

**University of Melbourne Student Union
Southbank Campus Committee Meeting
Friday, January 28th, 2021 at 2:01pm
Meeting 1(22)
Location: Zoom**



<https://zoom.us/j/5810322042?pwd=NzhpOEtxeml4ZVJvNVU3RWdXYU12Zz09>

1. Procedural Matters (15 minutes)

1. Appointment of Facilitator

Mover: Alex Birch

Seconder: Jenny Le

2. Acknowledgment of Indigenous Owners

3. Appointment of Minute-taker

Mover: Jack Doughty

Seconder: Zodie Bolic

4. Appointment of Time-keeper

n/a

5. Safe Meeting Practice (Appendix 4)

6. Introductions

7. Attendance

Committee Members

	Jenny Le	Present
	Elliot Wood	Present
	Ikshvak Sobti	Apologies sent
	Purnima Padmanabhan	Apologies Sent
	Sam Blunn	Present
	Taylor White	Present
	Zodie Bolic	Present

Office Bearers

Campus Coordinators	Alex Birch Nina Mountford	Present
Education Officer	Xiaole Zhan	Present
Activities Officer	Jack Doughty	Present

Special Guest/Other

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8. Proxy-
9. Membership- N/A
10. Adoption of the Agenda

2. Confirmation of Previous Minutes (5 minutes)

https://docs.google.com/document/d/1K8d5aVwjclZS8IMHpB3hrtHU_Ovmp-jR4-X65TqAZd0/edit

Minutes confirmed.

3. Conflict of Interest Declarations (3 minutes)

n/a

4. Matters Arising from the Minutes (3 minutes)

5. Correspondence (5 minutes)

- Southbank Orientation - Tuesday 22 Feb
- Welcome Party
- Cute email from prior OBs

6. Office Bearer Reports (4 minutes)

Xiaole —

We have been progressing full steam ahead with Summerfest plans! Nina, Alex, Jack, and I have been working collaboratively to get our Basecamp Summerfest projects ticking along, meeting also with the Southbank Student Life Team to collaborate on the Southbank Carnival Day on the 22nd of February. We are planning to have an AV performance set up in Linear Park with paid student performers, our Guide to Student Life handbook at stalls to give away, food, live and virtual streaming of student films, and a whole UMSU family of department stalls who we have reached out to involved in the Southbank Carnival. Next steps include drawing up

detailed COVID plans and enhancing the digital aspect of our Summerfest plans pending regulations. We are aware that things are a bit up in the air at the moment!

We have also done some Southbank branding inspired by Andy Warhol's (in)famous banana album cover. Consequently, the Southbank mascot is very likely looking to be a roster of whose-turn-is-it- now-to-be-wearing-the giant-walking-UMSU-purple-banana-costume-with-a-bell. We are confident that this mascot will be nothing if not memorable.

We are also beginning to plan Semester 1 events with a Welcome Party in Week 1. Initial UMSU Sponsorship and Advertising enquiries into working with local Southbank café and bar Betwixt as a venue throughout the year sound promising (thanks Kim!). We are looking into making this our 'Ida Bar' of Southbank and hope hosting events close to campus will build a lively UMSU Southbank culture.

Alex -

Over the past 3 weeks Jack, Nina, Xiaole and I have been getting the ball rolling with our feb 22nd summerfest and week 1 plans. Working with staff on basecamp, we have been trying to organize plans that work around the conveniently timed faculty event on the 22nd and in mind of the recent omicron outbreak. We have been working on a T-Shirt giveaway based on our logo we developed with the design team, our guide to student life we have been writing is slated to be handed out on the day, the town crier is expected to be there , along with free food, live student music and stalls galore that we are yet to finalize. We are also brainstorming online events that can occur during the day for those who cannot make it in person and if in person plans fall through.

Plans for the week 1 party too are underway. We are in talks with betwixt (a bar on southbank campus) about their minimum spend and their availability for hosting an event and have received some promising information. We are hoping to have this as our own little Ida bar for holding events, we can have a bar tab open and then a performance or activity in linear park out front as a template for events.

Plans have begun with other OB's about our push for southbank specific collectives and we have gotten some promising initial plans for week 2. However we have not organized with every department we intend to yet.

Additionally, I have been working on basecamp to organize a formstack for students to apply for our vouchers that we purchased on the 2021. The aim is to collect some basic identifying information along with why the student needs the voucher ect, but ultimately give the committee power to award vouchers to ensure fairness.

In smaller news we completed many miscellaneous tasks for our department, like designing our logo, writing, recording and editing our elevator pitch in addition to working through canvas modules.

Nina -

The main concern for the Southbank department (as well as much of the union) has been Summerfest and how it might be affected by Covid restrictions, isolation requirements and

safety measures. After an initial meeting with the University's Southbank Student Life team, our initial plans for Southbank Day during Summerfest had to be adapted to fit with their plans. Our current plans are still somewhat in the air depending on the updates regarding Covid so we are proceeding with these but with adjustments to make them more Covid safe and low contact as well as establishing contingency plans. I have had a number of meetings with Events and Comms regarding our welcome party for Southbank students the first week back. Events have liaised with our ideal venue (a bar on/near campus called Betwixt) and their minimum spending requirements are compatible with our budget for events. We will proceed with negotiations and planning with this venue for our first evening event (considering covid requirements) including live music from students. As for the Southbank Day the Student life team has offered UMSU use of linear park while they use Willin park which is a good option for us, we will be having stalls from various departments who have been filling out the applications and potentially some student clubs pending space with the covid requirements. We initially wanted to have a BBQ as this is one of our more recognisable initiatives at Southbank but the University wanted to provide food for the students so we are still discussing this with them. We will also be launching our Southbank mascot/town crier at Summerfest (a purple banana) which is one of our branding/promotion tools. The town crier will capitalise on the characteristic of our campus as one where students are on campus all the time by relaying important information, events and news from UMSU in person throughout the year by handing out flyers, talking to students and generally acting as an identifiable point of contact for students to reach the Southbank UMSU department in person.

Our committee induction will occur on Friday the 28th of January before our meeting. It will be a short run through of the year ahead and an opportunity for committee members to ask questions about the processes outside of an official meeting. We have also been offered free samples from our supplier for the UMSU BBQs to try their new products so we will be having a "test BBQ" with our committee as a social event as well as to decide what we will serve at our BBQs for the year.

We have also been working on establishing some autonomous collectives on Southbank campus. We have established that OBs will act as at least one of the facilitators as they are established and further into the year as collectives begin to grow these roles can be handed over where appropriate and as needed.

Jack -

Hello again!

First and foremost: Wordle 219 4/6

Secondly, this month has been chaotic with all of the covid shenanigans, and I hope everyone is doing well and staying safe <3

Key Activities

Summerfest continues to take up most of our time and energy here on Southbank, with the covid-related circumstances everchanging, and being uncertain about our capacity for in person events. My fellow Southbank OBs and I have been working collaboratively and divvying up

tasks amongst ourselves, as well as meeting with the University's Southbank Student Life Team to see how we can work WITH them, and not have competing events at conflicting times, or double up on activities, whilst still platforming the union and giving us a voice. For the Southbank day (22nd of Feb) we're planning on having (paid) student performers, (paid) showcases of student films (both in person and streamed online), free food, our UMSU department stalls, and have basically finished our guide to student life handbook. Again, we've been working with the University's Southbank Student Life Team, to see how we can best collaborate with this, and merge our Summerfest activities with their welcome to campus, as some of these things are already being covered by them.

Along with this, we are continuing to work on our quick access grant program, which is taking longer than I would've liked, trying to get resources to students as soon as possible to help them create art.

7. Other Reports (5 minutes)

Nina: spoke about the outcome of the motions from our last meeting, with which vouchers we were able to get.

Nina: also spoke about FREE BBQ, very cool
(Jenny stepped out momentarily, and quickly returned)
OB reports approved

8. Discussions.

Elliot: asked a question about confidentiality with motions/the agenda.

Nina: responded by letting us know that meetings are not confidential at all, an open meeting (unless we go in camera (which will happen very rarely))

Meeting minutes and notice are public access on our website :)

Elliot: asked a second question about student performers and how hiring them would work.

Nina discussed ways that we would decide this with the committee, and how declaring conflicts of interest might work.

Alex: touched on conflict of interest about only sharing the quick access grants form with a select group, and how it must be publicly promoted.

Xiaole: spoke about a callout for student performers.

9. Motions on Notice

Motion:

Preamble: The quick access grants (eg Coles + WJB HI FI) will be distributed online through a formstack. The Food vouchers will be given out on a first come first serve basis while the JB HI FI vouchers will require a spending breakdown and the committee shall vote and approve who gets these vouchers to ensure fairness. The vouchers will be promoted through email and social media.

Student Info Collected:

– Name, student number

– Are you a Southbank student?

– contact email

– acknowledgment vouchers wont be used for assignments

– would they like to showcase their art at an UMSU event

– what are they using it for

– rough spending breakdown

Action: That the committee endorsed the proposed method of distributing quick access grants

Mover: Alex Birch

Secunder: Xiaole Zhan

Motion was passed.

Motion:

Preamble: We envision this to be a fun social event at the start of semester for Southbank students to get to know each other and make friends. We are planning an outdoor component, perhaps in Linear Park with AV for student performances and drinks in Betwixt.

Action: That the committee endorses the spending of up to \$2500 from the events budget line for our welcome event **in order of preference:**

- **1.** If the Welcome party occurs outside of usual Betwixt opening hours: up to \$1200 from the events budget line for a bar tab to meet minimum spend requirements for the event.
- **2.** If the Welcome party occurs within usual Betwixt opening hours and/or extends one hour afterwards: up to \$600 from the events budget line for a bar tab to meet minimum spend requirements for the event.
- That the committee also endorsed the spending of up to \$600 from the events budget line to pay student performers and pay for relevant AV equipment for the performances
- That the committee endorses the spending of up to \$350 to pay for one or two UMSU casuals (at their pay rate) to act as covid marshals for the duration of the event if the venue requires external covid marshals.

Estimated costs: a total of \$2150 if outside of Betwixt opening hours, \$1,010 if within Betwixt opening hours.

Mover: Nina

Secunder: Xiaole

Discussion around motion surrounding times, covid marshals/umsu casuals
Nina, Jack, Alex, Xiaole, Zodie, Elliot, Jenny
Large amount of discussion about this event, our intentions, and how it will run.
General consensus to keep it as flexible and accessible as possible.

Amendment to Motion (amendments in **green**)

Nina moves to pass the amendment to the motion

Jenny Seconds

Amendment Passed

Amended Motion Passed

(Alex checked his leaky ceiling, Xiaole played elevator music 🤗)

Alex moved from the chair, a 5 minute recess (3:02-3:07) (we believe the main motivation for this may have been a leaky ceiling)

Xiaole Seconded

Recess in session :)

Motion:

Preamble: This motion is intended to give us OB's a budget to spend on Summerfest so we can spend on the things we have already organized and also the things we will need to in the future without having to approve every item

Action: The committee endorsed the spending of up to 5,000 dollars from the events budget line on all Summerfest and Summerfest related planning costs, this includes:

- The spending of \$951.50 from the Summerfest budget line for 50 Southbank UMSU T-shirt's (10x small 15x medium 15x Large 10x X large)
- The spending of \$375 to print 100 copies of the guide to student life.

Along with the expected costs of:

- Food
- Paying student musicians
- Audiovisual equipment
- Covidsafe measures
- Promotion
- Any reasonable unforeseen costs associated with the event

Mover: Alex Birch

Secunder: Xiaole

Xiaole presented the draft of our guide to student life, brief discussion around the guide to student life.

Motion was passed.

Motion:

Action: The committee endorses the spending of \$20 (from the summerfest budget line) for a purple eggplant costume from Spotlight that we will convert to our mascot costume of a purple banana.

As well as up to \$50 for a bell from the summerfest budget line, for the mascot to use.

Mover: Jack

Secunder: Elliot

Nina moved to amend the motion to include “from the summerfest budget line” (in green)

The motion was amenable to the mover.

Xiaole presented discussion around a bell, Elliot was keen on the bell, Alex is a bell connoisseur.

Discussion about what type of bell, and how much to spend on one, whether we could even get one from the stock shop/props

(Discussion contributed to by: Nina, Alex, Xiaole, Elliot, Jenny, Jack, Zodie)

Discussion derailed by Elliot’s (majestic) hannah montana mug

Discussion further derailed by the pronunciation of Xiaole’s name “it’s like an ‘s’”

Xiaole suggested up to \$50 for the bell.

Xiaole moves to amend the motion to include \$50 for a bell for the town crier to use (in pink)

Zodie Seconds

Amendment Passed

Amended motion passed.

Jenny asked to clarify the spending, the \$50 is for the bell, \$20 for the costume, moving for up to \$70 total to be spent.

10. Motions without Notice (Surprises!)

Motion:

Action: That the committee endorses the proposed budget breakdown (see: Tayappendix 1)

Mover: Nina

Secunder: Taylor

Motion was passed.

11. Other Businesses

- Committee BBQ taste trial
- Questions!

12. Next Meeting

Meeting Closed at 3:30pm

APPENDIX 1: Proposed Budget Breakdown

INCOME	
Student council allocation	47,992
Other Income	\$5,000
TOTAL INCOME	\$52,992
EXPENDITURE	
OPERATIONAL EXPENSES	Costs
Summerfest/Orientation Costs	\$5,000
Events	\$20,000
Fortnightly BBQs	\$5,200
Special Projects	\$17,500
Office Supplies/ <u>Stationary</u>	\$292
Grants	\$5,000
TOTAL OPERATING EXPENSES	\$52,992
SURPLUS/(DEFICIT)	

APPENDIX 2: Full Budget Submission <https://docs.google.com/document/d/1gHHBorT1C5o221-WDa-SGvhQMYv0rVghhp8ChFikcw0/edit?usp=sharing>

APPENDIX 4

UMSU SOUTHBANK - Guide to Safe Meeting Practice

1. Be here in good faith with the goal of what is in the best interests of southbank students
2. Come with good intentions to make the meeting succeed
3. Have the intention of reaching consensus and a commitment to consensus decision-making
4. Extend goodwill to all participants and do not assume that other participants intentions are negative
5. Try not to bring previous differences, difficulties and grievances to present decision-making
6. Be honest
7. Try to listen without preconceptions; be open to new ideas
8. Show respect for others' opinions
9. Address the issue, not the person
10. Avoid harming others by committing to avoid aggressive verbal or non-verbal interaction
11. Indicate your intention to speak without interrupting others
12. Take into consideration the skills and experiences of others when communicating; avoid overwhelming people with superior oratory skills
13. Leave the room if you do not intend to listen
14. If you need to have a private conversation, have it far enough away that it does not interrupt the meeting or disturb participants; ask the meeting for a recess if the situation warrants it
15. Attempt to be brief in your contributions and avoid wasting time
16. Be willing to take responsibility for your actions and apologise when you have harmed others