

**University of Melbourne Student Union  
Meeting of the Southbank Committee  
Minutes  
Wednesday 13 September, 6pm  
Meeting 13(23)  
Location: Zoom**



Zoom link:

<https://unimelb.zoom.us/j/82778348951?pwd=d0sra3E5Z00zZjJBTHE5b3p0bnRsUT09>

Password: 917495

**Meeting opened at 6:09 (lol)**

**1. Procedural Matters**

**1.1. Election of Facilitator**

Jackie moves to elect annalyce as chair  
Amy seconds  
CWD

**1.2. Appointment of Minute-taker**

Annalyce moves to appoint jackie as minute taker  
CWD

**1.3. Acknowledgement of Indigenous Owners**

Annalyce gave a land acknowledgement

**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	No
Ariel Teo	Proxy for Lachlan Spencer	Yes

Savier D'Arsie-Marquez	Creative Arts Office Bearer (non-voting member of committee)	No <3
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### 1.5. Apologies

1.5.1. Lachlan Spencer – Working

### 1.6. Proxies

1.6.1. Lachlan Spencer to Ariel Teo

### 1.7. Membership

n/a

### 1.8. Adoption of Agenda

Annalyce moves from the chair to adopt the agenda  
CWD

## 2. Confirmation of Previous Minutes

Annalyce moves to confirm previous minutes  
Minutes Confirmed  
CWD

## 3. Conflicts of Interest Declaration

n/a

## 4. Matters Arising from the Minutes

n/a

## 5. Correspondence

n/a

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

Office bearers spoke to reports briefly  
Annalyce moved to accept the reports  
CWD

## 7. Other Reports

**Annalyce attended NTEU organising meeting today - updated us on how southbank NTEU is going, will circulate their notes after the meeting.**

## 8. Discussions

EXAMS ARE COMING UP- YOU'RE STRESSED!? WHAT WOULD HELP?

Zodie: Instant Coffee

Annalyce: We could get lil bags?

Ariel: 2 minute noodles could be great, as students may not have energy to cook

Annalyce: we'll have health + unhealthy snacks

Amy: Food idea is great! But the kind of food students could eat between exams would be great, especially if they have multiple during the same day, or big long exams during times they'd be usually eating lunch

Annalyce: Any extra ideas feel free to send them in the groupchats or dm any of ur fav OBs xx

Zodie: we could do more coffee/cafe vouchers for exam support

## 9. Motions On Notice

### 9.1. Coffee voucher funding

**Preamble:**

Somehow, \$1295 worth of vouchers were redeemed despite only distributing 250 for a total value of \$1250. Lionel's drew the short straw as their invoice came in last. Still gotta pay!

**Action:**

That the committee approves the movement of \$45 from the Events > Food and Beverages budget line to pay the additional costs in Lionel's coffee voucher invoice (natural acct no: 03-60-690-3840)

**Mover: Amy**

**Secunder: Jackie**

**Discussion/result:**

**CWD, slay !!**

### 9.2. MORE BREAKFAST

**Preamble:**

We need to supplement the Southbank Breakfast with some extra funding. We won't increase the catering order any further as we don't want to set expectations too high for next year when the OBs won't have a SSAF grant, so we will instead supplement with simple breakfast options such as cereal.

**Action:**

That the committee approves the expenditure of \$1500 from the Events > Food and Beverages to cover additional costs required by the Southbank breakfasts (natural acct no: 03-60-690-3840)

**Mover: Amy**

**Secunder: Leyland**

**Discussion/result:**

**CWD - SLAY!!**

### **9.3. Assessment support initiatives**

**Preamble:**

With our Breadbin underspend, we intend to put some of that money into two assessment support initiatives.

Exam support stall: A table with snacks, drinks and support information for distribution to students in the exam period. To be staffed by UMSU people (*current and incoming* Office Bearers and committee please), volunteers, and with support from Southbank Student Experience. One or two tables, to be located in visible locations such as the library foyer/outside the library, Theatre Building, or Ian Potter. Investigation of locations such as the Dance Building, FTV building, *Jazz*, Red Shed, Stables, etc. are also worth looking into.

Assessment/performance care packages: Distribution of small comforts such as snacks and drinks to students with assessments that may fall outside the university examination rhythm, such as Dance, Music Theatre, Theatre, Production, Acting, Visual Art, Film & TV.

**Action:**

That the committee approves the expenditure of \$2500 from the Programs > General budget line for expenses related to Southbank assessment support initiatives. (Natural acct no: 03-60-690-3839)

<b>Mover:Zodie</b> <b>Secunder: Leyland</b>
<b>Discussion/result:</b>  <b>Annalyce talked through the motion, and explained how the exam-support stalls will/might function.</b>  <b>CWD</b>

## **10. Motions Without Notice**

n/a

## **11. Other Business**

n/a

## **12. Next Meeting**

6pm Wednesday 4 October !!

Please submit apologies as well in advanced if possible

## **13. Close**

Meeting closed at 6:35pm

## **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

Happy week 8, comrades! Quick updates for this committee meeting 😊

-BBQs continue to slay, thanks to Annalyce and the gang for letting me take a week off last week. As always if you'd like to help out please just let any of the OBs know!

-New mushroom burgers have been popular, and invoices and reimbursements have all been filed.

-Preparing to help support upcoming industrial action from the NTEU, have been attending organising meetings as a student rep and talking to staff about getting more involved in their union- can take further discussion of this in camera if necessary

-meetings with the assistant dean have been going well, annalyce and I are planning on introducing our incoming OBs for 2024 to her as well as the student experience team to have a smooth transition going into 2024.

-breadbin stock is nearly out and breakfasts are going even quicker- safe to say our welfare programs are more than necessary and will be kept running with larger stock when possible.

-beginning to prepare more handover documents for the end of the year, want to make the transition process as smooth as possible for everyone 😊

## Annalyce Wiebenga: Southbank Campus Coordinator

### **Key Activities**

#### Meetings

- Jeanette meeting: Jeanette has been asked to attend a SEDS review meeting, need to follow up with information on the student experience here (mixed, often bad, Poonam has reminded me to bring up campus accessibility though I think that's also on Jeanette's mind), encouraged to make a wishlist for a gathering space per UMSU's needs at Southbank which probably won't happen for years but good to start being noisy now
- Student support meeting: Presented the Timetable and Racism at Southbank Surveys. Met with a bit of condescension from some staff in the meeting who I haven't had much to do with before, so I don't really care for their opinion. Timetabling and the D&I Associate Dean were interested in the survey results so I've sent them along.
- Chat with Manda from Southbank Student Experience: This uni department has budget approval to contribute some money towards the Breadbin and possibly a lunch catering situation in SWOTVAC. They're also interested in helping with any exam/assessment support initiatives we start.
- Meeting with Lachie from UMSU volunteering: Discussed setting up exam support stalls and assessment care packages with Zodie. Initially thinking of rotating 1 stall through spaces on campus, getting put on the Teamwork project with our own subcategories. Will have a section on the volunteering form going out soon.
- Meeting with Poonam from uni timetabling: Poonam will send me some contacts to ask about when their students are best-placed to receive care packages or benefit from a support stall, have identified some potential support stall spaces. VCA is mostly contained to the first two weeks of exams, if not earlier, while the Con is more spread out. We might need to have 2 stalls since our campus is currently cut in half.

#### Welfare Programs

##### **Breadbin**

Southbank Student Experience have the budget to help out with the next 3 weeks of Breadbin orders. We have a "fun things" order in the works but between tech issues with the Coles website and me getting sick, this has yet to be competed.

##### **BBQs**

For week 7, I took over the role of grabbing the perishables as Jack and I agreed it would be a little weird for her to be at the BBQ while being a candidate in that week's election. This BBQ had a massive turnout, despite nearly getting blown away in the wind. I had to run to the office for an extra box of sausages. All bread was taken so we had to give out the last bit



of protein in napkins and foil. Shoutout to Events for popping by to help, and our lovely events casual Bava for jumping in. And, of course, Helen for appearing right when we needed her. Get well, Zodie <3

Of course, then I got sick and couldn't do the week 8 BBQ. We're all dying out here.

For SWOTVAC, I don't think any of us really want to run a BBQ as it's so labour-intensive, but there may be scope to team up with Southbank Student Experience on catering something, depending on when people are most likely to be on campus; Poonam from timetabling indicates that sometime Monday-Wednesday is probably best. SSE have some budget for this and we should be able to throw in a bit as well.

### **Breakfasts**

Increased budget worked well initially, but we ran out of food in week 7 after about half an hour. We'll be supplementing with more basic breakfast foods like cereal.

### **Exam Support/Assessment Care Packages**

With our Breadbin underspend, we're beginning to prepare for the creation of our own exam support stall alongside assessment/performance season care packages to accommodate students who don't have assessments in the usual exam period. Zodie rightfully pointed out this issue. Southbank Student Experience are keen to contribute their labour. We've met with Lachie from volunteering and Poonam from timetabling about advice.

The campus is currently bisected by a big ol' construction site, which is difficult for students to traverse. While we initially thought about trying to rotate 1 stall depending on need, we may need to do 2. Poonam is sending me some faculty contacts, which will especially help in providing care packages. We've started some Coles lists, and may consider getting some stuff like bath bombs to help with physical recovery.

### Collectives

- Queer x Southbank: 6 students plus me and Leslie, was slow at the start but then students figured out where we were and joined in.
- POC x Southbank: Asked for attendance figures but didn't receive them, was not able to support setup on campus due to illness late week 7. Cost came through as over \$500 so I'm assuming the turnout was similar to last time. For next year, Journeys may be a better option due to cost and high attendance.
- Disabilities x Southbank: will have occurred after report submission

### Surveys

Surveys have closed. We only had a small number of responses for each, but with our capacity being what it is, it's better to work with what we have rather than keep extending it

indefinitely. Presented the data to the Student Support meeting but the sample size was only about a dozen each. However, there were some potential trends such as music students being confused about their timetables and the vast majority of respondents feeling that their teachers are not racially diverse.

### Southbank Ball

It happened and we are not dead.

Things went well with the band, though volume control to a comfortable level was a challenge. Shoutout to AVM for helping us at late notice.

Had a few chats with students who were enjoying the night, had some positive comparisons to other uni melb balls with prohibitively expensive tickets. Nice contrast to the small number of complaints the MSS received prior to the event about cost, despite teaming up with us for heavily subsidised tickets. It's a three-course dinner with live band, DJ, photographer and photo booth, plus drinks.

Only a few minor incidents. Some students overindulged in alcohol, which is the venue's responsibility to monitor. In handover, we'll make sure to chat to the MSS about asking the venue to slow down on the table wine for next year. We had one known incident of a student with dietary requirements having a reaction to their meal and have passed on their details to the venue.

Overall, it was a good night and people seemed to enjoy themselves. Glad it's over as it took over both my life and the life of the MSS President.

### Solidarity with NTEU

Went to the big Monday rally with a contingent from Southbank; we put up bright yellow posters all across campus to encourage student participation, alongside social media materials including an Instagram reel that had over 5000 unique views due to collabing with the main UMSU page. No issues with posters getting taken down; I'm only aware of the Stables being "heritage", so we just made sure not to put anything on the bricks, as that would have given uni management/security an excuse to tear things down.

We've also been talking to our peers; in my case, this was mostly at our events since I've graduated. I also got my old cohort to take a solidarity photo; actions like this should be more encouraged, especially among cohorts who have very good reasons to be hesitant about missing class. Physically attending a rally (on another campus, no less) is not accessible for everyone. If the point is, as claimed, to demonstrate student support for the strikes, and you know that some people cannot physically attend, then it stands to reason you should openly encourage other methods of expressing solidarity as well. Instead of, you know, only telling people to skip class. Do I think students should have walked out? Yes. But sometimes you have to meet people where they are, and then try to gradually scale up their commitment. Not that the people who need to hear this will read my report.

While Jack/Jackie helped with strike support at Parkville on Tuesday, I hung out with the striking staff from the School of Art and the Stagecraft team at Southbank. We made split pin puppets by drawing limbs and then trading them with each other, and also learned about the Art and Organising Index: <https://index.1856.com.au/>

I had to miss the action on Wednesday due to doing the other parts of my job (i.e. run a collective) and missed Thursday because between the Southbank Ball and running the breakfast on three hours sleep as a result, I was in no shape to do anything else except share socials from the art school strike page onto the Southbank Instagram story and sit in the Insecure Workers Network zoom meeting. Sharing art school strike socials has also had a positive outcome for us, as we've seen an increase in followers from visual art students who are often hard for us to reach. We also had some feedback, though I don't think they knew anyone from UMSU was present, that some art students are not fond of UMSU's graphic design direction as they find it infantile/condescending, which is counter to their expectation of being treated like an adult while at university (that said, the design strat appears to be reasonably effective so this might just be a fundamental difference between graphic designers and *Artists*™).

I popped into Parkville on Friday to help with a BBQ near the law building. Wish I could have done more, but it was a big week for the department overall. Being in Council also meant I couldn't go to the Clyde with my former library colleagues, or our VCA mates. Sometimes being the Responsible Adult is a string of disappointments.

FFAM are doing some more organising in the leadup to another potential strike. I'll pop in when I can to their meetings.

PS: would've been nice if the student solidarity group had actually spoken to us like they told Southbank members of the NTEU they would. Also would've been nice for them to ask if there was anywhere we didn't want their stickers, i.e. areas that will get covered when the Breadbin is stocked. They'd know that if they'd spoken to us, or even knew anything about this campus. Or, you know, if they had any consideration for custodial workers who will eventually have to remove the stickers. (Also, they didn't proofread properly so some, if not all, of the stickers have a glaring typo in them)

PPS: Whoever is in charge of the UMSU intranet staff directory needs to stay on top of the comings and goings of staff. I shouldn't have to find out a staff member I was trying to contact had actually left their role by having an email go unanswered for a week and then resorting to a Teams message. Fortunately, that staff member saw the message and gave me an alternate contact... for someone who is currently on leave. This is actually a broader issue in UMSU of not adequately communicating to OBs when staff will be out of contact/gone and who we should contact instead.

#### Administrative & Misc Duties

- Invoice hell; Outlook get a better search function challenge (impossible)
- Tried to email Clint about the UMSU archive on behalf of a striking staff member, found out he retired. Someone please update the staff directory, my god.

- Witnessed the materialisation of an extra 9 coffee vouchers over the amount we thought we'd distributed.
- Survived week 6. Don't ask me how.
- Distributed the uni's new Respect booklet in the library.

#### **Progress on assigned actions from last report**

- Survive Southbank Ball - done, ostensibly
- Women's venue - lol no
- Reach out to voucher program applicants from previous term - still to do
- Stock breadbin more - did a bit, got sick

#### **Action points to be completed by next report**

- Fun breadbin order
- Early-stage comms for assessment support initiatives
- Voucher program applicants from previous term (might be a live action item for a while)
- Reach out to faculty about assessment support initiatives
- Order basic breakfast foods

#### **Budget Expenditure**

Item	Budget line	Allocated	Spent
Coffee vouchers - coffee costs (now all accounted for)	Events > Food and Beverages	\$1250	<p>\$285 from Journeys, \$330 from Betwixt, Lionel's \$680.</p> <p>Total redeemed: \$1295</p> <p>I have no idea why this has happened. Somehow despite only giving out 250 vouchers, 259 have been redeemed. Not sure if some vendors just didn't take the vouchers from the students??</p>

<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, I spent \$121.10 in week 7
Breadbin	Programs > General	\$2000	\$481.40
Breakfast	Events > Food and Beverages	\$6000 for the semester + \$2250	\$496.20 week 4 Bunji, \$749.90 week 5 Elizabeth Andrews, \$744.20 week 6 Bunji
Queer x Southbank collective	Programs > Collectives	\$400	\$59.90 processed, (week 6)
People of Colour x Southbank collective	Programs > Collectives	\$400 + \$200	\$465.50 OH GOD - extra funds approved
Disabilities x Southbank collective	Programs > Collectives	\$219	\$144 for week 5
Southbank Ball Band Hire	Events > General	\$1110 + \$400	Sent, hopefully it's been paid
Southbank Mudfest	Events > Food & Beverages	\$2000 + \$723.50	\$3223.50 total. We pay \$2723.50 and Creative Arts pay \$500.
Southbank Featured Artist in Farrago Edition 5	Contractor Fees > Artists	\$150	TBD

AV Melbourne for Southbank Ball	Events > General	\$2415	-
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Helen Shen: Southbank Activities Coordinator

**Key Activities**

- Thursday Southbank Breakfasts 9AM
- Tuesday BBQs 11AM/11:30AM
- Student disciplinary meeting FEIT August 29, 2023
- Sent in Betwixt invoice for processing

**Progress on assigned actions from last report**

- Attended student disciplinary meeting FEIT Tuesday 29<sup>th</sup> August
- Sent invoice to UMSU for Betwixt Mudfest (extra \$723.50 for Mudfest food (extra \$306) and drinks (extra \$417.50) was passed by committee
- Called Ciara about invoice submission – creative arts money (\$500) from Mudfest budget (no minutes were needed)

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

- Thursday Southbank Breakfast 9AM
- Breadbin Stock up
- Student disciplinary meetings

**Budget Expenditure** (if applicable)

- Also see Annalyce's report

## Zodie Bolic: Southbank Education Officer

### **Key Activities:**

#### Racism at Southbank Survey

Survey results collated and shared with the University. In the end we had 11 responses from across both the MCM and the VCA which is good, but the small survey size means none of the data by itself is very statistically significant, nor can we really infer any trends. The survey does establish however that there is an issue of racism present on the campus, and that more can be done to address this.

I am currently working on providing a more detailed summary and recommendation document to the University about the issue, and what can be done to address it.

#### Food Relief

Still going well! Breakfast program continues to be incredibly popular, so from this week I believe we will start providing some cereal and other continental breakfast items to supplement the hot food provided. It's really great to see how successful the program is, and I hope it continues to grow!

#### Southbank Assessment Support

Met with Lachie from UMSU Volunteering and Annalyce today to discuss how we can support Southbank students through their exam and assessment periods. Currently planning care packages for final year performing arts students, and exam support stalls for music students and other Southbank students with exams. Looking forward to continuing these conversations and making solid plans for the department!

### **Progress on assigned actions from last report:**

1. Done!

### **Actions to be completed by next report:**

1. Continuing exploring Southbank Assessment Support options.
2. Finish Racism at Southbank Summary and Recommendations.
3. Start handover document and final report.

### **Budget Expenditure:**

Please refer to Annalyce's report