

 **University of Melbourne Student Union**

**Meeting of the Disabilities Committee**

**Agenda**

**Thursday the 23rd of November, 2023 at 2:00pm**

**Meeting 18(23)**

**Location:** [**Lincoln Square, Carlton VIC 3053**](https://maps.app.goo.gl/j1dLRp1VPFoTvZ9r9)

[Click here to join via Zoom](https://unimelb.zoom.us/j/89693289701?pwd=aXNGcmlINytLMTlnVjdzeVc4NXFvdz09)

**Password**: 112484

**Meeting opened at 2:07pm**

1. **Procedural Matters**
	1. Election of Chair
		1. Anishaa Jeyakumar to be elected as chair.
		Moved by Adam Whitehead
		Seconded by Della Johnston
		Passed without dissent.
	2. Acknowledgement of Indigenous Custodians
	3. Attendance
		1. Alice Zhao, Adam Whitehead, Madeleine Salisbury, Della Johnston, Matthew Denipitiya, Luke Ingram, Anishaa Jeyakumar
	4. Apologies
		1. Morgan Sheather
		2. Eleanore Arnold-Moore
	5. Proxies
		1. Morgan Sheather to Matthew Denipitiya
		2. Eleanore Arnold-Moore to Della Johnston
	6. Membership
	7. Adoption of Agenda
		1. Motion 2: That the agenda be adopted as presented. **Moved by** Adam Whitehead
		Seconded by Della Johnston
		Passed without dissent.
2. **Confirmation of Previous Minutes**
	1. Motion 3: That the minutes from both 17(23) and 17.5(23) be confirmed as a true and accurate record.
	Moved by Della Johnston
	seconded by Adam Whitehead
	Passed without dissent
3. **Conflicts of Interest Declaration**

No conflicts of interest to declare.

1. **Matters Arising from the Minutes**
2. **Correspondence**
3. **Office Bearer Reports**
	1. Alice’s most glorious and impassioned departing wisdom.

Alice’s last committee meeting as OB. They thank the committee for their dedication to the department and acknowledge the many successes throughout the year.

Adam thanks Alice and reflects on their partnership as Office Bearers.

Adam and Alice reflect on the risk of burnout and discuss ways to combat it next year.

1. **Motions on Notice**
	1. To move $1,227 from Programs budget line 3839 into the Printing external budget line 3713.
	2. To move $500 from Programs budget line 3839 into the Assets Expense budget line 3802.
	3. To move $1196.97 from the Contractor Fees budget line 3846 into the Printing external budget line 3713.
	4. **Motion 4: To pass 7.1 – 7.3 en bloc.**Moved by Matthew Denipitiya
	Seconded by Della Johnston
	Passed without dissent.
	5. To pass up to $2000 from the Asset Expense budget line, 3802, to purchase books for the Disabilities Lounge.
	6. To pass up to $2000 from the Asset Expense budget line, 3802, to purchase Mobility aids for the Disabilities Department.
	7. To pass up to $6000 from the Printing external budget line, 3713, to purchase Disability awareness pins.
	8. To pass up to $1500 from the Printing external budget line, 3713, to purchase stim toys to have in the lounge and for our constituency.
	9. To pass up to $300 from the Sundries budget line, 3899, to purchase and replace appliances, utensils and miscellaneous consumables (like tea and coffee).
	10. To pass up to $600 from the Printing external budget line, 3713, to use to make sure people can access the online version of The Ability Issue through the QR Code.
	11. **Motion 5: To pass 7.5 – 7.10 en bloc**.
	Moved by Della Johnston
	Seconded by Adam Whitehead.
	Passed without dissent.
* Alice notes the risks associated with passing money for purchases that may not be made in time, and the complications associated with purchasing large amounts of product from small businesses that may not send out invoices.
* The committee agrees that passing lots of money around at once does not look good from a budgeting perspective.
1. **Other Business (Motions without Notice)**
	1. Planning for next year
		1. First event to plan for is Summerfest
* Promotion of the Disabilities Lounge itself so people know it exists
* Do this in conjunction with the elevator pitch and Survival Guide
* Hold an ‘open day’ for the Disabilities Lounge with food and drink to introduce people to the space
* Important to communicate if there is limited space at events/if ticketing is available
* Main expenses: promo posters, merchandise for giveaways, food and drink
* Giveaway ideas: keep cups, pins/badges, drink bottles, notebooks, pens, sunflower lanyards/wristbands
	+ 1. Have multiple ‘welcome to the Disabilities Lounge’ days
		2. Do more arts and crafts days
* E.g., Sensory bottle making, candy and colouring, mindfulness and meditation
* Can get facilitators for these things
	+ 1. Disability pride month
* In July, so coincides with Winterfest
* Idea to get a selection of guest speakers/panel event
* Catering and prizes as budget items
* Payment for facilitators
	+ 1. Ability Issue 2 and launch party
* Need to do things further in advance
* Hire editors and graphic designers from outside the committee
* Consider paying student editors and graphic designers
	+ 1. Ongoing events
* Collectives: budget for catering
* Workshops: budget for materials and facilitators, companies that offer advice on employability, etc.
* Mental health training and safe food handling through university
* Volunteering program
	+ 1. Tools for use
* Budgeting for Canva Pro, Kapwing, etc.
1. **Next Meeting**
	1. December. Probably before the budget council.
2. **Close**

**Meeting closed at 3:20pm**