GAMAL
Motion CARRIED.

Motion 10

Move that standing orders be resumed at 1720.

Mover: Stephen Fong YUEN
Seconder: Kittie Ziyan YUAN

CARRIED without contention.

Motion 11

Move that the representatives from Planet Uni be granted observer status and speaking rights.

Mover: Riddhi MAKKAR
Seconder: Benedict NATHANIEL

CARRIED without contention.

Planet Uni wished to claim $400 with the reasoning being that that was the maximum amount they could apply for. They failed to provide any supporting documents whatsoever, and the representatives admitted to having no idea what they were doing there. Despite that, our internal documents confirmed their equipment rental cost for the night market to be $155.

Motion 12

Move that standing orders be suspended at 1740 to discuss the grant application by Planet Uni.

Mover: Edwin KUSUMA
Seconder: Kittie Ziyan YUAN

CARRIED without contention.

(3) Votes in favour of granting them $155 to cover equipment costs.
(5) Votes in favour of rejecting the grant application due to lack of supporting documents, and lack of preparation.
(5) Votes in favour of granting them $50 in support of the beneficial work they do for international students.

The chair broke the tie in favour of granting them $50, bringing the total up to (7) votes.

Motion 13
Move that Planet Uni be awarded $50 in support of the work they do for international students.
Mover : Alanis LEONG
Seconder : Cindy Dessidia GAMAL

Motion CARRIED.

Motion 14

Move that standing orders be resumed at 17 53.
Mover : Riddhi MAKKAR
Seconder : Stephen Fong YUEN

Motion CARRIED.

9. All Other Business

Motion 15

Move that CCM#9 be adjourned at 17 56
Mover : Stephen Fong YUEN
Seconder : Alanis LEONG

CARRIED without contention.

Prepared by,

Low Yu Kong
Secretary 2014/2015
UMSU International
List of Proposals and Reports

Central Committee Meeting #9 – 17\textsuperscript{th} April 2015

1. Proposals
   1. Melbourne Mingle Proposal
   2. Appreciation Night Semester 1 2015 Proposal

2. Final Reports
   1. Moving to Melbourne 2015 Final Report
   2. Big Day Out Semester 1 2015 Final Report
1. Overview
Melbourne Mingle is aiming to build up the platform for International students to engage with local students through games, competitions and free food. This is also the first time UMSU International work with UMSU together to manage the event. It is important to explore other needs of international students and other opportunities to cooperate with UMSU.

2. Details
Date: Thursday 23rd April 2015
Time: 5:30 pm – 7:30 pm
Venue: North Court & Members Lounge, University of Melbourne

3. Summary of Components

Events Coordinator: Benedict Nathaniel

Games and competitions are planned with selected ISAs, the required equipment will be purchased and prepared before week 7 Wednesday. ISAs will also help to conduct the games and ensure the event will run smoothly.

Food Coordinator: UMSU Welfare

Food will be in charged by UMSU, Pizza will be served at 7 pm after the game session.

4. Publicity
- Flyers will be distributed during meat and great session (week 6 and week 7) with our ipad to sign up straight away.
- Facebook event page is created and also updated information on our website.
- Joined publicity from UMSU also helps to attract more local students in their weekly BBQ.

5. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment for Games</td>
<td>$250</td>
</tr>
<tr>
<td>Drinks</td>
<td>$50.00</td>
</tr>
<tr>
<td>Total</td>
<td>$300</td>
</tr>
</tbody>
</table>

Prepared by
Candy Xuelan Tang
Education & Welfare Vice President 2014/2015
UMSU International
1. Introduction

Dates      : Friday 8th of May, 2015 (Week 10)
Time       : 7:30 pm - 11.00 pm
Venue      : Boat cruise (TBC)
Participants: Office bearers 2014/15 and ISA 2014 Semester 2

Appreciation Night is an event to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout the semester. The theme for this Appreciation Night will be “One Night In Paris”. There will be various games and activities throughout the night and finger food may be provided. This activity is organized by the Human Resources Team along with 6 ISAs.

2. Scope of Appreciation Night

In total, there will be around 72 possible attendees in the Appreciation Night. Exact number of participants will be confirmed as soon as possible.

6 Organisers/facilitators who help to ensure that the whole program runs smoothly

42 graduating ISAs and 28 OBs

3. Brief Budget

A total of $2500 is allocated for the event.

4. Preparation

Select ISAs to organize appreciation night

Plan the venue, games, theme, prizes, flow of events etc.
5. Timeline

<table>
<thead>
<tr>
<th>Period</th>
<th>Task</th>
</tr>
</thead>
</table>
| 17<sup>th</sup> April | Meeting with organizing ISAs  
Divide the jobs to different team |
| 20<sup>th</sup> April | Discuss the venue, souvenirs, performances etc.  
Discuss games details |
| 30<sup>th</sup> April | Confirm venue and food  
Confirm games, performance and souvenir  
Purchase all required items |
| 8<sup>th</sup> May  | Set up  
Clean up |

Prepared by

Fong Stephen Yuen  
Human Resources director 2014/2015  
UMSU International
1. Introduction

This report covers the period of 10\textsuperscript{th} October 2014 - 25\textsuperscript{th} March 2015.

Aim:

- Help new coming international students to get familiar with the University organizations and services
- Act as a One-Stop Information Centre to help students know where they can seek help from.
- Help international students to live a better and quality life while studying in Melbourne.
- Promote UMSU International as the representative body and its purpose and services on students’ welfare

2. General Summary

Moving to Melbourne was done on:

Date: Wednesday 25\textsuperscript{th} March 2015
Time: 12:00pm – 3:00pm
Venue: North Court, University of Melbourne

The event was successful, with an overall satisfaction level of 88% and high amount of student attendants.

3. Components

3.1 Booths

The 15 booth participants for MtM consisted of:

- Advocacy & Legal
- Academic Services
- Counselling & Psychological Services
- Essendon Football Club
- Health Service
- Food Co-op
- Fruiz (Sponsor)
- Public Transport Ombudsman
Overall feedback according to the survey forms collected from the booth participants showed general satisfaction. The recurring comments from participants were that because of MtM, they were able to reach out and talk to many students that would have otherwise not have heard about their services. They displayed an interest in participating in UMSU Intl’s future events and would like to attend MtM again should it be held in future years to come.

**Event Passport**

Approximately 700 event passports were given out. Event passports were handed back in to be exchanged with $10 food vouchers (104 for Hammer & Tong and 74 for Mr Burger). Food vouchers had to stop being given out because the food trucks finished taking orders earlier due to long queue and some miscommunication on how many vouchers were left, so freebies bag were given out as replacement. Participants highly supported the Event Passport activity, as it prompted student participation, and encourage it to be done again for future MtM events.

**Info Booth**

UMSU International info booth were available as the first point of contact on the event, to receive or exchange event passport, and to be a platform to promote UMSU International and its services. However, there was confusion in what the booths were supposed to act like and we acted as the first two function but not the third.

**3.2 Cooking Show**

MtM cooking show aims to teach students how to cook low cost nutritious meal. As opposed to the original plan to invite one professional chef, the cooking show invited students and representatives from University clubs to be the performing chefs. This is done as to enrich the diversity of the show, establishing the relationships between UMSU International and other clubs, and creating greater ‘hype’ for the event. There were 5 students and 3 clubs signed up. Ultimately, 2 chefs-in-training, a student, and 2 representatives from International Vietnamese Student of University of Melbourne performed in the cooking show. The chefs were given clear SOP on the equipment and safety procedures before the event. 4 of the chefs received $50 Woolies voucher.

The cooking show was done on 12.30 pm to 2 pm and the chefs prepared easy-to-make popular dishes such as pasta, salad and cheesecake. The cooking show managed to attract moderate attention of students thanks to the two enthusiastic emcees and also the placement of the kitchen which attracted the attention of a lot of passer-by and people queueing for gelato and burgers. The kitchen setup provided some utensils, however they were not
organised well. Some cooking appliances were not listed on the description accurately. Viewers were keen on tasting the meals prepared as well as asking the chef questions regarding the food preparation. The cooking show received an average satisfactory level of 4.21 out of 5 (84%).

3.3 Freebies

General freebies of candy floss and gelato were given out. However, it wasn’t clear to the students that they were free. The candy floss had a hard time at the beginning as the machine needed time to start up. The gelato was extremely popular and had a long queue. This queue helped people to be aware and participate in the cooking show and nearby booths.

4. Survey Result

The event was successful, with an overall satisfaction level of 88%. The comments mentioned the events was that it was a “creative way to get students aware of service available” and an “excellent event to get introduced to student services” in a “very helpful and cheerful environment”. The comments also mentioned the event is informative or useful and the highest satisfaction (92%) was attributed to the attending services. The cooking show had 84% satisfaction level. Suggestions were given to do the event annually and have more food next time.

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>total</th>
<th>weighted total</th>
<th>avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>How did you find MtM?</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>12</td>
<td>60</td>
<td>98</td>
<td>173</td>
<td>770</td>
<td>4.45</td>
</tr>
<tr>
<td>How did you find the attending services?</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>57</td>
<td>110</td>
<td>172</td>
<td>792</td>
<td>4.60</td>
</tr>
<tr>
<td>How did you find the cooking show?</td>
<td>16</td>
<td>0</td>
<td>1</td>
<td>31</td>
<td>61</td>
<td>67</td>
<td>160</td>
<td>674</td>
<td>4.21</td>
</tr>
</tbody>
</table>
### Comments & Suggestions

<table>
<thead>
<tr>
<th>Comment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>good / great event</td>
<td>11</td>
</tr>
<tr>
<td>keep up the good work</td>
<td>4</td>
</tr>
<tr>
<td>well set out, variety of stall, find out many different services at uni</td>
<td>1</td>
</tr>
<tr>
<td>creative way to get students aware of service available</td>
<td>1</td>
</tr>
<tr>
<td>excellent event to get introduced to student services</td>
<td>1</td>
</tr>
<tr>
<td>fun</td>
<td>2</td>
</tr>
<tr>
<td>very helpful and cheerful environment</td>
<td>1</td>
</tr>
<tr>
<td>informative</td>
<td>4</td>
</tr>
<tr>
<td>helpful / useful</td>
<td>6</td>
</tr>
</tbody>
</table>
interesting | 2
---|---
great (free) food | 3
more vouchers | 1
more food next time | 1
do it annual | 1

5. Problems encountered

- A booth participant complaint that the music was too loud and disrupted their conversations with the students.
- A booth participant mistook the event date to be the day after and had to rush to the venue.
- There was little space between each booth and with the number of students gathering at each booth, it tended to look a bit cramped from time to time.
- Several booth participants left before the event ended, as the crowd lessened during the last hour.
- There is lack of focus by audience for the cooking show and the number of audience is not great enough

6. Recommendations

- Softer music.
- Collect contact numbers of participants for easier communication in the future.
- Emailing out several reminders of the date as the events draw closer.
- Asking for confirmation of attendance from all booths.
- Larger space allocation between each booth
- Better space allocation for booths to optimize booths which can attract people and which needs good location
- Higher emphasis on Sign-in and sign-out procedure to ensure booths come and leave on time.
- Closer parking for participants
- If the cooking show were to be continued in the next event, it should be done in a grander manner and with more emphasis
- More focus or clearer message on attendance of booths and services in the publicity
- Having a dedicated briefing for OBs and ISAs in UMSU International booths on what they’re expected to do and know

7. Final Expenditure

The budget allocated for the whole program was $18,000.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Booths</td>
<td></td>
</tr>
<tr>
<td>Marquee, Power, Table, Sound System</td>
<td>$3,490.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sponsor</td>
<td>33.5</td>
</tr>
<tr>
<td>Event Passport</td>
<td></td>
</tr>
<tr>
<td>Event Passport</td>
<td>$750.00</td>
</tr>
<tr>
<td>Food Trucks 10$ Vouchers</td>
<td>$1,780.00</td>
</tr>
<tr>
<td>Item</td>
<td>Cost</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Stamps</td>
<td>$23.80</td>
</tr>
<tr>
<td><strong>Cooking Show</strong></td>
<td></td>
</tr>
<tr>
<td>Temporary Kitchen with Overhead Mirror</td>
<td>$700.00</td>
</tr>
<tr>
<td>$50 Woolies Voucher</td>
<td>$250.00</td>
</tr>
<tr>
<td>Cooking Show Ingredients</td>
<td>$40.79</td>
</tr>
<tr>
<td><strong>Freebies</strong></td>
<td></td>
</tr>
<tr>
<td>Free Ice Cream</td>
<td>$4,180.00</td>
</tr>
<tr>
<td>Candy Floss</td>
<td>$280.00</td>
</tr>
<tr>
<td><strong>Decorations &amp; Publicity</strong></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td>$20.23</td>
</tr>
<tr>
<td>Helium</td>
<td>$550.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$12,098.32</td>
</tr>
<tr>
<td><strong>Excess Budget</strong></td>
<td>$5,901.68</td>
</tr>
</tbody>
</table>
8. Conclusion

This concludes my report. Thank you for all the help, dedication and support given to make Moving to Melbourne a successful event.

Prepared by
Cindy Dessidia GAMAL
Education & Welfare Director 2014/2015
UMSU International
1. Introduction
This report covers the period from 12th March to 28th March 2015.

Report Summary
UMSU International Big Day Out was held on Saturday, 28th of March. The aim of the event was to provide an opportunity for Office Bearers (OBs) and International Student Ambassadors (ISAs) to interact and get to know each other better. A total of 52 participants excluding the organizers were present at the event. Food and various games are provided and the participants had a good time on that day.

9.1 Program layout

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00–11:30</td>
<td>Registration at South Court and everyone departs for game sessions after registration.</td>
</tr>
<tr>
<td>11:30–14:00</td>
<td>Mini Games around Campus (FBE Building &amp; Baillieu library)</td>
</tr>
<tr>
<td>14:30–15:30</td>
<td>Lunch at Princes Park</td>
</tr>
<tr>
<td>15:35–17:00</td>
<td>Ice Breaking/Mini Games Session</td>
</tr>
<tr>
<td>17:00–17:15</td>
<td>Prize Giving and Photo Taking Session</td>
</tr>
<tr>
<td>17:15–17:30</td>
<td>Cleaning Up and Leaving</td>
</tr>
<tr>
<td>17:30–19:00</td>
<td>Dinner with Office Bearers</td>
</tr>
<tr>
<td>19:00–22:00</td>
<td>Running Man Game around Campus</td>
</tr>
<tr>
<td>22:00–22:15</td>
<td>Prize Giving and Clean up</td>
</tr>
</tbody>
</table>

2. Budget and Expenditure

The budget allocated for the Big Day Out was $900.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food (Thai Culinary)</td>
<td>$600</td>
</tr>
<tr>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Drinks (Mineral water &amp; soft drinks)</td>
<td>$20</td>
</tr>
<tr>
<td>Prizes (Gift Card and UMSU Power Banks)</td>
<td>$50</td>
</tr>
<tr>
<td>Others (Game Materials, Cups, Garbage Bags)</td>
<td>$150.67</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$820.67</strong></td>
</tr>
</tbody>
</table>

### 3. Problems

- Due to large number of participants, it was difficult to keep them together and perform all activities at the same time. For example: Travelling to Princes Park and Serving Lunch.

- Some ISAs were not satisfied about paying for dinner. Additionally, there was chaos while ordering and paying within the group at the restaurants which resulted in OBs incurring additional cost.

### 4. Recommendation

- Have more ISAs or Obs overseeing the event execution instead of handling any one particular area such as managing game stations or serving food.

- Increase the budget so that unseen costs are covered for emergencies.

### 5. Conclusion

This concludes my report. Please do not hesitate to approach me with any suggestions to the contents of this report. Thank you for your assistance and support during the event.

---

**Prepared By**

**Fong Stephen Yuen**

**Human Resources director 2014/2015**

**UMSU International**