



**University of Melbourne Student Union
Meeting of the Southbank Committee
Agenda
Wednesday 16 August, 6pm
Meeting 11(23)
Location: Zoom**

Zoom

link: <https://unimelb.zoom.us/j/87411920602?pwd=QjY4bWJXRk9mMk81Y3lxdktQRWhrQT09>

Password: 059328

Meeting opened at 6:23pm

1. Procedural Matters

1.1. Election of Facilitator (motion)

Jack moves to appoint self as chair, Zodie seconds.

Passes without dissent

1.2. Appointment of Minute-taker (motion)

Jack moves from chair to appoint Annalyce as minute-taker.

Passes without dissent

1.3. Acknowledgement of Indigenous Owners

So acknowledged.

1.4. Attendance

Annalyce Wiebenga	Southbank Coordinator	Present
Jack Doughty	Southbank Coordinator	Present
Helen Shen	Southbank Activities	Present
Zodie Bolic	Southbank Education	Present
Lachlan Spencer	Committee	Apology/Proxying
Leyland Jones	Committee	No
Amy Rogers	Committee	Yes
Todd Bennett	Committee	Apology/Proxying
Tirion Luff-White	Proxy for Todd	Yes

Emily Roberts	Proxy for Spencer	Yes
Savier D'Arsie-Marquez	Creative Arts Office Bearer (non-voting member of committee)	N/A

1.5. Apologies

1.5.1. Todd Bennett

1.5.2. Lachlan Spencer

1.6. Proxies

1.6.1. Todd Bennett to Tirion Luff-White

1.6.2. Lachlan Spencer to Emily Roberts

1.7. Membership

1.8. Adoption of Agenda (motion)

Jack runs through the agenda as we have a few proxies today.

Jack moves to adopt the agenda as presented.

Passes without dissent

2. Confirmation of Previous Minutes (motion)

Jack moves to confirm the previous minutes.

Passes without dissent

3. Conflicts of Interest Declaration

4. Matters Arising from the Minutes

5. Correspondence

Media requested we pass our \$150 for the featured artist program, see Motions Without Notice for more details.

Annalyce has had correspondence with Morgan, an NTEU delegate about updates relating to strike action on the Southbank campus.

There is a public meeting at Fed Hall on August 22nd at 4:30pm.

6. Office Bearer Reports (Appendix 2) (motion)

Jack apologises for her late report, speaks to report: BBQ orders, food is getting eaten, ball ticket sales went well, student life meetings with Jeanette going well, yay new Journeys cafe (affordable food and coffee on campus), staff strike on the 28th (everyone doing half-day strike, full-week is still in discussion)

Annalyce updated on the Respect Reference group: agreement with university that policies need to match up better.

Jack moves to accept OB reports, Tirion seconds.

Passes without dissent

7. Other Reports

8. Discussions

8.1. Mid-year budget review

Background: Brainstorming document supplied to all committee members via group chat as it's set to "anyone with the link can edit". We are still waiting on advice from the UMSU accountants to fully commit to a review, but are currently inviting the committee to provide suggestions and feedback.

- Exam support and performance care packages
- Beefing up the breakfasts

9. Motions On Notice

9.1. Beefing up the Breakfasts

Preamble:

The Southbank Breakfast is becoming increasingly popular. The week 3 breakfast saw all food run out 40 minutes after the event began. \$500 per event may no longer be sufficient, so we need to add some additional funding beyond the \$10k covered by our SSAF grant. This allocation will increase our budget to \$750 per Breakfast, starting in week 5.

If demand continues to outstrip supply even with this addition, we may need to consider more affordable options such as switching to a breakfast BBQ in the warmer months or alternating with continental breakfast offerings. These options may also need to be considered by the 2024 Southbank team.

Action:

That the committee approves the movement of \$2250 from the Events > Food & Beverages budget line to provide additional food for the Southbank Breakfast (natural acct no: 03-60-690-3840)

Mover: Annalyce

Seconder: Amy
Discussion/result: Passes without dissent

10. Motions Without Notice

10.1. Southbank Featured Artist in Farrago Edition 5

<p>Preamble:</p> <p>Farrago, run by UMSU's media department, has been offering prizes to "featured artists" in each of their magazine editions this year. Submissions for the edition 5 iteration are soon to open, so it's time to pass some money to pay student creatives! Two creatives will be paid \$150 each for their selected work, chosen from a pool of submissions: generally one will be a creative writer and the other will be a visual artist. This edition, the artists will be Southbank students and we have \$150 in our budget to contribute to the program.</p> <p>The featured artists from Edition 3 are on pages 45-46: https://issuu.com/farragomag/docs/2023_edition_update_3_final_page_adjustment/46</p> <p>Action:</p> <p>That the committee approves the movement of \$150 from the Contractor Fees > Artists budget line to contribute to Farrago's "featured artist" program for Southbank students in edition 5 (natural acct no: 03-60-690-3846)</p> <p>Mover: Annalyce Seconder: Tirion</p>
Discussion/result: Passes without dissent

11. Other Business

12. Next Meeting

Monday 28 August, 6pm

13. Close

Meeting closed at 6:44pm

Appendices

Appendix 1: 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

Appendix 2: Office Bearer Reports

Jack Doughty: Southbank Campus Coordinator

Key Activities

Greetings loyal citizens of Pyongyang in Southbank!

BBQs are going excellently with the invoice being sent through to the Welfare office and another order on it's way. They continue to be extremely well attended with us running out of stock by the end every week. Breakfasts are going well as well, with food also being eaten well before the end.

We have another order of Protein coming for the next BBQ within the week, and I am going to be reimbursed for my woolworths runs for fresh ingredients ASAP.

Ticket Sales went excellently for the Southbank Ball, with them selling out well within the time they were available. Super keen to see everyone there and have a fun night with all the homies on southbank!

Student life meetings with Jeannette have been going well, with the bigger student-advocacy meeting coming up in a few weeks where we'll have the opportunity to give feedback on the new café, as well as a few other initiative's.

The Southbank department will continue to support the ongoing action being taken by the NTEU in solidarity with our staff on strike. Bank up your attendance comrades, I'm keen to go out in solidarity with our teachers.

Progress on assigned actions from last report

1. Continuing to run Successful Committee meetings, with funds passed for collectives and welfare programs
2. Successfully run and organised BBQs, consistent re-stocking of resources
3. Meetings with the student life team and dean are ongoing – Last was very swift and efficient, activation of the student Hub came up again.
4. Continue to reach out to students about their timetabling issues – Survey is well underway
5. Order made for more BBQ protein

Action Points to be completed by next report

1. Continuing to run Successful Committee meetings, with funds passed for collectives and welfare programs
2. Continued report back from BBQs
3. Update on timetable meetings and student engagement
4. Receive next BBQ order

Budget Expenditure

Waiting on Invoices for protein to be paid by welfare department.
I will be submitting reimbursement for my BBQ costs ASAP.

Annalyce Wiebenga: Southbank Campus Coordinator

Key Activities

Meetings

- Respect mini meeting: Finalised information to report back to Respect Reference Group regarding affiliated bodies such as UMSU, UMSUi, Clubs & Societies, MU Sport.
- Respect Reference Group: Will have occurred after report submission
- Student wellbeing meeting with Jeanette: Updated on a few matters from previous meeting, including the opening of Journeys cafe, discussed on-campus physio opening hours, potentiality for a communal space for students several years down the line.
- SEDS review: Got dropped on me at late notice for a meeting this Thursday, will include details in next report. SEDS = Student Equity and Disability Services.

Welfare Programs

Breadbin

This has unfortunately been the casualty of being busy in so many other areas. We've been stocking the leftover condoms from Winterfest and trying to keep on top of menstrual care. I am crossing all my appendages that I will have completed an order by this meeting.

BBQs

We've been doing well cooking a good amount of food and having little wastage. Unopened bread is distributed via the Breadbin. Onions are refrigerated and retained for future use.

Breakfasts

Food continues to be eaten apace, and we've had questions from students about leftovers when none have been available. I think I left it a bit late to increase the order for this week but will do so for future breakfasts. Don't want to increase the budget excessively as next year's OBs will have to foot the bill out of the Southbank budget instead of getting a SSAF grant.

Collectives

All available money has been passed, promo materials updated and venues selected. Queer and POC are at Betwixt and Disabilities will remain in the office so we can order gluten free catering from an accredited or "members preferred" provider per Coeliac Australia.

Ambitions to hold 4 of each collective have fallen through, but that means we can spend more on each collective, especially Disabilities since we went over budget last semester.

- Queer x Southbank: We were late on the draw with advertising so it was just me and Leslie. Hopefully that will pick up next time.
- POC x Southbank: I messed up the new posters and had to get them updated again, but got everything fixed a week before collective and put it in the UMSU mailout. We have a new facilitator to help with consistency, while retaining the old facilitators. We can potentially redirect some of the POC Dept's funding for this collective to the VCA collective that requested a grant from POC.
- Disabilities x Southbank: Trying my damndest to get the gluten-free caterer we want to give me the time of day, as they're insistent on advance payment before delivering. As they haven't replied to me at this time of writing, I will be informally blacklisting them because this is a ridiculous requirement, especially from a company that doesn't respond promptly to catering requests. Have DM'd the Disabilities OBs about considering alternative caterers because I am Done with this company. Just prior to sending the agenda, the company informed us they cannot deliver, which is a contradiction to previous information provided. Bye.

Surveys

We've had some issues getting responses to the surveys, so I've been trying to make note of verbal feedback received, especially from cohorts that don't have a strong direct connection to UMSU. This may have to be a more formalised strategy to increase response rates, as students don't mind venting but often don't have the mental bandwidth to fill out a bunch of forms, no matter how hard we try to make them accessible.

We'll also need to do a more aggressive poster run on the campus, probably using the locations identified for the Southbank Ball posters. We'll keep trying to promote the surveys at our recurring events as well.

We have extended the deadlines into start of week 7 and have put them in the UMSU mailout (I went a bit autocrat on this since I only had a short window to get the copy to Ailish for the mailout lol). Zodie and I need to update the graphics to reflect the new date.

Southbank Ball

Tickets sold way better than anticipated, given last year's ball didn't even crack 200. A multitude of factors have likely contributed to the Ball close to 300:

- Positive reviews from 2022, which was the first post-lockdown Ball held for Southbank students. The last one was in 2019 and had been expensive due to financial issues with the MSS and UMSU Southbank at the time not contributing financially.
- Better promotion strategy - this was largely left up to the MSS last year; clubs have fewer avenues available to them. This year, we took over the "official" promo to take some stress off the MSS. Between the two groups, we used everything in the arsenal even before the UMSU mailout:
 - MSS member emails - this is standard practice for clubs, MSS did it last year as well

- Full suite of UMSU-template social media graphics - MSS has a volunteer graphic designer, but she was short on time, so I made quick Figma graphics instead
- Collabs with the main UMSU Instagram
- Event page on UMSU website
- Drumming up interest with “teaser” graphics
- Sense of urgency from the short deadline; most tickets were sold even prior to announcing the extension to the following Tuesday
- Aggressive posterage across campus.
- Introduction of a theme (Masquerade) - this is hard to gauge, but may have stirred interest especially among costume-makers
- Date: It’s possible that a high number of students were not in Naarm during mid semester break last year, when the Ball was held.
 - 2022 event conflict: The Southbank Ball last year was the day after (or before?) the UMLL Ball so some students had to pick between them. If memory serves, the MSS had already locked in the Ball date when we found this out.

In response to all the tickets we subsidised selling out, MSS put up a few dozen extra tickets at the full cost of \$99. We also offered a small number of free tickets for students experiencing financial hardship.

The venue staff apparently have no idea how OneMusic licencing works, but according to Julian from Events this isn’t my problem. So the band is going to play whatever the hell they want. Hopefully we’ll have a contract for them ready by the time this meeting is occurring, because that’s also been a headache and a fight between HR and Events for some reason.

Mudfest

Southbank Mudfest Entree is this Thursday 5:30-8:30pm (or something like that). I’ll be there to help on the day but have been trying my damndest to not let the advance prep be my problem as I’m handling so many other things in the department.

Solidarity with NTEU

The staff union is making moves with a half-day strike planned on Monday August 28 and a Southbank members meeting planned for Tuesday 22 August in Fed Hall. This meeting will also be open to non-members and students. I’ve invited members of the union to speak to students at our next two BBQs.

There may be more intense strike action coming up, so hopefully we can help build up student support here at Southbank.

Administrative & Misc Duties

- Added meeting schedule to department page
- Requested Winterfest musicians reissue invoices based on HR feedback

- Ball risk assessment sent to UMSU events and the MSS
- Committee papers
- Giving social media lessons to team members lol
- Advised Ed dept on contacting Elizabeth Andrews for catering

Progress on assigned actions from last report

- Lock in all breakfast catering - nearly done
- Finalise Mudfest appetiser event with Helen, Sav and Milly - seems to be done
- Get a venue for a Women's event - lol no
- Reach out to applicants for a voucher program not properly executed by predecessors - not yet
- Book Betwixt for Queer and POC collectives - done
- Arrange gluten-free catering for Disabilities collective
- Promote Southbank Ball in the UMSU mailout - done, was probably unnecessary
- Stock the Breadbin - not yet; drowning in other tasks

Action points to be completed by next report

- Get a venue for a Women's event
- Reach out to applicants for a voucher program not properly executed by predecessors
- Stock the Breadbin
- Update timetable survey graphics
- Finalise contract for the band at the Ball
- Attend NTEU FFAM members meeting on August 22

Budget Expenditure

Item	Budget line	Allocated	Spent
Coffee vouchers - coffee costs	Events > Food and Beverages	\$1250	\$285 from Journeys
Stock the Breadbin over the break	Programs > General	\$1000	Not spent yet
<i>Southbank Winter Warmer Event Casuals, approved in OpSub</i>	Events > General	\$248	Expecting to be charged shortly
<i>Southbank Winter Warmer Craft Supplies, approved in OpSub</i>	Events > General	\$300	\$117.98
Southbank Winter Warmer Marquee Contribution	Events > General	\$1000	Waiting to hear from CME

BBQ costs	Events > Food and Beverages	\$2000	Ask Jack
Breadbin	Programs > General	\$2000	
Breakfast	Events > Food and Beverages	\$6000 for the semester	\$496.20 week 2, \$480.60 week 3 to be processed
Queer x Southbank collective	Programs > Collectives	\$400	\$59.90 to be processed
People of Colour x Southbank collective	Programs > Collectives	\$400	
Disabilities x Southbank collective	Programs > Collectives	\$219	
Southbank Ball Band Hire	Events > General	\$1110	
Southbank Ball: The Big One (i.e. we're going to spend most if not all of this on the venue)	Events > General	\$10,440	\$10,440 being processed to send to MSS for venue payment
Southbank Mudfest	Events > Food & Beverages	\$2000	

Helen Shen: Southbank Activities Coordinator

Key Activities

- Confirmed Betwixt for Mudfest event August 17
- Socials and posters for Southbank Mudfest
- Sent Sav the Mudfest socials files
- Sent Mudfest schedule to Betwixt
- Pinning up posters for Southbank Mudfest
- Thursday Southbank Breakfasts 9AM
- Tuesday Southbank BBQs 11am

Progress on assigned actions from last report

- Replied to Betwixt email for Mudfest
- Emailed Betwixt
- Southbank breakfast clean up

Action Points to be completed by next report

- Student disciplinary meetings
- Follow up for Betwixt Mudfest event invoice

Budget Expenditure (if applicable)

- Also see Annalyce's report

Zodie Bolic: Southbank Education Officer

Key Activities:

Mudfest

Approaching slowly – I am more just in the background for this planning as I won't be able to assist with set up on the day due to class, however all appears to be going well!

Racism at Southbank Survey

Survey has been launched, with currently 6 responses – which is better, but still a bit poor. I have done some significant postering and promoting to try and increase the response rate, so hopefully this response level will pick up soon. I will have a discussion at the end of this week with the other OBs to decide whether an extension would be necessary.

Other tasks

The Southbank Physio is open at very inaccessible times so I am looking to see if as a department we can provide feedback on when would be better for students. Additionally, I am looking to make a submission to the University Accords interim report to better capture the Southbank experience than the earlier UMSU submission did.

Progress on assigned actions from last report:

1. Working on it.
2. Done! But still continuing.

Actions to be completed by next report:

1. Provide feedback about Southbank Physio opening hours.
2. Promote Southbank Anti-Racism survey.
3. Write UMSU Southbank Accord Submission.

Budget Expenditure:

Please refer to Annalyce's report