



**University of Melbourne Student Union
Meeting of the Southbank Committee
Minutes
Monday 28 August, 6pm
Meeting 12(23)
Location: Zoom**

Zoom link:

<https://unimelb.zoom.us/j/81663345609?pwd=TldLaXISVnNvRGlkSWlyZFZGa1pOZz09>

Password: 999354

Meeting opened at 6:10pm

1. Procedural Matters

1.1. Election of Facilitator (motion)

Zodie moves to elect self as facilitator. Seconder: Jack/Jackie

Carries without dissent

1.2. Appointment of Minute-taker (motion)

Zodie moves from chair to appoint Annalyce as minute taker

CWD

1.3. Acknowledgement of Indigenous Owners

So acknowledged <3

1.4. Attendance

Annalyce Wiebenga	Southbank Coordinator	Yes
Jack/Jackie Doughty	Southbank Coordinator	Yes
Helen Shen	Southbank Activities	Yes
Zodie Bolic	Southbank Education	Yes
Lachlan Spencer	Committee	Apology
Leyland Jones	Committee	Yes
Amy Rogers	Committee	Yes
Todd Bennett	Committee	Yes

Saviez D'Arsie-Marquez	Creative Arts Office Bearer (non-voting member of committee)	No
------------------------	--	----

1.5. Apologies

1.5.1. Lachlan Spencer

1.6. Proxies

1.7. Membership

1.8. Adoption of Agenda (motion)

Zodie moves to adopt the agenda as presented.

CWD

2. Confirmation of Previous Minutes (motion)

Zodie moves to confirm the previous minutes.

CWD

3. Conflicts of Interest Declaration

Jack is former Music Students' Society exec, Annalyce is current MSS exec. Motions where MSS is being given money directly for the ball have already been approved; remaining motions are related to UMSU Southbank's responsibilities towards the Ball.

4. Matters Arising from the Minutes

5. Correspondence

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

Taken as read. Jackie and Annalyce went to the strike. Woo!

Zodie moves to accept the OB reports.

CWD

7. Other Reports

8. Discussions

8.1. Mid-year budget review

Summary of findings:

As of the June review conducted by accountants, we had spent \$15,769.70, or 29.5% of our budgeted expenditure of \$53,450. Since we received \$7000 more in grants than anticipated, our budget has gone up to \$60,450 including both our UMSU allocation of \$50,450 and our \$10,000 SSAF grant.

Since the June review, we've spent \$10,400 on the ball (plus another \$3000 approx in the pipeline) and paid expenses for Winterfest and the Mudfest Entree. In practice, we have spent over \$30,000 and are approximately halfway through our increased budget.

- Mild underspend in Events budget line is self-correcting:
 - The addition of \$2250 to the Southbank Breakfasts
 - Spend on Southbank Mudfest Entree
 - Higher-than-budgeted spend on the Southbank Ball
 - The last few costs from Winterfest that are still being put through admin
 - Projected BBQ perishables costs of approx \$120 per remaining BBQ, estimated remaining cost: \$840
 - Casuals are to be hired for the week 7 BBQ, which will add to this cost
 - Scope to co-run a Women's event later in semester, depending on capacity of the Office Bearers and availability of a venue.
- Underspend in the Programs budget line: Due to fewer Breadbin restocks, we had about \$10,000 left in the Programs budget in the June review. Since then, we've had 3 collectives and a Breadbin restock, so the amount remaining would be closer to \$8500
 - Collectives are either close to budget, or over budget.
 - General Programs budget underspend to be corrected by:
 - Restocking the Breadbin until conclusion of our terms on November 30
 - Provision of assessment/performance season care packages
 - Exam support stations
 - Free stationery
 - Confirm feasibility of providing art supplies to School of Art students as requested earlier in the year.
- Printing budget has been exhausted
- Supplies budget went over by about \$16, due to a maths error.

We will not be releasing any funds back to Students' Council, as we anticipate being able to spend most, if not all, of our remaining budget. Committee is invited to offer additional ideas for the benefit of students at Southbank campus.

9. Motions On Notice

9.1. AV Melbourne for Southbank Ball

Preamble:

The venue is being a pain, so we need AV Melbourne's help to run tech for the band performance at the Ball.

Action:

That the committee approves the movement of \$2415 from the Events > General budget line to pay AV Melbourne for services at the Southbank Ball (natural acct no: 03-60-690-3840)

Mover: Leyland

Seconder: Todd

Discussion/result:

CWD

9.2. Southbank Mudfest Entree Extra Funding

Preamble:

People like to eat and drink. Who knew? The bar tab ran out early and the food was very popular, so we increased the amount for both. So, now need the money for it.

Action:

That the committee approves the movement of \$723.50 from the Events > Food and Beverages budget line to cover additional costs incurred at the Southbank Mudfest Entree (natural acct no: 03-60-690-3840)

Mover: Annalyce

Seconder: Jackie

Discussion/result:

CWD

9.3. People of Colour x Southbank Collective Extra Funding

Preamble:

The first collective of semester was hugely popular with an estimated 20 people ordering lunch, completely blowing our entire semester budget, with \$465.50 spent (we only budgeted \$400, plus the \$800 from POC). So, we need to add more money!

We anticipate the Queer x Southbank collective may underspend, as we still have money from Queer's budget as well, so this will pull from that allocation. If this estimate is wrong, we will move funding from Programs > General into Programs > Collectives later in the semester.

Action:

That the committee approves the movement of \$200 from the Programs > Collectives budget line for expenses related to the People of Colour x Southbank Collective. (Natural acct no: 03-60-690-3839)

Mover: Todd

Seconder: Annalyce

Discussion/result:

CWD

9.4. Southbank Ball: WHACK A MOLE!

Preamble:

There's a distinct possibility some random expenses for the ball are going to pop up, so let's pass a bit of money now in case. We may end up having to pay the band more than originally planned due to longer presence required per AVM's schedule, for example. If this money is used, we will report to committee where we had to use it.

Action:

That the committee approves the movement of \$250 from the Events > General budget line to cover additional costs incurred regarding the Southbank Ball (natural acct no: 03-60-690-3840)

Mover: Todd

Seconder: Leyland

Discussion/result: Band will be onsite longer than the initial 3 hours agreed upon, so they have requested each band member be paid an additional \$100; there is an extra \$100 in the original band motion so we need another \$400 to cover the full band, hence the below amendment. So, this amount will be spent entirely on the band.

Amendment: That the committee approves the movement of **\$400** from the Events > General to cover additional costs incurred regarding the Southbank Ball (natural acct no: 03-60-690-3840).

Mover: Annalyce

Seconder: Amenable to mover, Todd

Result on amended motion:

CWD

10. Motions Without Notice

11. Other Business

Say hi to people on strike this week :)

12. Next Meeting

Wednesday 13 September, 6pm

13. Close

Meeting closed at 6:21pm.

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

Greetings Southbank cosmonauts!

I've been spending a lot of time this week attending meetings and organising for the NTEU strike this coming week from the 28th to the 3rd. Just this past week the school of art and stagecraft voted unanimously to go on a week long strike down here at the vca with the most public facing action planned so far to be a rally at 12pm on Monday (the 28th) for the whole uni half day strike. It would be great to see you comrades down there, bring your teachers!!

If you'd like to help out with union action and support our staff, please do contact annalyce or I to get involved

BBQs are continuing to absolutely slay, with the invoices being sent through to the Welfare office again. 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.

The new mushroom burgers absolutely pop-off, so do please come help out on Tuesday so you can grab one!!

Reimbursement requests have been sent through for my personal out of pocket expenses as well.

I'm super excited to see you all at the Southbank Ball this week as well, and hope everyone is doing well with their assignments J

Annalyce Wiebenga: Southbank Campus Coordinator

CW: reference to sexual assault in the meetings section, no explicit detail.

Key Activities

Meetings

- SEDS review: Went to the elected reps focus group alongside Hiba and reps from GSA and UMSUi. Tons covered, including some faculties/departments not respecting Academic Adjustment Plans. I was able to speak to my experience within the Con (mostly positive) and refer some issues with some parts of VCA being less cooperative. If you'd like to speak to your experience, you can find a link to the written submission callout here, or ask one of us to submit on your behalf: <https://students.unimelb.edu.au/student-support/student-equity-and-disability-service>
- Meeting with Lyn McColl: Lyn is doing a review of the sexual misconduct policy. We discussed issues of close-knit cohorts, positive education, misalignment with the VC regulations and Student Conduct Policy, and many other things as I go on tangents.

Mid-year budget review

See discussions section for details to talk about, will report back to Council. TL;dr we're not giving Council any of our funding.

At this rate, it's not necessary to move items into other budget lines, aside from potentially mopping up some orientation expenses that were funnelled from other budget lines due to eating our entire orientation budget early on. In practice, once expenses that have gone through since the June review and July Profit & Loss statement are accounted for, we have spent about half our budget.

Welfare Programs

Breadbin

I FINALLY DID AN ORDER! There's an issue with UMSU's credit limit at coles that meant I had to do a smaller order, but the order has been delivered and distribution has commenced. We have coffee.

BBQs

We have more protein!! Turnout continues to be great.

Breakfasts

We've increased the budget to \$750 per breakfast. First one at the new amount was last Thursday; all food was eaten but we didn't run out super early. I call that a win. If we need to supplement further, we'll turn to cheaper options such as cereal instead.

Collectives

- POC x Southbank: massive turnout, estimated about 20 people came and got some lunch. Fairly sure this is due to our new facilitator Justine doing some word-of-mouth promotion in her cohort. We have blown our budget, but that's okay. We have the capacity to put more in. I made a mistake with the table booking at Betwixt but will fix the other bookings.
- Queer x Southbank: I think this was covered in a previous report, just me and Leslie, invoice has been sent off. We'll work on promoting it more.
- Disabilities x Southbank: We were very slow off the draw with promoting this one as well, so it was just me and Adam. We put the leftover food in the student lounge fridge. We used Broad Bean Organic Grocer as they're local and were able to make the whole order gluten-free.

Burnout is getting me, so promotion for all the collectives has been pretty weak on the UMSU end. Will work on fixing that.

Surveys

Extended to start of week 7 and promoted in a recent UMSU mailout. We've gotten a few more bites. Zodie and I haven't really had the time or capacity to update the posters with the new deadline, unfortunately.

Southbank Ball

This thing is ruining my life. Payment for the venue has gone through. Currently wrangling the issue of equipment for the band, and I'm also concerned that the contract sent out doesn't reflect updated timings now that we've reached out to AVM for help. Not sure why the venue is being such a pain about pretty standard equipment such as a PA and microphones.

AVM seems to be able to help out, but the cost is pretty steep.

Anyway, hope everyone else is more excited than I am and has costumes and masks lined up. I have no idea what the hell I will be wearing.

Southbank Mudfest Entree... Post-Mortem

So. Interesting night. I'll start with the positives.

- Great turnout; we had to expand the bar tab and food budget
- Good vibes
- Betwixt are good to work with (expensive, but Lionel's is too annoying to book unless you get lucky with dates)

- Positive feedback on the food.
- Great teamwork and problem-solving on the night between us and Sav
- Got to say hi to Brittney
- Great art :)

Some... growth areas:

- Communication regarding equipment between our teams: apparently I'm the only person who remembers discussing this early on, where we absolutely discussed bringing AVM dry hire to Southbank for this event - and yet this didn't happen
 - We also definitely discussed the dry hire being brought in Sav's car and therefore making sure the Mudfest team had access to it a bit earlier so this could be actioned; I have no idea why no one else remembers this.
 - While I attended the early meetings about the event, I tried to make it very clear that I was in the backseat for this event because I *did not have the time to manage it*
 - Mudfest is not an UMSU Southbank event but ultimately it was members of our team who had to problem-solve this
 - With Jack's knowledge of equipment on campus, and having her own personal keyboard in the office, we were able to provide most of the required equipment - however we couldn't supply mics, and this issue was discovered after all university staff who could've helped us were off the clock, which was a major problem
 - This was especially rough on the singers.
- Artist liaison communication with artists: I don't know why artist needs were not communicated to Sav and us until the artists literally showed up and asked for things
 - Helen and I in particular wound up having to smooth a lot of ruffled feathers and valid anxieties about this unexpected turn of events for the artists, while Jack in particular was running around finding equipment
 - Fortunately, being artists ourselves, we were able to manage this.
 - We're also fortunate as a team that I had a pre-existing working relationship with one of the artists who was most distressed.
- Social media and promotion: This was one of a small number of events that I was not micromanaging, so this was left extremely late.
 - Managed to do a lot of word-of-mouth on the day of the event, which seemed to help.
- Minimal budget provided on the Mudfest end
 - Grateful for what we got, but for an event that was meant to be a collaboration (even though the festival isn't even ours), we certainly have wound up paying for most of it
 - I recommend the next set of Creative Arts OBs who run Mudfest in 2025 actually budget for this from the outset - I don't care what advice Arts and Culture gives you.
 - The campus where the Faculty of Fine Arts and Music Resides has a ton of artists. Funny, that.
- Tons of late artist withdrawals
 - This was very annoying and forced us to waste extra time fixing the runsheets and talking to artists about when they'd actually be performing

- TBH, this is probably another artist liaison communication problem

We ultimately made it work best we could, and did our best to keep the artists calm (those who showed up, at least). This should not have happened, and I am very disappointed... and frankly feel a bit disrespected on behalf of our campus, and the artists caught in the middle of this mess.

Solidarity with NTEU

Jack and I attended the FFAM members meeting where members from the School of Art and the Stagecraft team within Production unanimously voted to strike for the full week. We're in touch with Morgan and Lisa about Southbank-specific efforts. Apparently Luca from the Parkville-based student solidarity campaign was going to speak to us; hasn't happened lol

All-areas strike is running 12pm-7:30pm on the day of this meeting, with the above areas continuing their strike for the week. Some of us are attending where we have capacity, but we understand not everyone has the ability to do that.

Administrative & Misc Duties

- So many invoices
- Budget review
- Graphic design is my passion woo
- Probably other tasks but I don't remember. Help.

Progress on assigned actions from last report

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

Action points to be completed by next report

- Survive Southbank Ball
- Women's venue
- Reach out to voucher program applicants from previous term
- Stock breadbin more

Budget Expenditure

Item	Budget line	Allocated	Spent
------	-------------	-----------	-------

Coffee vouchers - coffee costs	Events > Food and Beverages	\$1250	\$285 from Journeys, \$330 from Betwixt, Lionel's TBC (Annalyce lost the email)
<i>Southbank Winter Warmer Event Casuals, approved in OpSub</i>	Events > General	\$248	Some confusion around this currently, waiting to be sorted
Southbank Winter Warmer Marquee Contribution	Events > General	\$1000	See above
BBQ costs	Events > Food and Beverages	\$2000	Ask Jack, averaging about \$120 per BBQ
Breadbin	Programs > General	\$2000	\$481.40
Breakfast	Events > Food and Beverages	\$6000 for the semester	\$496.20 week 4 Bunji, \$749.90 week 5 Elizabeth Andrews
Queer x Southbank collective	Programs > Collectives	\$400	\$59.90 processed
People of Colour x Southbank collective	Programs > Collectives	\$400	\$465.50 OH GOD - will send off invoice once extra cost approved
Disabilities x Southbank collective	Programs > Collectives	\$219	Haven't been invoiced yet
Southbank Ball Band Hire	Events > General	\$1110	Not yet
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 sent to MSS, payment now made

Southbank Mudfest	Events > Food & Beverages	\$2000	\$3223.50, to be processed once additional funding passed. We will pay \$2723.50 and Creative Arts will pay \$500.
Additional breakfast funding	Events > Food & Beverages	\$2250	Will absorb this into the other breakfast cost from next meeting
Southbank Featured Artist in Farrago Edition 5	Contractor Fees > Artists	\$150	-

Helen Shen: Southbank Activities Coordinator

Key Activities

- Mudfest event August 17 5:30pm-8:30pm
- Thursday Southbank Breakfasts 9AM
- Received/followed up Betwixt Mudfest invoice (\$3223.50)
- Breadbin stock up

Progress on assigned actions from last report

- Emails between Betwixt email for Mudfest invoicing
- Received student disciplinary meeting documents

Action Points to be completed by next report

- Attend student disciplinary meeting FEIT Tuesday 29th August
- Send in for Betwixt Mudfest event invoice after extra \$723.50 for Mudfest food (extra \$306) and drinks (extra \$417.50) is passed by committee
- Tuesday Southbank BBQs 11AM

Budget Expenditure (if applicable)

- Also see Annalyce's report

Zodie Bolic: Southbank Education Officer

Key Activities:

Mudfest Entree

Happened! I wasn't majorly hands on for this event but was there to help out. Things went okay, but there were a few organising issues that happened on the night that did diminish the event slightly. However, overall things were enjoyable and attendees I heard from had a great night!

Racism at Southbank Survey

Survey has been launched, with currently 9 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. Annalyce and I have extended both surveys to accept responses until Week 7.

Other tasks

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. I am slowly running out of time but I am working on it!! We will see how feasible it is in the end.

Progress on assigned actions from last report:

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

Actions to be completed by next report:

1. Promote Southbank Anti-Racism survey.
2. Write UMSU Southbank Accord Submission.

Budget Expenditure:

Please refer to Annalyce's report.