



**University of Melbourne Student Union
Meeting of the Southbank Committee
Minutes**

**Friday 13 January at 11am
Meeting 2(23)**

Location: Southbank Office Level 2 Southbank Library/Zoom

Zoom link:

<https://unimelb.zoom.us/j/81039195754?pwd=WUI3RmRFY2YxL3M5N2Q1Vkp5cHM3Zz09>

Password: 126963

Meeting opened at 11:08

1. Procedural Matters

1.1. Election of Facilitator

Zodie moves to elect herself as facilitator.

Seconder: Jack

CWD

1.2. Appointment of Minute-taker

Zodie moves from the chair to appoint Annalyce as minute-taker.

CWD

1.3. Appointment of Time-keeper

N/A

Agenda item will be omitted in future meetings.

1.4. Acknowledgement of Indigenous Owners

So acknowledged <3

1.5. Safe meeting practice (Appendix 1)

Agenda item may be omitted in future meetings, but the document will remain appended.

1.6. Attendance

Annalyce Wiebenga	Southbank Coordinator	Yes
Jack Doughty	Southbank Coordinator	Yes

Helen Shen	Southbank Activities	Yes
Zodie Bolic	Southbank Education	Yes
Lachlan Spencer	Committee	Yes
Leyland Jones	Committee	Yes
Olive Cullen	Committee	Apology
VACANT	N/A	N/A
Todd Bennett	Guest	Yes
Savier D'Arsie-Marquez/Abbey Crowley	Creative Arts Office Bearer (non-voting member of committee)	No

1.7. Apologies

1.7.1. Olive Cullen

1.8. Proxies

1.9. Membership

1.10. Adoption of Agenda

Zodie moves from the chair to adopt the agenda as presented.

CWD

2. Confirmation of Previous Minutes

Zodie moves from the chair to confirm previous minutes as an accurate representation of the previous meeting.

CWD

3. Conflicts of Interest Declaration

None declared

4. Matters Arising from the Minutes

None

5. Correspondence

5.1. Student enquiries regarding the 2022 "Quick Access Grants"

Annayce: a student enquired about last year's quick access grants as they had not been distributed, the student did not receive a response in the previous term, but we are in the process of rectifying it.

6. Office Bearer Reports (Appendix 2)

Annalyce adds that the OBs have now met with Advocacy. Advocacy and Legal will likely have a presence at Summerfest. We will also get moving on the Anti-Racism survey.

Zodie moves to accept the reports.

Secunder: Helen

CWD

7. Other Reports

8. Discussions

9. Motions On Notice

9.1. Approval of Southbank Committee Budget

Preamble: Every year, once Students Council approves the overall budget allocation for each student representative department, the Office Bearers must bring the proposed budget to their committees for discussion and approval. This is the time for the committee to discuss how this money will be spent, and to make recommendations for amendments if they deem it necessary. Committee approval of the budget is required before any spending on the 2023 budget can be done.

The Southbank Committee budget, like most other departments, has seen multiple rounds of cuts to account for lower anticipated enrolment figures, as UMSU's budget is tied to the Student Services and Amenities Fee. We are hoping to compensate for these cuts by simplifying Summerfest by using fewer marquees and instead using activity tables, and by seeking \$3000 in funding from the University's SSAF Grants program for our breakfasts. We have also removed \$1000 from our Events budget.

The overall budget is \$53,450, with \$50,450 coming from UMSU and an anticipated \$3000 coming from University grants.

See Appendix 3 for the full proposed Southbank Committee Budget for 2023!

Action: That the committee approves the proposed Southbank Committee Budget as presented in Appendix 3.

Mover: Zodie

Secunder: Jack

Discussion/result:

No discussion

CWD

9.2. Delegation to Operations Subcommittee

Preamble: The Operations Subcommittee (OpSub) is a small group of voting members of Students' Council and the UMSU General Secretary, who run short meetings to pass urgent funding for student representative departments. At the start of the year, each department must ask their committee to approve the delegation of this role. Financial motions are typically brought to OpSub if the department committee has been unable to have a quorate meeting, or if an unforeseen expense must be addressed faster than the committee can meet, as OpSub requires a shorter notice period than a committee.

Action: That the committee approves the delegation of financial motions of up to \$1000 to the Operations Subcommittee, in the event committee is inquorate and/or funds are needed urgently.

Mover: Zodie

Second: Annalyce

Discussion/result:

Annalyce points out that this power will only be used in extenuating circumstances.

CWD

9.3. Ice cream truck for Summerfest!

Preamble: UMSU Southbank has arranged with the Student Experience Team at the uni to split food responsibilities. Student Experience has agreed to supply savoury food and UMSU Southbank will provide dessert. It's summer! Let's give everyone ice cream! We will attempt to cater for common dietary requirements as dairy-free/vegan and gluten-free.

Vanilla & Co has quoted us \$1600 for 300 serves. The other ice cream truck options that have gotten back to us, at this time of writing, have quoted us \$2000+.

Action: That the committee approves the expenditure of up to \$1600 from the Events > Orientation budget line to hire an ice cream truck for the Southbank Summerfest.

Mover: Zodie

Second: Leyland

Discussion/result:

Helen: another ice cream truck has gotten back to us at a similar cost - average pricing of \$1500 with extra dollar for the cups, so the extra may come up to \$1550-1600. This other option is Mr Wonder Whip, who is waiting to hear back from Monash uni. Helen is waiting to hear back from another 3-4 trucks.

Zodie: We can discuss further after hearing back from the others, but we will have the money approved today.

Jack: we can bring the information of which company we use to the next committee meeting, to ensure we don't have any conflict of interest.

Zodie: having to pay extra for cups is a bit silly! We already have a relationship with Vanilla & Co.

We're likely to go with Vanilla & Co.

CWD

9.4. Summerfest workshop!

Preamble: In contrast to the noise and chaos of the outdoor aspects of Summerfest, we would also like to run a relaxed workshop for 30 students inside the Grant St Theatre Foyer/Lionel's. We have contacted Laneway Learning for some workshop quotes for three options: \$1470 for a closed terrarium workshop, \$1650 for a linocut workshop, or \$1200 for a kokedama workshop (a plant growing out of a moss ball).

Action: That the committee approves the expenditure of one of the three options:

1. \$1470 for a closed terrarium workshop
2. \$1650 for a linocut workshop
3. \$1200 for a kokedama (moss ball planter) workshop

for up to 30 students during the Southbank Summerfest. This motion will need to be amended with the chosen workshop.

Mover: Zodie

Second: Lachlan Spencer

Discussion/result:

Spencer: Fan of terrarium workshop

Zodie shows what the options look like on Google images.

Leyland: moss balls are cheaper, but terrarium is probably more fun and is middle of the road

Jack: terrarium, notes that Spencer is less likely to kill a terrarium

Zodie: terrarium

Helen: terrarium sounds cool but it'll be good to have specific instructions to keep it alive because she's seen some people kill them!! Would be nice if most of them lived :(

Zodie: closed terrarium is harder to kill because they form their own ecosystem

Amendment:

That the committee approves the expenditure of \$1470 from the Events > Orientation budget line for a closed terrarium workshop with Laneway Learning for up to 30 students during the Southbank Summerfest.

Mover of amendment: Annalyce

Seconder of amendment: amendable to mover, Zodie

Vote on amendment not required as it is amenable to mover.

Vote on the whole amended motion:

CWD

We re-vote because Annalyce forgot to include the budget line at first. CWD again.

9.5. Polaroid camera purchase!

Preamble: The Southbank coordinators had previously intended to hire a photo booth to run in the Friends Courtyard during Summerfest. However, due to budget concerns, we came up with an alternative: purchase a polaroid camera! This way, we can provide photo souvenirs to students during Summerfest and retain the camera for use at later events.

We are considering the purchase of the Fujifilm instax mini 11 Lilac Purple (RRP \$119 - <https://www.instax.com.au/collections/instax-mini-11/products/mini-11-lilac-purple>), the instax mini 11 camera case in lilac purple (RRP \$19.95 -

<https://www.instax.com.au/collections/instax-mini-11/products/instax-mini-11-camera-case-lilac-purple>), and 3x 60 packs of white instax mini film (3 x \$69.95 = RRP \$209.85

<https://www.instax.com.au/collections/instax-mini-film/products/instax-mini-film-white-60-pack>). Some sellers may offer larger packs of film for even better bulk value.

Why purple? Because UMSU is big on purple. If we cannot secure this colour, we will select an alternative. The products will either be set up as click and collect or delivered to UMSU Parkville for us to pick up.

Action: That the committee approves the expenditure of up to \$350 from the Events > General budget line to purchase a Fujifilm instax mini 11 camera, instax mini 11 camera case, and packs of white instax film from a company approved by the UMSU ethical register.

Mover: Zodie

Seconders: Jack

Discussion/result:

Zodie: photo booth is probably around \$1000 by comparison

Spencer: logistics questions about how it will be used for the event, who will operate it, is one camera enough

Annalyce: Office Bearer, committee or volunteer can go around and ask people if they want photos, not much different from a photo booth in terms of how many people can use it at once.

Zodie: photos of people's terrariums!

CWD

9.6. AV Equipment for Summerfest

Preamble: AV Melbourne supplies affordable audiovisual equipment to the student union and external hirers. We may need to "dry hire" a PA system with 1-2 microphones, a mixer, and potentially leads for a guitar for a solo student performer at Summerfest, depending on their requirements. AV Melbourne has quoted us \$403 including delivery and pickup.

Action: That the committee approve the expenditure of \$403 from the Events > Orientation budget line for the hiring of audiovisual equipment from AV Melbourne for use in a Summerfest music performance.

Mover: Zodie

Seconders: Leyland

Discussion/result:

Annalyce: number is from a quote from AV Melbourne, this will be the maximum cost as requirements may actually be lower.

CWD

9.7. Payment for student musician performance at Summerfest!

Preamble: UMSU Southbank provides opportunities for students to get paid for their art. For Summerfest, we are seeking a solo musician to perform in the Grant St Theatre Foyer/Lionel's to create a relaxed atmosphere distinct from the chaos that will surely ensue outdoors. The Musicians Australia Minimum Performance Fee is valued at \$250 based on the "3 hour call" as listed in the Live Performance Award, which requires musicians to be paid \$150-200 with an extra \$50-100 in allowances or benefits such as free meals. In lieu of tracking allowances, we will pay the artist \$250.

For more information on the minimum, take a look at the Musicians Australia website:
<https://musiciansaustralia.org/the-musicians-australia-minimum-fee/>

Action: That the committee approves the expenditure of \$250 from the Events > Orientation budget line to pay a student musician to play music at Summerfest.

Mover: Zodie

Secunder: Jack

Discussion/result:

We're chill, no discussion, everyone looks happy

CWD

[turn to the next page for next motion]

9.8. Printing the Guide to Student Life

Preamble: At the start of the year, UMSU Southbank produces a booklet titled the “Guide to Student Life” to give out to students starting at the Southbank campus. The booklet covers a variety of information, including where to find food, coffee, transport concessions, support services, and who we are and how to contact us! We have sent updates to the guide to UMSU’s communications department for approval.

We previously printed 100 copies in 2022 and ran out, so we intend to increase our production this year to 200. Any leftover copies will be saved for Winterfest.

Action: That the committee approves expenditure of \$800 from the Events > Orientation budget line to print approximately 200 copies of the Guide to Student Life.

Mover: Zodie

Second: Jack

Discussion/result:

Zodie pulls up the quotes from CME. 200 copies is \$764.50, 300 copies is \$1,012 so it is not a significant increase.

Jack advocates for 300 copies because the physical prop is helpful for starting conversations.

Annalyce agrees and says that if we have any left over we can re-use them for Winterfest.

Zodie also agrees. Jack suggests passing \$1,050 in case the actual cost turns out to be slightly higher.

Amendment:

That the committee approves expenditure of up to \$1,050 from the Events > Orientation budget line to print approximately 300 copies of the Guide to Student Life.

Mover: Jack

Second: Amenable to mover, Zodie

No vote on amendment required as it is amenable to the mover

Voting on full amended motion:

CWD

10. Motions Without Notice

11. Other Business

Please send Zodie a bio to update the website. It can literally be one sentence saying your name and what you're studying.

12. Next Meeting

Early February, TBC. Expect a when2meet shortly.

13. Close

Meeting closed at 11:46 am!!

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 new year comrades!

We've been Starting out the year with:

-lots of planning and trying to get administrative stuff up for this year. (Such as our action item tracker and Slack team)

-meeting and distributing tasks amongst ourselves to prepare for Summerfest, Feb 21st, and the year ahead.

-Speaking with Josh from Farrago about Farrago's involvement at Summerfest and collaboration with Southbank.

-The Elevator pitch video, basically a 1 minute explainer video to students as to what UMSU Southbank is, and what we can do for them!

-meeting/communicating with University Faculty and Staff to set up our ongoing meetings with them throughout the year.

(There's a bit of crossover with Annalyce and I's work as coordinators, esp. when liasing with UMSU and University staff.

-I've set up my IT access stuff, and done lots of personal admin post-operation and should be healing up fine and ready to serve the people at our BBQs and events this year!

(Just on this, I am under strict medical instruction to not over exert myself, or lift anything heavier than 10kgs, I'd imagine this includes our big BBQ trolley, so it would be super appreciate if especially committee members could help out with our BBQs, particularly during set-up, when we get into semester <3)

As well as Southbank stuff, I have been fulfilling other OB duties and responsibilities: I have sat in on a few Academic misconduct student Panels this week to represent and advocate for students being accused by the university of academic malpractice.

By the next report:

-I'm hoping to have made up a plan to better utilise our social media, as I feel we under-utilised it this year.

-Have organised plans to meet with the committee and OBs (you folks!) for a casual catch-up/drinks

-Have finalised the edits of our Elevator pitch and satisfied CME's (umsu ppl) feedback

-Have a more clear cut plan for Summerfest, and have met with Student Experience and other relevant teams/ reps.

Annalyce Wiebenga: Southbank Campus Coordinator

Key Activities

Setting Up

- Helen and I cleaned the Southbank office while waiting on the Breadbin delivery
- Logged into the Mac in the office and gave it time to do updates

- Found a lot of random stuff during cleanup, including letters from the uni begging for donations in 2018 and 2019, uni-branded mini torch, some 2018 Association of Sculptors of Victoria newsletters, Disabilities dept keep cups, 2019 Summerfest photos, scissors (thank god), and a circle cutter belonging to Leyla (2021 Coordinator) who has donated it to the cause for badge-making.
- Found some 2019 papers and invoices.
- Had our first Southbank Office Bearer meeting to help with assigning workloads
- Forks and spoons have disappeared from the student lounge again lol - have contacted the staff, but this is going to be an ongoing issue
- Making preparations for meetings with Student Experience, UMSU Advocacy, UMSU Sexual Harm Response Coordinators

Breadbin

- Did a massive Woolworths order just before summer break
- Helen and I helped the driver bring the delivery into our office
- Cleaned the breadbin shelves of dead mozzies and stocked it
- Keeping an eye on what's getting taken, stocking gradually over time - the various milks, olive oil, lemon juice, veg stock, snacks and noodles all seem to be popular.
- Made new sign using textas (graphic design is my passion)
- Created inventory spreadsheet we can use to audit the stock in February or March
- Instagram post received the most engagements since the Southbank Ball announcement. I've been posting a few Instagram/Facebook stories about it, as well as sharing some Media department callouts.

Summerfest Preparation

- Zodie received quote for workshops - kokedama workshop is cheaper than terrariums but gives the same vibe
- Helen is reaching out to ice cream trucks - some of the quotes are absurdly expensive
- To save funds on a photo booth, we're planning to purchase a polaroid camera for ourselves or volunteers to operate at Summerfest and other events
- Gave feedback and bio for our Guide to Student life, spearheaded by Zodie
- Organised a new meeting between the Southbank Office Bearers, Student Experience, and the UMSU Events Team

Progress on assigned actions from last report

- Present budget to committee for approval - about to do this :)
- Use 2022 budget to purchase Breadbin supplies, pending committee approval - DONE
- Confirm Summerfest (Southbank edition) build with CME and Southbank Experience - progressing
- Solidify Summerfest workshop plans - progressing

Action points to be completed by next report

- Meet with Sexual Harm Response Coordinators
- Meet with Advocacy liaison - likely to have happened by the time of committee
- Meet with Student Experience for Summerfest - loosely confirm site map
- Complete documentation required for the Events team regarding Summerfest - including committee minutes, risk assessment
- Confirm venue booking - Grant St Theatre Foyer/Lionel's
- Confirm hire of ice cream truck
- Confirm hire of workshop company
- Confirm AV equipment hire
- Oversee hire of musician for the GST foyer
- Purchase polaroid camera, case and film, pending committee approval
- Confirm with CME how to reach out other UMSU departments, and clubs & societies

Budget Expenditure

Item	Budget line	Amount passed	Amount spent
Woolworths groceries for Breadbin	2022 budget excess	\$2000	\$1,878.15

Helen Shen: Southbank Activities Coordinator

Key Activities

- Suggestions on the student life guide
- Sending off short bio for the student life guide
- Attending Southbank OBs meeting

Progress on assigned actions from last report

(First report for Southbank Committee)

Action Points to be completed by next report

1. Call various ice-cream trucks that also include vegan options for a quote for Feb. 21st (Summerfest)
2. Discuss what activities are planned for Summerfest

Budget Expenditure

- Southbank overall amount reduced to \$50,550
- Ice-cream truck hire ideally to be below \$1500 for the day/between 12-3p

Zodie Bolic: Southbank Education Officer

Key Activities:

Since my last report I have been hard at work preparing for SummerFest. My main activities have been to organise the updates for the Southbank Guide to Student Life, which has involved significant rewrites to remove references to outdated information (namely references to Union House). I have also been editing the Southbank bio for the UMSU Guide, updating it to more accurately reflect the Southbank campus in its current state. I have also been in contact with CME to design our album cover for the UMSU website. The goal is to carry through the purple banana idea but bring some more colour and represent more artforms with our design as well to really grab people's attention. We have also worked on our elevator pitch video, which involved filming myself discussing UMSU and our role at Southbank!

For our offerings at the Southbank Carnival day, I have sourced quotes for 3 different workshops that we can run, and we will pass the money required to run them at this meeting (hopefully!).

Additionally, I have been completing the canvas modules required for induction, which has involved reading all of UMSU's policies and procedures! I have also gained access to my union email, and to the shared Southbank inbox as well, which has been of great benefit.

Progress on assigned actions from last report:

1. SummerFest is in progress! We've got the quotes for our activities, and everything is going well. We have more meetings with the Southbank orientation team coming up, and should finalise our album cover and the Southbank Student Guide in the next few days.
2. Done!
3. Mostly done! Just one quiz I am supremely struggling with, despite having done the relevant modules lol.

Actions to be completed by next report:

1. Book SummerFest workshop.
2. Finalise job for Southbank Guide to Student Life.
3. Finalise and update album cover on the UMSU website.
4. Update Southbank sections on the UMSU website.
5. Pick up staff card.
6. Meet with Sexual Harm team.
7. Meet with Advocacy team (will have happened by committee).

Appendix 3: Proposed Budget

EXPECTED NON SSAF INCOME: \$3000

We intend to seek \$3000 in grants from the University's SSAF grants program to help fund our new breakfast program.

PROPOSED DEPARTMENTAL SPENDING: \$53,450

We anticipate spending \$53,450, and are to be allocated UMSU SSAF funding of **\$50,450**.

Item	Budget Line	Allocation	Explanation
Orientation	Events > Orientation	\$6,000	UMSU Southbank are a key financial contributor to the Summerfest and Winterfest events on Southbank campus.
Collectives	Programs > Collectives	\$2,200	\$800 for Queer Collective, \$800 for POC Collective, \$600 for Disabilities Collective. To be matched by the corresponding autonomous department.
BBQs and Breakfasts	Events < Food & Beverages	\$15,000	Expecting 1 each per week in semester. We anticipate requesting a casual to assist with the BBQ. \$13,344 is expected for the BBQs, with the remainder expected to pay for breakfasts. Welfare will provide \$5,000 towards the BBQs, bringing our BBQ cost down to \$8,344.
Breadbin	Programs > General	\$12,000	Our primary welfare initiative for students to collect shelf stable food, menstruation care and safe sex supplies as needed.
Southbank Ball	Events > General	\$10,800	Subsidising ticket costs. Remainder to be managed by Music Students' Society and Production Society.
Events and programs	Events > General	\$7,000	To include any workshops, talks, policy forums, social events, grants and giveaways. Additionally, to cover unforeseen costs.
Media Collaboratio	Contractor Fees > Artists	\$150	Our contribution to Media's featured artist program, for a

n			Southbank edition.
Office expenses	Consumables & Supplies > General	\$50	Stationery, office supplies
Printing and promotion	Printing - External > General	\$250	We do not have easy access to staff printing.