



**University of Melbourne Student Union**  
**Meeting of the Southbank Committee**  
**Minutes**  
**Wednesday 4<sup>th</sup> December 2019, 11:00AM**  
**Meeting 1(20)**  
**Location: UMSU Southbank Office, The Hub Building (863)**

**meeting opened: 12.01**

**1. Procedural Matters**

1.1 Election of Chair

Hayden Williams was elected chair

1.2 Acknowledgement of Country

*So Acknowledged*

1.3 Appointment of Minute-taker

Verity Crane was appointed minute taker

1.4 Appointment of Time-keeper

1.5 Safe Meeting Practice

1.6 Introductions

1.7 Attendance

**Committee Members**

Theatre	Will Hall	Attended
Theatre	Mia Boonen	Attended
Music(jazz)	Jungoo (jamie) Kim	Attended
Film and TV	Caleb Ribates	Attended
Fine Art (painting)	Evelyn Pohl	Attended
Fine Art (Painting)	Emily Zarate	Did not Attend
Music	Ruby Milner	Did not Attend

**Office Bearers**

Campus Coordinator	Hayden Williams	Attended
Campus coordinator	Verity Crane	Attended
Events and activities coordinator	Lily Ekins	Did not attend

Other: Annalyce Wiebeng

- 1.8 Apologies
- 1.9 Proxies
- 1.10 Membership
- 1.11 Adoption of the Agenda

*So Adopted*

## **2. Confirmation of Previous Minutes**

## **3. Conflict of Interest Declarations**

A potential for perceived non-financial conflict of interest was declared by Hayden Williams in relation to the contractual arrangements between UMSU Southbank and PlayReactive for the delivery of the ongoing event series Pizza Social. Hayden maintains a friendship with one of PlayReactive's staff.

The committee has agreed that Hayden will leave the room during to assessment of the budget line for play reactive, so that a impartial judgement can be reached on the matter. Verity has agreed to liaise with PlayReactive.

## **4. Matters Arising from the Minutes**

## **5. Correspondence**

- Letter to Professor Barry Conyngham, Dean of the Faculty of Fine Arts and Music

*Tabled*

## **6. Office Bearer Report**

Neither Hayden, Verity or Lily provided an Office-Bearer Report for this meeting.

## **7. Other Reports**

### **7.1 Student Support Committee**

This committee next meets in 2020

### **7.2 Student Enrichment Committee**

This committee next meets in 2020

## **8. Motions on Notice**

- *Discussion:* UMSU Southbank Budget 2020

*Verity and Hayden outlined the content and rationale for the UMSU Department budget 2020 as contained in budget circulated with the agenda. Hayden outlined plans for orientation and the budget implications. Discrepancy in the budgeted amount for Wednesday BBQ's was raised. The budget line item for the Wednesday BBQs will not be enough to cover the employment of a UMSU casual staff member each week to run the BBQ as has been standard in the past. This error arose out of a miscommunication*

*between past and current Southbank department office-bearers. Verity noted discussion with Goldie (UMSU staff member) about rectifying this issue. Hayden noted that a budget amendment may be required later in 2020.*

- *Discussion: Student Engagement Projects*

A brief discussion was had but was truncated due to time constraints. This discussion will continue at the next UMSU Southbank Committee Meeting.

Department Budget

*Motion: That the Committee adopt the Department Budget*

*Mover: Hayden Williams*

*Seconder: Jungwoo Kim (Jamie)*

*Passed Without Dissent*

Team Building Dinner

Motion: That the Committee approve expenditure of \$350 for the purposes of a committee dinner to occur during December. The purpose of this event is to enable committee members to meet their colleagues and team-building.

Mover: Hayden Williams    Seconder: Evelyn Pohl

Passed Without dissent

Orientation

Motion: That the Committee adopt the event plan for the event series notionally titled Pizza Social (attached) – for Semester 1, 2020

Mover: Hayden Williams

Seconder: Will Hall

Passed without dissent

*Annaylese noted the need to cater to dietary requirements at UMSU Southbank events and the inclusion of this information in promotional materials.*

Pizza Social Budget

*Motion: That the Committee approve expenditure of \$792 quoted for the services of hosting Pizza Social by PlayReactive and other costs outlined in the event plan, for the 6 events during Semester 1, 2020 (attached) (totals \$2,000)*

*Proposal lapsed due to time constraints*

Orientation week lunch budget

*Motion: That the Committee approve the expenditure of up to \$2500 for Lunch on Monday of Orientation week + for Lunch on Tuesday of Orientation week.*

The Committee agreed to amend this proposal to reflect the reduced amount of money required to host these budgets and merged the two events into one motion. The motion agreed to in the meeting differs from that contained in the agenda in that the budget is reduced from \$2000 for each of the events to \$2500 for both.

*Mover: Verity Crane*

*Seconder: Evelyne Pohl*

*Passed without dissent*

	COST(GST inc/ex) X 2 days	Quote procured
TFYC (schnitzels & GF burgers)	\$250 X 2 = \$500	\$231 (for 350 serves) X 2 = \$462 (for 600 serves)

Groceries total	\$100 X 2 = \$200	\$119 X2 = \$238
Casual Staff	\$150 x 2 = \$300	\$148 (rate \$37ph x 4hrs = \$148) x 4 = \$592
Play equipment	\$500  (non repeat purchase)	\$462.90  (non repeat purchase)
Total	\$1796	\$1754.90

Orientation week – Thursday activities budget

- *Motion: That the Committee approve the expenditure of up to \$500 for the Orientation Lunch event happening on Thursday of Orientation week*

*Mover: Verity Crane*

*Seconder: Mia Boonen*

*Passed without dissent*

*Verity noted that they would be very involved with this event as a facilitator of activities and as a primarily opportunity to meet with incoming students for the 2020 year, it will be critical to UMSU Southbank growing community engagement, so committee involvement is highly encouraged. Verity invited all Committee members to volunteer for organizing, helping hands and activity/event coordination.*

Orientation week Thursday evening event budget

- *Motion: That the Committee approve the expenditure of up to \$3000 for a social event hosted by UMSU at Lionels on Thursday evening of Orientation week*

*Mover: Hayden Williams*

*Secunder: Caleb Ribates*

*Passed without dissent*

*Budget so far:*

<b>Item</b>	<b>Cost (GST inc/ex)</b>	<b>Quote procured?</b>
Light food (\$68.50 x 5)	\$342.50	Yes - from University House (Lionels)
Staffing costs (1 staff member per 50 people; \$135 - 4 x 4 hours)	\$720	Yes - from University House (Lionels)
Drinks	\$800	Not yet
Incidentals	\$850	No
<b>Total</b>	<b>\$3112.50</b>	

- *Discussion: Guide to Student Life Booklet (see booklet outline - attached)*

Guide to Student Life

- *Motion: That the Committee commits to the production of the Guide To Student Life booklet ahead of Orientation week 2020. (expenditure to be passed at a future meeting)*

*Mover: Verity Crane*

*Secunder: Mia Boonen*

*Passed without dissent*

- *Discussion: Wednesday student BBQs (see event outline)*

Acquiring Connect4 / Cornhole resources

- *Motion: That the Committee approve the acquisition of an outdoor Connect4 and/or Cornhole to be used at Wednesday student BBQs (and Orientation) and future events where appropriate.*

*Motion not required as budget for these items was approved in Orientation week lunch motions, lapsed*

Student Poll artwork

- *Motion: That the Committee approves the expenditure of up to \$800 from the campaigns budget line item (Materials/resources sub-line) to commission and acquire an artwork (polling device similar to Hans Haacke's MOMA Poll / Steve Lambert's Capitalism Works For Me) called 'Student Poll' to be used to conduct student polls at the weekly student lunches and other events where relevant*  
*Motion lapsed due to time constraint*

**9. Without Notice**

Amendment to expenses agreed to in previous meeting (part 1)

*Motion: That the committee re-approve the expense agreed to in the last meeting of \$3500 from the assets budget line of the UMSU Southbank 2019 budget to purchase furniture, plants and other office items such as organisational materials and board games from the UMSU Southbank 2019 Budget; and that this figure be revised down to \$2000.*

*Mover: Verity Crane*

*Seconder: Evelyn Pohl*

*Passed without dissent*

Amendment to expenses agreed to in previous meeting (part 2)

**Motion:** That the Committee re-approve the expense of up to \$1500 from the Assets budget  
Line of the UMSU Southbank 2019 budget to purchase artworks from the Grad.Show.2019 exhibition; and this expense be revised up to \$3000.

*Mover: Hayden Williams*

*Secunder: Evelyn Pohl*

*Passed without dissent*

(See attached: *Acquisition Plan for Grad.Show.2019*)

Re-approval of budget item from last meeting

**Motion:** That the Committee re-approve the expense of up to \$2400 from the orientation budget  
line of the UMSU Southbank 2019 budget to put a deposit on a campsite for a Surge camp 2020 to take place.

*Lapsed due to time constraints*

Attendance requirements for recurring UMSU Southbank events during Semester 1

**Motion:**

1. That the Committee compels at least one of the Campus Coordinators or the Events and Activities Officers to attend the Pizza Social and weekly Student BBQ recurring events hosted by UMSU Southbank during Semester 1, and;
2. That which of these Officers is to attend be worked out amongst the Officers themselves but is expected to be equal among the Officers
3. That details regarding attendance be outlined in each of the Office-bearer reports

*Lapsed due to time constraints*

**10. Other Business**

**11. Next Meeting**

*The Committee agreed to work this out via a WhenIsGood Poll.*

**12. Close 12.55**