

2. Confirmation of Previous Minutes

2.1 Minutes 3(24)

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

Moved: Anishaa

Seconded: Matt

CARRIED

3. Conflicts of Interest Declaration

4. Matters Arising from the Minutes

4.1. Improving the Disabilities Lounge – restock and cleaning services

An order has been placed with Officeworks and Dymocks for supplies including a standing whiteboard, storage solutions (containers), and dot-to-dot books. Anishaa will order more snacks from Coles as well.

Matt reminds us that we still need cornstarch. This is for making the fidget toys in the lounge space less sticky.

We are able to have the lounge thoroughly and professionally cleaned but will have to pay for the service. We will only be provided with a quotation once a ticket request has been submitted.

Laundry services are available at no cost via Info Desk, but we will be responsible for the labour of laundering the blankets, etc. Matt asks that we buy low fragrance laundry detergent.

The plan is to refresh and reorganise over the Easter break.

Much discussion around longstanding issues with the Lounge, particularly issues specific to the door. Anishaa has communicated and followed up on these concerns, and the CFO has assured us that he will be take responsibility for this and resolve this as a first priority. If this issue persists, Della suggests marking the floor with tape, so that where possible, people may be mindful not to trigger the sensor.

We discussed how we might make the space more sensory friendly and more welcoming to students with disabilities beyond quick fixes. Our 'Welcome to the Disabilities Lounge' orientation event was successful, and we want host a similar event in Winterfest to acquaint students with the lounge space.

In connection with this, discussion around merchandise - Owlfe plushies revisited. The consensus was that it is cute and fun but expensive and impractical.

4.2. MHFA training

Registrations for the next 2-day Standard MHFA training run by CAPS open this Friday (22 March).

Dates: 19 April (Friday) and 26 April (Friday)

Time: 9.30am – 4.30pm

Location: Strictly in-person and on campus

Cost: FOC

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

It would be possible to organise in-house training for specialised MHFA courses offered by Mental Health First Aid Australia, but these courses are not accredited; fees are considerably more expensive and vary between instructors (e.g. \$3000 for a group of up to 24pax on “Conversations About Suicide”); and they are designed to supplement the Standard MHFA training rather than be standalone courses.

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

The ASIST training offered by Living Works seems ideal, and is also sufficiently different from the MHFA training offered by CAPS to justify engaging them for a private workshop on campus. Anishaa has made enquiries and is still waiting to hear back.

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

Committee is keen to pursue ASIST training in lieu of CAPS.

5. Correspondence

5.1. Respect Initiative

The project manager of the Respect Initiative is hosting a Module Support Session (re: new eLearning module, *Preventing Sexual Misconduct*) at the Rowden White Library on Friday 22 March from 11am-3pm. They would welcome having student representatives in attendance to act as a student contact and provide general support.

5.2. Kumo Study – opportunity to support the research and development of a study management tool designed specifically for students with ADHD

Alex Kerr, founder and CEO, met with Anishaa earlier this week to demo the Kumo Study Chrome plug-in. They are interested in running a 4-week trial to validate some key early assumptions and are seeking between 5-10 participants. Beyond this, they are open to collaboration and are keen to support our department initiatives.

Committee is broadly ambivalent but will attempt to explore and familiarise themselves with the plug-in before offering feedback and deciding on next steps.

5.3. "Accessible" tram stop Audio Story

Brandon Kearns, a student journalist at The University of Melbourne's Centre for Advancing Journalism, reached out regarding an audio story he's developing re: the new tram stop outside the University at Parkville Station which has been labelled as 'accessible'.

Matt interviewed with him and has a keen interest in this.

Matt discussed how PTV's claim to accessibility is misleading. It is important to recognise that where PTV may canvass the public, they are only speaking to people who use PTV, not people who (still) can't. Additionally, many people are not eligible for concession fares in spite of a proven need and in spite of qualifying for disability supports like the NDIS.

Matt and Anishaa will work with Brendan on the Accessibility Aids pilot program and campaign.

Matt notes that it is important that beyond electric wheelchairs, it is important that the program provides mobility aids such as walkers that are difficult to transport on PTV.

6. Office Bearer Reports

6.1. In connection with Item 4.1, Lachie, who manages the volunteering program, is assisting us with organising a couple volunteers to help with the associated labour of overhauling the Lounge in its current state, moving things into storage, etc. This is, at this stage, a one-off arrangement.

However, we can discuss engaging volunteers on a weekly basis to help maintain the space, particularly in relation to lunch collectives.

6.2. In connection with Item 5.3, Anishaa is working on a Health Promotion grant application to support an accessibility-focused pilot program also in development. Anishaa will discuss specifics once she is able to finalise key details.

<https://students.unimelb.edu.au/student-support/health-and-wellbeing/university-health-promotion-program/health-promotion-grants>

Matt suggests the Melbourne Museum or the NGV as a point of contact or point of

reference for how the pilot program might function. Matt also notes that external training may be necessary to ensure occupational and health safety.

6.3. Arts Collectives

The plan is to roll out autonomous Arts Collectives on a weekly basis beginning Week 6 (after the break). These will be 2-hour in-person sessions held at the Arts Lab. Thursday afternoons appear to be most suitable. Marcie is keen to take a lead on this, alongside a contracted facilitator.

Committee reviewed the resume and expression of interest submitted by Charli and decided to engage them.

Anishaa will prepare a contract of engagement based on the template provided by HR. This will be reviewed by HR/Admin/Finance before it is finalised and before we are able to formally engage Charli. The pay rate of ~\$300 per session is based on 2023 Arts Lab pay rates which informed our budget proposal.

6.4. Collaboration with Burnley – reading group?

Discussion postponed to next meeting.

6.5. Collaboration with Southbank

Discussion postponed to next meeting.

6.6. The Ability Issue

Committee is keen to pursue an accessible digital site to host our publication, and interested in exploring the possibility of engaging Butterfly, a local web developing agency with a focus on accessibility. Anishaa will revert with more information and next steps at our next meeting.

Motion 4: To accept the Office Bearer Report.

Moved: Matt

Seconded: Morgan

CARRIED

7. Motions on Notice

7.1. Food for weekly collective

Motion 5: To approve spending \$2000 within tag "Collectives" under account 03-60-675-3839 "Programs", this is for catering upcoming collectives at the Disability Lounge.

7.2 Contracting facilitator for weekly arts collectives

Motion 6: To approve spending \$1200, within tag "Facilitators" under account 03-60-675-3846 "Contractor fees", this is for engaging a facilitator for Arts Collectives.

7.3 Stocking the Disabilities Lounge

Motion 7: To approve spending \$1000 within tag "General" under account number 03-60-675-3352 "Consumables & Supplies", this is for restocking the Disabilities Lounge and office with essential supplies, furniture, and tech e.g. whiteboard, storage solutions, misc stationery, colouring and activity books, bean bag filler, sensory tent.

7.4 Cleaning services

Motion 8: To approve spending \$500 on cleaning and moving services within tag "General" "Repairs and Maintenance" under account number 03-60-675-3801. The funds for this are to be moved from the surplus reflected in the February 2024 year-to-date P&L statement.

8. Other Business (Motions without Notice)

Motion 9: To pass Motions 5-8 in Items 7.1-7.4 en bloc.

Moved: Della
CARRIED

Seconded: Madeleine

9. Next Meeting

To be held in the Easter break.

10. Close

Meeting closed at 4:06pm.