

**University of Melbourne Student Union**

**Meeting of the Disabilities Committee**

**Agenda**

**1 pm Wednesday 4<sup>th</sup> December**

**Meeting [1](20)**

**Location: OB Space**

**1. Procedural Matters**

**Opened at 1:07**

1.1 Election of Chair

**Motion 1: Move to elect Jack Buksh as Chair**

Moved: Jack Buksh

Seconded: Max Dowell

Carried without dissent

1.2 Acknowledgement of Indigenous Owners

1.3 Attendance

1.4 Apologies

Dana Riley and Cameron Croese

1.5 Proxies

Cameron Croese to Grace Bevan

Dana to Max

1.6 Membership

1.7 Adoption of Agenda

**Motion 2: Move to adopt the agenda**

Moved by the Chair

Carried without dissent

**2. Conflict of Interest Declarations**

None

**3. Matters Arising from the Minutes**

**4. Correspondence**

**5. Office Bearer Report**

Srishti – since submitting, attended 2 full days of induction

Hue Man confirmed that the written report contains the summary of their actions

**6. Other Reports**

**7. Motions on Notice**

**8. Motions Without Notice**

Hue Man explained that the previous budget had much lower expenditure than last time. Outlined the key items of expenditure for this meeting – new furniture and perishable items.

**8.1** – Infographic outlines key direction for the department.

Would appreciate the endorsement of the budget, that has already been approved by council.

*Natasha enters at 1:13pm*

Srishti talked to the hopes for the department

Hue man and collectives and the importance

**Motion 3: Move to accept and endorse the 2020 Disabilities Budget**  
Moved: Hue Man Dang  
Seconded: Srishti Chatterjee  
Carried without dissent

**8.2**

Talked about the various food items for the disabilities space

Pointed to the fact that the Queer and Women’s spaces have snacks inside it

The importance of creating an inviting space for all inside the disabilities space – snacks are a way of achieving this.

Srishti and Hue Man talked about how to ensure that the food items had variety and were accommodating of needs.

Hue Man mentioned that they need to put in a plan to store the food

Hue Man and Srishti said that they were looking for further recommendations from anyone who suggested it.

**Motion 4: To authorise the purchase of non-perishable food items for the disabilities space, up to the value of \$900.**  
Moved: Hue Man Dang  
Seconded: Srishti Chatterjee  
Carried without dissent

**8.3**

2 bookcases, shelves, bookcases

Explained that the uni recycle program didn’t have any couches available but will get them when they are available.

Looking to buy more games as the current ones are inaccessible to some

Also, an Officeworks purchase. Hue Man opened suggestions from the committee for any other things that needed purchasing.

**Motion 5: To move \$1000 from the 2019 Budget Line ‘Assets’ to pay for the purchasing of a range of materials required in the Disabilities Space**

Moved: Hue Man Dang

Seconded: Srishti Chatterjee

Carried without dissent

#### 8.4

Srishti talked about the Summerfest survey – people prefer experience rather than just a giveaway. This forms the reasoning for the budget expenditure on the Summerfest event. The money will be used to fund their lucky dip program. All items purchased will be sustainable.

Srishti also talked about other ideas for engagement with students, including board games. It is harder for the department to engage with students, so everything will help.

Hue Man pointed out that other departments can be quite wasteful during O-Week. She explained the O-Week changes, and the need to create strong engagements with students to ensure they interact with the department during the year.

Max Dowell asked about the privacy concerns with the posting on social media. These were echoed by Harriet. Hue Man and Srishti agreed and wanted to then increase the budget to still be able to provide gifts to people who don't want to engage with the socials.

Max stated that an amendment to bring the amount up to \$1300 would better cover the outreach for the department. All members of the committee agreed.

**Motion 6: To move money, \$1300, from the 2019 Budget Line ‘Special Projects / Events’ to pay for the purchasing of items from Flora and Fauna**

Moved: Max Dowell

Seconded: Srishti Chatterjee

Carried without dissent

#### 8.5

Hue Man explained the program, and how important it is for students with a disability.

Srishti also reaffirmed how effective the program was.

**Motion 7: To pass \$120 from the 2019 Budget Line ‘Promotions’ to pay for the purchasing of a yearly Social Change Membership.**

Moved: Hue Man Dang

Seconded: Srishti Chatterjee

Carried without dissent

## 9. Other Business

### 9.1 Motion without notice

Motion to purchase a 12-month subscription to breathe magazine

Hue Man talked about the wellness articles in the magazine and how it can benefit the disability space.

**Motion 8:** To move \$69.00 from the 'Assests' line in the 2019 Budget to purchase a 12 Month subscription to Breathe Magazine

Moved: Hue Man Dang

Seconded: Srishti Chatterjee

Carried without dissent

### 9.2 Roles and Responsibilities

Talked about the importance of being respectful of each other. Hue Man and Srishti offered to talk to members at any time about any ideas or discussion relating to the department.

### 9.3 Zine

Talked about the name. Srishti mentioned that some were uncomfortable with calling it Spill the DisabiliTEA.

Max said that he had concerns regarding the name for a committee but not for a departmental publication.

### 9.4 Volunteer Support

Difficult for SwD to engage, and that it is good to reward and reimburse volunteers.

Srishti talked about ideas as to how to reward volunteers and talked about the consideration of giving them vouchers or gifts.

Max and Harriet expressed concern with giving everyone prizes.  
Hue Man said that the prizes would be small and relatively cheap.

**Motion 9:** Motion to move \$500 from the 2019 Promotions line to purchase gifts for departmental volunteers from Flora and Fauna.

Moved: Hue Man Dang  
Seconded: Srishti Chatterjee

Carried without dissent

9.5 Motion to purchase a \$500 Readings voucher to use for the future purchasing of books for the disabilities space.

Natasha suggested that books would be a nice addition to the disabilities space.

Natasha: We have the funds to do it from the 2019 budget, let's use it

Harriet: Books are expensive, \$500 would be a good amount

**Motion 10:** Motion to purchase a \$500 Readings voucher to use for the future purchasing of books for the disabilities space.

Moved: Hue Man Dang  
Seconded: Srishti Chatterjee

Carried without dissent

**9.6 Motion to purchase a \$100 Bunnings voucher for the future purchase of plants for the disabilities space.**

Harriet said that it would be a fun activity for the collective to pot and tend to the plants.

The committee expressed agreement with the purchasing of plants.

Hue Man – the voucher will be purchased now to use the 2019 budget, and the plants will be bought into the new semester.

**Motion 11:** Motion to purchase a \$100 Bunnings voucher for the future purchase of plants for the disabilities space

Moved: Grace Bevan

Seconded: Srishti Chatterjee

Carried without dissent

## 9.6

### Disabilities Space

V said that the space is large and can be overwhelming, so some way to divide the room would be good.

Hue Man said that she was going to look at Ikea to see if they had any room dividers.

Harriet proposed having designated quiet spaces.

## 9.7 Motion to purchase a Frankie Magazine, at the price of \$59.50

**Motion 12:** Motion to purchase a \$100 Bunnings voucher for the future purchase of plants for the disabilities space

Moved: Hue Man Dang

Seconded: Srishti Chatterjee

Carried without dissent

## 10. Next Meeting

No date set yet.

## 11. Close

Meeting closed at 2:07pm

**University of Melbourne Student Union  
Disabilities Department Report**

**Srishti Chatterjee & Hue Man Dang  
30/11/20**

**Key Activities**

**Key Activity 1 – Plan the use of the 2019 Disabilities Department Budget**

**Key Activity 2 – Disabilities Room Refurbishment**

**Key Activity 3 – Create a Timeline for Semester One**

**Action Points to be completed by next report**

**Action Point 1 – International Day of Disability**

Help organise the tea for International Day of Disability.

**Action Point 2 – Committee Meeting**

During the December Committee meeting we will be working with our committee to work on the budget remaining in 2019. We want to be able to make full use of it and finish off what was started so that we can have a more vibrant space.

**Action Point 3 – Organise the Furniture and Decoration**

We're organising second hand furniture for the Disabilities Space, and we will get couches and tables. We will be using some of the 2019 budget to purchase a Bluetooth Speaker.

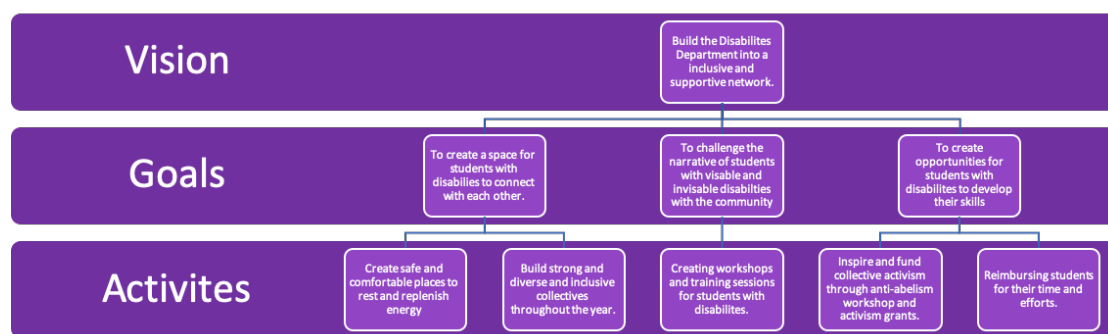
**Action Point 4 – Complete Handover**

We're just waiting for the 2019 OB to provide us with the passwords for the Facebook and Instagram. Perhaps we might touch base with Comms. Once we have that we will be ready for our social media plan for the Summer and what we're going to do for SummerFest.

**Other:**

- Srishti will be starting to plan the Zine for the Disabilities Space
- Hue Man will be meeting with Tim Lo Surdo to talk about the potential dates so we can lock it in and start thinking about location.

### 8.1 2020 Disabilities Department Budget



The 2020 Disabilities Budget has been put together by your 2020 officers, Srishti Chatterjee and Hue Man Dang. The budget was based on the budget and expenditure of previous years, especially 2018 which ran a lot of similar events, and included approximations and quotes for new initiatives. This budget was endorsed in the first meeting of the 2020 Students’ Council in late November. We ask that you read over it and endorse the budget.

Motion: That the committee endorse the 2020 Disabilities Department Budget.

Moved: Hue Man Dang

Seconded: Srishti

### 8.2 Use of the 2019 Disabilities Department Budget – Stocking on Food

The Disabilities Space in 2020 will be a space where students can go to get a meal when they are hungry. Student poverty is an increasingly important issue that disproportionately affects students with Disabilities. To make the best use of the 2019 budget, money will be moved to buy noodles, snacks, sauces, tea and other food items that can be stored and ready.

Motion: To move \$900 from the 2019 Budget Line ‘Promotions’ to pay for the purchasing of non-perishable foods.

Moved:

Seconded:

### 8.3 Use of the 2019 Disabilities Department Budget – Purchasing Disabilities Room Items

This year, despite the 2019’s efforts, the Disabilities Space on Level 3 still lacks essential items. To make up for this short fall, there will be the purchasing of items such as, but not limited to:

- Microwave
- Bluetooth Speaker
- Beanbags
- Board Games and Tactile Games (Lego)
- Arts and Crafts Material
- Therapy Items (Colouring Books)



Motion: To move \$1000 from the 2019 Budget Line ‘Assets’ to pay for the purchasing of a range of materials required in the Disabilities Space

Moved:

Seconded:

#### **8.4 Use of the 2019 Disabilities Department Budget – Purchasing O-Week Materials**

One of the activities for O-Week is a lucky dip. In order to enter the lucky dip, to which there are over 100 prizes, students have to take a picture (with the OBs, or with the banner), and post it on their Facebook or Instagram and tag the Disabilities Department into it. In this, they are required to also write a caption with something that they have learned whilst talking to one of the OBs or volunteers on the day. This will ensure that the Disabilities Department will have a range of social media photos that can be used, as well as have 100 photos of students. The prizes for the lucky dip come from Flora and Fauna which is an Australian owned company, and we will be buying items such as bamboo straws, cutlery sets, and other items.

Motion: To move money, \$1000, from the 2019 Budget Line ‘Special Projects / Events’ to pay for the purchasing of items from Flora and Fauna

Moved: Hue Man

Seconded:

#### **8.5 Use of the 2019 Disabilities Department Budget – Purchasing Membership**

Social Change (<https://www.socialchangecentral.com/>) is a platform that allows members to see all of the upcoming and relevant scholarship, careers, business, and development workshops available in the region. The information in this is not easily found nor promoted in the community. To increase the profile of the Disabilities Facebook page, we will be posting relevant information from Social Change Platform to share within our community, to increase the channels of communication.

Motion: To pass \$120 from the 2019 Budget Line ‘Promotions’ to pay for the purchasing of a yearly Social Change Membership.

Moved: Hue Man

Seconded:

#### **10.1 Roles, Responsibilities and Expectations of all Members of the Disabilities Committee**

Within the Disabilities Department, we treat one another with care and respect during and outside of our meetings. Everyone’s voice and valued and everyone is entitled to have a say in the management of this department. No one should be made to feel intimidated or feel that they are not able to voice their concerns. It is the responsibility of all members to ensure that all decisions being made are done in the best interest of the members of UMSU and adhere to the UMSU Constitution.

Voting members are to miss no more than three in-semester committees in a row or in total. Not meeting this requirement will result in removal from the committee. The Disabilities Office Bearers are responsible for organising no less than one monthly meeting outside of semester, and fortnightly meetings, during the semester.

**12. Close**