

University of Melbourne Student Union
Clubs and Societies Report
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To C&S Committee 4(25)
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Hi all, thank you for a wonderful and successful Summerfest! I've been settling into regular office hours, and have quite a few things to update you all on. Also, I know I am quite wordy with my reports, so let me know if I need to cut the word counts down 🙄

1. **Expo planning:** I allocated stalls to clubs on each day based on power and activity requirements, grouping requests, and club size. To attract new students to the areas where historically people have not gone, I placed some big clubs outside and in the upstairs gallery. Most clubs I talked to said that they were happy with where they were placed, and that the flow of people was good!
2. **Expo marketing:** Each day of expo, I prepared and picked up the map with the help of CME. On Instagram and Facebook, I posted the club lineup categories for each day a week before O-week, and posted the expo maps each day of Summerfest. I think all the things we did combined helped to inform new students that there are, in fact, different clubs each day. I also helped to repost clubs' stories on Instagram.
3. **Expo navigation:** With the help of CME, I prepared plenty of navigational posters to direct students around Market Hall and surrounds. The first day of expo was a bit difficult as the clubs in the courtyard didn't have much foot traffic, and people were still asking if there were clubs upstairs. We tried to solve the first problem by chalking the ground and putting up posters in an A-frame, but ultimately moved those courtyard stalls to be with the other outside stalls. The second problem was solved by putting an A-frame in the centre of the Market Hall foyer with 'more clubs upstairs' posters, so people couldn't possibly miss it. I have taken archival photos and made a map of our navigational setup, and I hope to continue improving on it in subsequent clubs expos.
4. **Expo management:** We set up tables and tablecloths on Tuesday, and I also put up all my navigational posters that evening. On the days, I helped with check-in and check-out, got the map accessible on the UMSU website and through a QR code, and checked clubs that needed extra space or power. I also helped to man the info stall, but made sure to walk around and try to get to know each club. Moreover, I watched out for roaming recruitment and sponsorship breaches, and flagged some safety issues with the Events team.
5. **Southbank Summerfest:** Southbank campus had their Summerfest on the 4th of March. We had 12 clubs present (including UHT-affiliated clubs), and I volunteered to help out with the event. Honestly all I did was organise for tablecloths to be brought down and do some marketing for the clubs that were present. The Southbank OBs had it covered pretty well, and I would say the event was quite successful.

6. **Representing the department at fairs:** On the 21st of February (during our last committee meeting), I attended the Study Abroad/ Exchange Fair and answered students' questions about the department. I also tried to suggest clubs to students based on their interests. I will be attending the Volunteer and Experience Fair on the 19th of March to do something similar, but also explain the usefulness of joining a club committee to students' resumes and job opportunities.
7. **Feedback form:** Since getting elected, I have wanted to do a feedback form to understand club executives' frustrations. This project was expedited as Luv, the general secretary, and Sara, the UMSU CEO, also wanted to do something similar. I created a short feedback form with open-ended questions, and after consultation mostly with Sara, we have released it in a bulletin to club executives. The closing date of the feedback form is the 21st of March, so I hope to update you all on any potential actions to take after that.
8. **RSA/ SFH training:** The sessions in week 2 are both running! We have 11 so far for RSA and only 7 for SFH, but it will be a great opportunity for execs to upskill and run more varied events. I'll be overseeing the training on both days, and am preparing sandwich ingredients for SFH observation :). We'll decide around the time of this committee meeting if the week 3 sessions are running or not.
9. **Exec mixer:** I sent out the email announcing the exec mixer last week, and have been in contact with the Ida Bar regarding catering. Once we see the number of registrations, we'll be able to confirm how much finger food to get. We'll also probably open tickets to general committee members around the time of this meeting if possible. One thing I have prepared is some conversation starter questions on strips of paper if people aren't confident about talking with others. I've also started to post questions on the FB discussion group to hopefully revive it as kind of an ongoing exec mixer space as well, but time will tell whether that is successful or not.
10. **General admin:** We ran an induction session on the 5th of March, and will be running a second one on the 13th of March. Pretty good turnout for the first one, and we have found things in the slides to update for the second session. Also, we are checking assets and washing tablecloths. We've finalised office hours and will post them on our office door. I got access to the Linktree and removed an irrelevant link. Ewan and I wrote and submitted our Farrago report.

It was a very busy couple of weeks, but hopefully as execs learn their roles and O-week problems are solved, we'll settle down and be able to get started on some longer-term projects.