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Description automatically generated**University of Melbourne Student Union**

**Agenda of the Creative Arts Committee - Meeting 10(22)**

**6PM AEST, Monday 27th June 2022**

**Location: Zoom**

**Link: https://unimelb.zoom.us/j/84791147854?pwd=Adp1Xu7uDjr5L\_QdDmViO2Uy601lj-.1**

**Password: 744084**

**Agenda**

1. **Procedural Matters** 
   1. Meeting opened at [6:16pm]
   2. Election of chair

**Motion:** That Prerna Aggarwal is to be elected Chair.

**Mover**: Prerna Aggarwal **Seconder**: Kavi Ramdass

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

* 1. **Acknowledgement of Country**So acknowledged
  2. **Attendance**

Abbey Crowley, Marcie Di Bartolomeo, Prerna Aggarwal, Evie Thompson, Leslie Ho, Kavi Ramdass, Disha Zutshi (observer)

* 1. **Apologies**

Nahean Tanisha Khan, Jemilla Lister, Atticus Corr

* 1. **Proxies**

Atticus Corr to Evie Thompson

Nahean Tanisha Khan to Abbey Crowley

**Motion:** That the proxies received be accepted

**Mover**: Prerna Aggarwal **Seconder**: Leslie Ho

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

* 1. **Membership**

Unchanged

* 1. **Adoption of Agenda**

**Motion:** That the agenda be adopted as presented

**Mover**: Prerna Aggarwal **Seconder**: Disha Zutshi

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Confirmation of Previous Minutes**

**Motion:** That the minutes sent with the agenda to be confirmed as a true and accurate representation of the last committee meeting 9(22).

**Mover**: Prerna Aggarwal **Seconder**: Leslie Ho

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Matters Arising from the Minutes**
2. **Conflicts of Interest Declaration**

* Leslie is applying as a Tastings artist, and knows one of the Tastings production team applicants Pallavi, so has conflict of interest with both artist and production team applications review
* Leah has worked with Zadie and knows Ollie, so has conflict of interest for their Tasting artist   
  Prerna has conflict of interest with Chaital
* Marcie knows Julie, and has worked with Pavani on Farrago, so has conflict of interest with them both
* Abbey has conflicts of interest with Victoria and Annese

1. **Correspondence**

Marcie summarises that correspondence has been made with:

* People and Culture department for Tastings recruitment process
* Arts and Culture team, particularly Arts & Culture manager Susan, for move into New Student Precinct’s Arts & Cultural building
* A student named Patrick who has been in contact with us for the venue hire fee for his 2022 Fringe show, that honours his 'Next Platform' Award for his 2021 Mudfest piece, which granted $275 towards entry for a show of his choosing which he chose to be Melbourne Fringe 2022
  + He has been in correspondence with last year’s office bearers about this (Vaishnavi and Merryn) and has included an invoice which has been circulated around the committee
* CME for Winterfest Arty Party Hocus Pocus planning and organising

1. **Creative Arts Office Bearers’ Reports**

Marcie:

* Tastings recruitment
  + Deadline for artist applications is July 4th, more applications to come, but this is first batch for review
  + Production team applications were originally going to close today, although deadline was extended until Thursday due to a query that came through regarding the wording on application information on working rights, that may have implied international students couldn’t apply for Tastings production team—which they absolutely can
  + Got People & Culture to amend this part of the application information to make it clear that international students are eligible to apply by using their student visas as proof of working rights, and extended the deadline up until Thursday morning 30th June, to ensure that international students aren’t disadvantaged
  + Been promoting production team applications numerous times, and got People & Culture to make changes to the process to make it more accessible to students and alumni when applying
* Winterfest
  + Arty Party Hocus planning is going well
    - Event is already up online and students can register
    - Will be similar in structure to last semester’s Arty Party (costume party with open mic) but with more of an emphasis on making friends, and facilitating that through activities such as karaoke
    - Will be last event in Union House, as Creative Arts have already moved to Arts & Cultural Building, and will be doing majority of events in there
* The Big Move
  + Alongside Susan, Xanthe, Sandie, clearing out office, packing them up, KENT removalists moving them to new office, donating things to students, throwing out anything that is too old and unsalvageable in a sustainable way
  + Very tired, but a lot has been done this month

Prerna

* Has been on leave during late June
* Was at site visit with Marcie for new spaces
* Coordinating designs for Arty Party with Nikki from Design Team

**Motion:** To accept the office bearer’s report en bloc

**Mover**: Leslie Ho **Seconder**: Abbey Crowley

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Other Reports**

* May P&L statement to help with budget review
* Patrick O'Luanaigh’s invoice
* Tastings Artist and Production Team Applications
* Above Water Creative Arts Allocation Breakdown
* AV budget breakdown for Winterfest Arty Party Hocus Pocus

1. **Operational Business**
   1. **Winterfest Carnival Day: Arty Party “Hocus-Pocus” Roster**

* Marcie states that it’s important for committee members to try and be available where they can for Winterfest Carnival Day to help with the bump-in into Ida for Arty Party, and to help bring in decorations in the weeks leading up to Arty Party, as well as promote the event on socials
* Julie has helped with making moodboard for Arty Party, that will help with creating the space
* Proxies present today are encouraged to help out as well if they would like and have capacity
* Prerna states that sending in availabilities is important, and encourages involvement in this event as it is one of the biggest events this semester for Creative Arts
* Disha says moodboard is beautiful
* Marcie says that more communication about this can be done in group chat and emails, and whenisgood will be sent through to gauge availabilities in the lead up to Winterfest Carnival Day
  1. **Tastings Artists & Production Team Applications**

Leslie leaves the Zoom at 6:36pm due to conflict of interest

Prerna summarises the Tastings production team applications, of which there were 16 in total.

Marcie notes some of their comments regarding applicants, and that they’re in the process of making a shortlist to send to People & Culture. She then asks the committee what thoughts they have on the applications.

Prerna notes of her thoughts on the production team applicants.

Marcie notes that Abbey has to leave at 7:30pm risking loss of quorum, and that as there are motions on notice, she recommends to suspend standing orders and move directly to motions on notice.

**Motion:** To suspend standing orders and move directly to agenda item 8. Motions on Notice

**Mover**: Prerna Aggarwal **Seconder**: Disha Zutshi

CARRIED / NOT CARRIED / **CARRIED WITHOUT DISSENT**

* 1. **Budget Review**

1. **Motions on Notice**

Leslie returns at 7:10pm

Marcie notes that printing costs at Kosdown have increased, and that as the Media Budget is already stretched a bit thin with covering printing costs of Farrago this year, this contribution to the printing cost from Creative Arts’ budget should ensure an optimal number of Above Waters can be printed for distribution & postage, and still leave some for archival.

**Motion:** To approve $2500 from the Special Projects and Events budget line to help cover the printing costs of 1000 copies of Above Water 2022

**Mover**: Marcie Di Bartolomeo **Seconder**: Disha Zutshi

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes that this is based on amount spent at Arty Party, and accounting for extra cost as it is likely Above Water Launch will be done at Betwixt Bar on Southbank Campus.

**Motion:** To approve $3000 from the Special Projects and Events budget line to cover expenditure relating to Above Water 2022 Launch (such as catering, bar tab, AV & decorations)

**Mover**: Marcie Di Bartolomeo **Seconder**: Leslie Ho

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes that if students aren’t in Melbourne to receive their Above Water they should still have the option to have one posted to them. As postage (particularly for international postage) can get expensive, this is to ensure between Creative Arts and Media, we can cover postage confidently to ensure no students are disadvantaged.

**Motion:** To approve $500 from the Special Projects and Events budget line to help cover postage for Above Water 2022

**Mover**: Marcie Di Bartolomeo **Seconder**: Kavi Ramdass

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes as Editorial Assistant has been made paid role this year, we want to ensure that money is passed to ensure the contract can be finalised and that the student/alumni doing the role can be remunerated for their work.

**Motion:** To approve $500 from the Special Projects and Events budget line for the remuneration of the 2022 Above Water Editorial Assistant

**Mover**: Marcie Di Bartolomeo **Seconder**: Abbey Crowley

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes that this will ensure social media posts for Above Water promotion for general submissions can be boosted to ensure as many submissions can get sent through as possible. This will also ensure the Above Water Launch can be boosted to ensure as many students can be interested and register as possible.

**Motion:** To approve $500 from the Special Projects and Events budget line to help cover cost of socials boosting for social media promotions relating to Above Water 2022

**Mover**: Marcie Di Bartolomeo **Seconder**: Leah Bourne

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Similary to boosting for Above Water, there will be a lot of social media promotion for Tastings applications and events, and boosting will ensure as many applications get sent through, and as many people attend Tastings events as possible, so that Tastings can be as successful as possible.

**Motion:** To approve $500 from the Tastings budget line to help cover cost of socials boosting for social media promotions relating to Tastings 2022

**Mover**: Marcie Di Bartolomeo **Seconder**: Disha Zutshi

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes that a lot of money leftover in stationery budget line from May P&L, and that Tastings is likely already overbudget, so this will help with Tastings budget.

**Motion:** To move $1000 from the Stationery budget line to the Tastings budget line

**Mover**: Marcie Di Bartolomeo **Seconder**: Leslie Ho

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes that after Winterfest any leftover money in the Orientation budget line will remain there collecting dust, this will ensure that Tastings budget line can be well supported.

**Motion:** To move $200 from the Orientation budget line to the Tastings budget line

**Mover**: Marcie Di Bartolomeo **Seconder**: Disha Zutshi

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Marcie notes that this will also increase Tastings budget line.

**Motion:** To move $300 from the Contingency budget line to the Tastings budget line

**Mover**: Marcie Di Bartolomeo **Seconder**: Kavi Ramdass

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Prerna notes that Arty Party tends to go over budget, so we want to try to adjust budget in advance as best as possible.

**Motion:** To approve an additional $1500 from the Special Projects and Events budget line to help cover the increased expected cost of AV support from AVM and decorations for Winterfest Carnival Day: Arty Party “Hocus-Pocus”

**Mover**: Marcie Di Bartolomeo **Seconder**: Leah Bourne

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

**Motion:** To approve $275 from the contingency budget line to help cover Patrick O'Luanaigh’s venue hire fee for his 2022 Fringe show.

This is to honour his 'Next Platform' Award for his 2021 Mudfest piece, which granted $275 towards entry for a show of his choosing: Melbourne Fringe 2022

**Mover**: Marcie Di Bartolomeo **Seconder**: Leslie Ho

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Leslie notes that it might be good to defer Tastings and budget review discussion to the next committee meeting. Marcie and Prerna agrees, as the meeting has already gone overtime, and quorum will soon be lost.

**Motion:** To defer Tastings application discussion and budget review to next committee meeting

**Mover**: Prerna Aggarwal **Seconder**: Disha Zutshi

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Motions Without Notice**
2. **Other Business**

Marcie encourages the committee to continue discussing Tastings applications, and to provide feedback on the shortlist once it’s made.

1. **Next Meeting**

Will be according to availabilities of committee members.

1. **Close**

7:30pm