



**University of Melbourne Student Union
Meeting of the Southbank Committee
Minutes
Wednesday 4 October, 6pm
Meeting 14(23)
Location: Zoom**

Zoom link:

<https://unimelb.zoom.us/j/88395643139?pwd=UGdyZlFrSDMvaXZBdjB3dmVQRkxKUT09>

Password: 301154

Meeting opened at 6:06pm

1. Procedural Matters

1.1. Election of Facilitator (motion): Jackie moves to appoint self — seconded by Annalyce

Passes without dissent

1.2. Appointment of Minute-taker (motion): Jack moves to appoint Helen

Passes without dissent

1.3. Acknowledgement of Indigenous Owners: Jackie

1.4. Attendance

| | | |
|------------------------|--|---------|
| Annalyce Wiebenga | Southbank Coordinator | Present |
| Jack Doughty | Southbank Coordinator | Present |
| Helen Shen | Southbank Activities | Present |
| Zodie Bolic | Southbank Education | Apology |
| Lachlan Spencer | Committee | Present |
| Leyland Jones | Committee | Apology |
| Amy Rogers | Committee | Present |
| Todd Bennett | Committee | Present |
| Savier D'Arsie-Marquez | Creative Arts Office Bearer (non-voting member of committee) | Absent |

1.5. Apologies

1.5.1. Zodie Bolic

1.5.2. Leyland Jones

1.6. Proxies

n/a

1.7. Membership

n/a

1.8. Adoption of Agenda (motion)

Jackie moves to adopt the agenda – passes without dissent

2. Confirmation of Previous Minutes (motion)

Jackie moves to confirm the minutes – passed without dissent

3. Conflicts of Interest Declaration — none

4. Matters Arising from the Minutes — none

5. Correspondence

Onion rings giveaway for exam support stall coming from Parkville

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

Jackie moves: taking all reports as read – passed without dissent

7. Other Reports — none

8. Discussions — none

9. Motions On Notice

9.1. Extra Breadbin Time

Preamble:

With support from Southbank Student Experience and some student donations, we haven't needed to add a ton to the Breadbin lately, but have been supplementing with snacks and spices. This amount should see us through to the exam period, if not further.

Action:

That the committee approves the movement of \$2000 from the Programs > General budget line to restock the Breadbin (natural acct no: 03-60-690-3839)

Mover: Annalyce

Seconder: Todd

Discussion/result: Passes without dissent

Thanks Anya :)

9.2. SWOTVAC Lunch

Preamble:

Still a pie in the sky idea at this point, but if we end up catering a lunch during SWOTVAC, we will need some money. We might team up with Student Experience for this.

Action:

That the committee approves the expenditure of \$750 from the Events > Food and Beverages to cater a lunch during SWOTVAC (natural acct no: 03-60-690-3840)

Mover: Annalyce

Seconder: Todd

Discussion/result: Passes without dissent

Note from Annalyce: Need to get back in touch with Student Experience once the strike is over. Easiest place will be student lounge.

9.3. Assessment support: Keep Cups

Preamble:

In the event Operations Subcommittee hasn't convened prior to this meeting, we will need to pass some funding for branded keep cups to give away at our exam support stalls. We needed to order these last week to be assured they would arrive prior to the exam season, but it is likely these cups will still arrive in time to be of use partway through exams. If they arrive too late, we can hand them off to the new Office Bearers.

Action:

That the committee approves the expenditure of \$1000 from the Programs > General budget line to purchase branded keep cups for distribution either at the exam support stall or to be retained for later giveaways. (Natural acct no: 03-60-690-3839)

Mover: Annalyce

Seconder: Amy

Discussion/result: Passes without dissent

Note from Annalyce: OpSub hasn't convened to my knowledge so we'll need to go ahead with this.

9.4. Women's Event

Preamble:

We've been trying to make this happen for a while, but some unhelpful responses from the uni have made it difficult to host the planned "paint and sip" event with UMSU Women's. If need be, we can cater and run the event in our office. Planned for week 12. Women's OBs were keen for it.

Action:

That the committee approves the expenditure of \$1500 from the Events > General budget line to run an event with UMSU Women's (natural acct no: 03-60-690-3840)

Mover: Annalyce

Seconder: Spencer

Discussion/result: Passes without dissent

Note from Annalyce: UMSU Women's have purchased some canvases and passed \$1k for catering. This is really a "just in case" budget approval. Likely to be held Thursday 19 October 12:30pm-2pm in our office.

10. Motions Without Notice

n/a

11. Other Business

n/a

12. Next Meeting

6pm Monday 16 October

13. Close

Meeting closed at 6:22

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

Jackie Doughty: Southbank Campus Coordinator

Business as usual for your favourite communist at the southbank campus.
Helping to run welfare programs and coordinate support for the staff strikes.

If you'd like to help get involved and support our staff, please do message me on instagram or facebook messenger.

We didn't run a BBQ during midsem break as far fewer students are on campus, however there is a BBQ this week and for the next couple of weeks.

I attended queer collective and made some more gay friends (always lovely) please do come along to collectives if you can, they're a lovely way to be with community on campus.

Going to do more work on exam support and further supporting students throughout the most stressful time of semester !

Thanks for reading, comrades.

Annalyce Wiebenga: Southbank Campus Coordinator

Key Activities

Meetings

- Went to some FFAM strike meetings, brain is very fuzzy from being sick. Apologies if I've forgotten something.

Welfare Programs

Breadbin

Student Experience intend to order for us until week 12, have had some student donations. Zodie is taking care of some fun orders at the moment.

BBQs

No BBQ in midsem, have gotten sick again so unlikely to be at the week 10 BBQ. Have secured a casual to assist.

Breakfasts

Chugging along pretty well, need to make sure a misunderstanding with Bunji is cleared up as they thought we only wanted to increase our order for one week instead of for all orders. Additional cereals and bars are a good supplement; the bars are reasonably popular.

Exam Support/Assessment Care Packages

Have commenced discussion with the School of Art about supporting students working on Grad Show but discussion has stopped for some reason. Getting limited (i.e. no) responses from faculty at the moment. Library has given their consent to run a stall in the hub.

Trying to order keep cups as a way to prevent people from doing goofy things with hot water if we get an urn for the stall but it's taking longer than I wanted due to factors outside my control. Jasmine from CME has also suggested we run a mug donation drive, which might be a good idea.

Collectives

- Queer x Southbank: Final one had a similar turnout, about half a dozen students plus me and Leslie
- POC x Southbank: is this week
- Disabilities x Southbank: had to cancel the last one when I was sick, hoping I can recover in time to run the final one or find someone else to do it

Newsletter Revival

Got into the old Mailchimp account and found we had a handful of subscribers. Have sent out two emails and nobody has unsubscribed. Have picked up half a dozen new subscribers thanks to social media and posters. It's an easier way to communicate as we're not beholden to the whims of social media platforms, and it's easier to provide more detail. Will recommend the 2024 team continue it, though one of them will have to be the account babysitter as Mailchimp forces you to input a phone number for verification.

Solidarity with NTEU

Week 10 Strike

It is on. I've been going to FFAM meetings where possible and am also in their group chat to provide direct support and advice on student engagement. I have unfortunately fallen ill and had to miss the Parkville rally, and most likely the Southbank Tuesday rally. We managed to get our social media up to get the word out and I've encouraged staff to leverage their direct student contacts for more participation, e.g. emails and Canvas announcements.

In a world with better engagement from other UMSU departments, we'd have done more, but I am most definitely burnt out at this point.

Administrative & Misc Duties

- Burnout in midsem and illness now have erased my memory, am sure tasks were done
- Minutes on UMSU website remain up-to-date

Progress on assigned actions from last report

- Fun breadbin order - done with Zodie's help
- Early-stage comms for assessment support initiatives - started
- Voucher program applicants from previous term (might be a live action item for a while) - still to do
- Reach out to faculty about assessment support initiatives - attempted, mixed success
- Order basic breakfast foods - done, milk and muesli bar things will be ongoing

Action points to be completed by next report

- Follow up with faculty about assessment support packs
- Finalise packs
- Finalise exam stall locations
- Finalise Women's event
- Revisit handover document and final report draft
- Voucher program applicants from previous term (might be a live action item for a while)

Budget Expenditure

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

| | | | |
|--|-----------------------------|----------------------------------|--|
| Coffee vouchers - coffee costs (now all accounted for) | Events > Food and Beverages | \$1250 + \$45 | All invoices have been sent through, cost should be fully spent |
| BBQ costs | Events > Food and Beverages | \$2000 | Ask Jack, averaging about \$112-\$120 per BBQ |
| Breadbin | Programs > General | \$2000 | \$481.40 + \$507.60 |
| Breakfast | Events > Food and Beverages | \$6000 for the semester + \$2250 | \$749.90 week 7, \$496.20 week 8, \$749.90 week 9 |
| Breakfast extra costs | Events > Food and Beverages | \$1500 | \$88 week 8, \$38 week 9 |
| Queer x Southbank collective | Programs > Collectives | \$400 | Queer paid for week 6, invoice for week 9 doesn't appear to have been sent yet |
| People of Colour x Southbank collective | Programs > Collectives | \$400 + \$200 | POC paid for week 7 |
| Disabilities x Southbank collective | Programs > Collectives | \$219 | Live item, will have another expense in week 11 |

Helen Shen: Southbank Activities Coordinator

Key Activities

- Thursday Southbank Breakfasts 9AM
- Tuesday Southbank BBQs 11AM
- Followed up Betwixt invoice

Progress on assigned actions from last report

- Called Ciara about Betwixt invoice confirmation for \$3223.50.

Action Points to be completed by next report

- Thursday Southbank Breakfast 9AM
- Student disciplinary meetings
- BBQ prep

Budget Expenditure (if applicable)

- Also see Annalyce's report

Zodie Bolic: Southbank Education Officer

Key Activities:

Food Relief

Still going well! Breakfast program continues to be incredibly popular, so we have started 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! However, it is important to manage expectations considering the funding status of the program next year is not guaranteed.

Did a 'snacks and spices' restock of the Breadbin last Sunday to supplement the restocks currently being done by the Student Experience team. Looking to do another 'spices and snacks' restock this Sunday as well, subject to the motion being passed 😊

Other tasks

I have started collating my thoughts for my annual report and recommendations, and started thinking about handover.

Progress on assigned actions from last report:

1. Still happening.
2. Working on it.
3. Started! But still continuing.

Actions to be completed by next report:

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

Budget Expenditure:

Please refer to Annalyce's report