



**University of Melbourne Student Union
Meeting of the Disabilities Committee
Minutes
(Friday, 19 January 2024, 2pm AEDT)
Meeting 1(24)
Location: Zoom**

<https://unimelb.zoom.us/j/86294734073?pwd=UEFDSWhCVzFvQUxudFBHWmlmU242dz09>

Password: OWLFIE

Meeting opened at 2.04pm.

1. Procedural Matters

1.1. Election of Chair

Motion 1: That Mary Kin Chan be elected as Chair.

Mover: Mary Kin Chan

Seconded: Eleanore Arnold-Moore

CARRIED

1.2. Acknowledgement of Indigenous Custodians

So acknowledged.

1.3. Attendance

Adam Whitehead, Anishaa Jeyakumar, Eleanore Arnold-Moore, Morgan Sheather, Matthew Denipitiya, Della Johnston, Emmy (observer)

1.4. Apologies

1.4.1. Alyssa Johnson

1.4.2. Jaryd Clifford

1.5. Proxies

1.6. Membership

Welcoming Matt and Della to committee!

We are currently waiting on someone to fill in Jaryd and Vansh's positions on the committee. Two casual vacancies will be triggered by their resignations once we have seen students willing to join.

Madeline entered the meeting at 2.07pm

1.7. Adoption of Agenda

Motion 2: To adopt the Agenda as presented.

Moved: Chair

Seconded: Della Johnston

CARRIED

2. Confirmation of Previous Minutes

2.1 Minutes 18(23)

Motion 3: To accept the previous minutes as a true and accurate record of meeting 18(23).

Moved: Chair

Seconded: Matthew Denipitiya

CARRIED

3. Conflicts of Interest Declaration

4. Matters Arising from the Minutes

5. Correspondence

6. Office Bearer Reports

6.1. Anishaa Jeyakumar

Anishaa explained the Disabilities Department's 2024 budget breakdown as follows in item 6.1.1. She also outlined her discussion with UMSU's Events team regarding Disabilities' Summerfest event.

6.1.1. Budget allocation and proposed expenditure

Total SSAF income: \$36,000

Events: \$9,000

- Summerfest: \$2000
- Winterfest + Disability Pride
- Publication launch party

Programs: \$7,100

- Weekly collectives in the Disabilities Lounge
- Disability theory reading group (5-6 sessions over each semester) *
- Hybrid/virtual arts collective *

Publication: \$10,000

* Contractor fees: \$2,100

6.1.2. Planning for Summerfest

Met with JJ from the Events team to discuss the Summerfest festival program (Mon 19 – Fri 23), how we can participate and be best supported.

Wed 21: Summerfest Hub, 11am – 3pm @ Market Hall

- Sensory bottle making (casual as opposed to a workshop)
 - Flexible, not compulsory, but we do have supplies already. Very chill
 - Della – noted the previous workshop was popular and people liked it, supportive of repeating it again
 - Madeline – also supportive, need to take into mind with clean up
 - Anishaa – UMSU events staff will help with clean up when we're already in the main summerfest area. Need to focus on energies over a small set of events done well
- Shared reading / chill space for autonomous departments to promote their respective publications

There was extensive discussion over how the Summerfest events should be executed within the Committee, as follows:

Fri 23 Feb: Welcome to the Disabilities Lounge

- End of the major orientation activities, suggested doing it early afternoon otherwise there may not be enough students
- Having this social event later in the week allows opportunity for promotion during the earlier Summerfest stall in Market Hall

Wed 21 Feb: Summerfest stall

Della asked about Summer Disco, Adam responded that this is not in the current Summerfest discussion but could be brought up at the later part of the year.

Matt asked about Summerfest schedule, Anishaa responded that first week of semester 1 is for Southbank. There is potential for collab with Burnley but suggested it be later in the year, whereas having a Southbank orientation event would be a bit of a rush and potentially stressful, main activities are all in the Summerfest hub during O-week.

Each Dept will have presence in Market Hall for higher foot traffic and engagement, but Disabilities have the option to do separate activities beyond Market Hall. Anishaa suggested a more casual sensory bottle workshop, subject to Committee member availability.

Committee member availability was discussed as follows:

Committee member	Availability
Madeline	Can't stay past noon on Monday and Friday; need to be away for a while if Disabilities event clashes with Clubs Expo
Eleanore	Can't stay past noon on Monday and Friday; need to be away for a while if Disabilities event clashes with Clubs Expo
Della	Happy to change Rowdy shifts to accommodate Disabilities' Summerfest event(s)
Morgan	Not available on Wednesday
Matt	Wants some time to explore the rest of the Summerfest hub and meet new friends
Anishaa	Will be there for Disabilities' entire event 11am-3pm Wednesday

There was some discussion on equipment for the sensory bottle workshop, including:

- Powerpoints for hot glue guns, the gun should have its own station for safety
- Table covers to protect table from stains
- Get gloves so that people won't get dirt/stains/glue on their hands
- Colouring sheets for people who want to be there but not do sensory bottle

There was more discussion on the Friday event in the Disabilities' Lounge:

- CME should be promoting the event, but we could call for volunteers
- Madeline jumped in for graphic design
- Matt and Della – social media posts
- Della suggested having directional signs towards the event, as the building itself has poor wayfinding. Eleanore suggested asking CME for help
- The event should be more about curating a space for conversation, don't go crazy with snacks
- Cutlery, coffee and tea should be restocked in the Lounge ahead of O-week, buying a new toaster will come after summerfest to prevent things from being stolen during peak foot traffic
- Timing of the event is 2-5pm, so committee members can show up on shifts

Merchandise

- Can't order more at this stage, but there are lots of spare merch around especially fidget spinners
- Could give out bags during the lounge event, but not during the Summerfest stall as they will run out very easily
- Need to stock drinks and paper cups in the Lounge
- Morgan highlighted the need for a specific stocking list

6.2. Adam Whitehead

Currently taking a short break.

Motion 4: To accept the Office Bearer Reports en Bloc.	
Moved: Chair	Seconded: Morgan Sheather
CARRIED	

7. Motions on Notice

7.1. Committee approval of Council's budget allocation

Details as per Anishaa's OB report (see above)

Motion 5: That the Disabilities Committee approves the budget allocation (\$36,000.00) passed by Students' Council.	
Moved: Della Johnston	Seconded: Eleanore Arnold-Moore
CARRIED	

8. Other Business (Motions without Notice)

8.1. Summerfest expenditure

Motion 6: To approve spending \$2000 within tag "Orientation" under account number 03-60-675-3840 "Events", this is for purchasing supplies for Summerfest.	
Moved: Matthew Denipitiya	Seconded: Morgan Sheather
CARRIED	

8.2. Disabilities Space restocking

Motion 7: To approve spending \$500 within tag "General" under account number 03-60-675-3352 "Consumables & Supplies", this is for restocking the Disabilities Space (such as tea, coffee, toaster etc).	
Moved: Morgan Sheather	Seconded: Della Johnston

CARRIED

9. Next Meeting

9.1. February before Summerfest, most likely 6th Feb afternoon or 2nd week of Feb

10. Close

Meeting closed at 2:48pm.