



University of Melbourne Student Union
Meeting of the Disabilities Committee
Minutes
(Tuesday, 13 February 2024, 1pm)
Meeting 2(24)
Location:

<https://unimelb.zoom.us/j/82952677546?pwd=Ny96YlUvWTF0VHpVY1JJbzdGb2RLUT09>

Password: OWLFIE

Meeting opened at 1:10 pm by Anishaa

Anishaa ceded chairing to Fiona Sanders

1. Procedural Matters

1.1. Election of Chair

Motion 1: That Fiona Sanders be elected as Chair

Mover: Della Johnston

Seconded: Morgan Sheather

CARRIED

1.2. Acknowledgement of Indigenous Custodians

So acknowledged.

1.3. Attendance

Member	Attendance Status (Y/N)
Adam Whitehead (OB)	No
Anishaa Jeyakumar (OB)	Yes
Eleanore Arnold-Moore	Yes
Morgan Sheather	Yes
Matthew Denipitiya	Yes
Della Johnston	Yes
Alyssa Johnson	No

Jaryd Clifford	No
Madeleine Salisbury (observer)	Yes

Procedural Motion: That the committee accepts Alyssa Johnson's proxy to Madeleine Salisbury.

More: Morgan Sheather

CWD

1.4. Apologies

Alyssa Johnson

1.5. Proxies

Alyssa to Madeleine

1.6. Membership

Waiting on resignations from Jaryd and Vansh, at which time Madeleine and Emmy will replace them on committee.

1.7. Adoption of Agenda

Motion 2: To adopt the Agenda as presented.

Mover: Eleanore Arnold-Moore Seconded: Della Johnston

CWD

2. Confirmation of Previous Minutes

2.1 Minutes 1(24)

Motion 3: To accept the previous minutes as a true and accurate record of meeting 1(24).

Mover: Morgan Sheather Seconded: Matthew Denipitiya

CWD

3. Conflicts of Interest Declaration

None declared

4. Matters Arising from the Minutes

4.1. Stocking list

For lounge

- Paper cutlery and paper cups
- Coffee & tea
- Oral rehydration salts

For sensory bottle making

- Jars (? units)
<https://www.ikea.com/au/en/p/foervar-jar-with-lid-glass-aluminium-colour-50202487/>
- Glitter
- Clear craft glue
- Baby oil
- Stickers
- Other decorative craft supplies
- Hot glue guns
- Gloves

- Colouring sheets
- Table covers

Plenty of cups and straws (removed from list)

Anishaa will be stocktaking later this week. Many committee members volunteered to assist tomorrow afternoon.

Anishaa invited committee members to submit links for purchases.

Total Orientation budget is 2K, most will go to the sensory bottles and food&drinks

Morgan raised the MHFA training, discuss in motions without notice

5. Correspondence

5.1. Jess Phillips reached out regarding reviewing the Respect module before it goes live in March.

Just an update, Anishaa will update the committee further.

5.2. CAPS emailed asking us to help promote their ADHD support group.
<https://services.unimelb.edu.au/counsel/student-workshops#neurodivergent>

Starts in March 15, EoI is open, will promote on socials after Summerfest.

Della asked who has the Social Media logins

Elanore and Madeleine have the Insta login which also posts to Facebook

UMSU CME should have the Facebook login details

Della & Madeleine will coordinate social media advertising

6. Office Bearer Reports

Motion 4: To waive reporting requirements for Adam Whitehead for this meeting.

Mover: Della Johnston Second: Matthew Denipitiya

For: 4

Carried

6.1. Anishaa Jeyakumar

6.1.1. Confirmed Summerfest itinerary

Disabilities Stall

Date: 21 February 2024 (Wednesday)

Time: 11am-3pm

Location: Market Hall

Activity: Sensory Bottle Making

+ Shared reading space for autonomous departments

Disabilities Welcome Event

Location: Disabilities Lounge

Date: 23 February 2024 (Friday)

Time: 1pm-3pm

Activity: Autonomous social event with some catering and games

- Eleanor and Mad not available for department events
- Della available for both
- Matt, can help on Wednesday & Friday
- Morgan unavailable Wednesday

6.1.2. Tasks

Before O-week

Purchase supplies from IKEA / Kmart / Coles	Anishaa
Purchase supplies from Eckersley's	Anishaa
Order F&B for Welcome Event https://shop.fabulouscatering.com.au/ - How many people are we expecting? - Games / icebreakers?	

Social media posts promoting Summerfest Events (graphic design, copywriting) Attachment: summerfesthub-promo-assets	Madeleine, Matt, Della
Prepare giveaway packs for Welcome event	

During O-week

Wednesday	
9.30am Set up at Market Hall - Layout: 2 trestle tables with 10 chairs, see attachment: market-hall-floorplan - Would we like beanbags in addition? 10.45am Safety and event briefing	Anishaa
11am Event start	Anishaa
12pm Facilitate sensory bottle making	Anishaa
1pm Facilitate sensory bottle making	
2.30pm Event pack-up	Anishaa
Friday	
12pm Set up	Anishaa
1pm Event start	Anishaa

Wednesday (stall):

- Consider a separate hot glue gun station
- Add gaffa tape to the list (to tape cords)
- Stocktake tomorrow and sort out additional orders and giveaway bags.
- Suggested also getting disposable earplugs

Friday (Welcome Event):

- Fabulous catering

- Chips and soft-drink
- Della volunteered to help during the event, and before
- Games that chill, not too involved. Use the colouring books. Not too structured
- Games/printed activities that don't have to be managed, but they are not forced to participate in

Socials

- Maddy to do a department design
- Team will do copy writing

After tomorrow's on-campus work, planning will be more concrete.

Mogan can't come but happy to assist.

Della want to do a welcome to the department video, will grab some (voluntary) comments tomorrow

Motion 5: To accept the Office Bearer's Report

Mover: Morgan

Seconded: Eleanor

CARRIED

7. Motions on Notice

7.1 Food for weekly collective

Starting week 1, 12 weekly meetings

Motion 6: To approve spending \$400 within tag 03-60-675-3839, this is for catering upcoming collectives at the Disability Lounge.

Mover: Della

Seconded: Morgan

CWD

8. Other Business

MHFA Training

Morgan spoke about doing MHFA training, both for own well being and for providing a safe space. Often receive difficult disclosures.

There is room in the budget. Morgan has found some accredited training.

Mary or Priyanka might be able to assist with offering it more broadly in UMSU and offsetting the cost to the department.

<https://services.unimelb.edu.au/counsel/student-workshops/mental-health-training>

<https://www.mhfa.com.au/our-courses/specialised-courses/>

<https://melbourne.lifeline.org.au/training/workplace-and-community-training/>

<https://www.livingworks.com.au/training/livingworks-asist/>

Will be added to Agenda for ongoing discussion

Scheduling

Della suggested that a timetable needs to be set for Collective and Committee, now that student timetables are available.

9. Next Meeting

Anishaa will send a When2Meet to set a meeting schedule for the semester

10. Close

Meeting closed at 2:02 pm.