

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

**Friday 10 March 2023, 3pm
Meeting 4(23)**

Location: Southbank Office Level 2 Southbank Library/Zoom

Zoom link:

<https://unimelb.zoom.us/j/87608496325?pwd=aE81R3ZUVEdhSEZJZHQxYVo5b2RMZz09>

Password: 847957

Meeting opened at 3:06

1. Procedural Matters

1.1. Election of Facilitator

Annalyce Appoints self as chair, Todd Seconds
Passed without dissent

1.2. Appointment of Minute-taker

Jack Appoints self as minute-taker, Amy Seconds
Passed without dissent

1.3. Acknowledgement of Indigenous Owners

Annalyce gave a land acknowledgement

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	Apology
Leyland Jones	Committee	Apology, Proxied
Amy Rogers	Committee	Yes
Todd Bennett	Committee	Present
Savie D'Arsie-Marquez/Abbey	Creative Arts Office Bearer (non-voting	No

Crowley	member of committee)	
Boyi Sun (Sam)	Proxy for Leyland Jones	Present

1.5. Apologies

1.5.1. Zodie Bolic

1.5.2. Lachlan Spencer

1.5.3. Leyland Jones

1.6. Proxies

1.6.1. Leyland Jones to Boyi Sun (Sam)

1.7. Membership

n/a

1.8. Adoption of Agenda

Annalyce moves to adopt the agenda
Passed without dissent

2. Confirmation of Previous Minutes

Amy noted a typo in the minutes, it reads now as “January 15th”, however the meeting took place on February 15th.

Annalyce moves to accept the previous minutes, pending the amendment of the date typo.
Passed without dissent.

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)

Jack’s report: apologies for late report, also verbally notes we’d like to do a volunteer roster for the semester, it’s very relaxed, lots of talking to people and just frying

things up, postering in areas where cohorts had lower attendance at BBQ in particular.

Annalyce moved to accept the OB reports
Passed without dissent.

7. Other Reports

n/a

8. Discussions

n/a

9. Motions On Notice

9.1. Reimbursement for first BBQ

Preamble:

The Southbank BBQ requires weekly perishable purchases of salads, tomatoes, bread and drinks. Jack went to Woolworths on the morning of our first BBQ and grabbed these necessary items. We now need to reimburse Jack for her expenses.

We are consulting with our Legal department regarding a personal coffee Jack also purchased on the same receipt. If we are able to separate this expense, we will amend this motion to lower the amount reimbursed. In future, we will avoid mingling personal and departmental expenses in this manner.

A photo of the receipt can be found in Appendix 3, with a more legible copy to be circulated when available.

Action:

The committee endorses the expenditure of \$172.20 from the Events < Food & Beverages budget line to reimburse Jack Doughty for expenses incurred while purchasing perishables for the Southbank BBQ. (Smartsheet tag: 03-60-690-3840)

Mover: Todd

Seconder: Helen

Discussion/result: Jack: \$11.55 was for a personal coffee, so the actual amount is \$160.65. Breakdown of expenses is also appended with the updated receipt scan. There will be a motion without notice to pre-approve some expenses so we can just pre-order them on the student union credit card instead of having to do reimbursements every time.

Amendment: The committee endorses the expenditure of \$160.65 from the Events < Food & Beverages budget line to reimburse Jack Doughty for expenses incurred while purchasing perishables for the Southbank BBQ. (Smartsheet tag: 03-60-690-3840)

Annalyce moves to Amend the motion from the chair
Todd Seconds

Amended Motion Passed Without Dissent

10. Motions Without Notice

10.1

10.1.

Preamble:

For our weekly BBQs, we can purchase our protein (burgers and sausages) in bulk, however our fresh ingredients, produce, etc. have to be purchased weekly.

In an effort to not have to do a separate motion in each committee meeting, passing funds pre-emptively to go towards loaves of Bread, Tomatoes, Onions, Salads, Cooking Oil, Sauces, Drinks, and any other necessary products needed to run our BBQs will streamline the process.

Action:

The committee endorses the expenditure of up to \$1000 from the BBQs and Breakfasts budget line for purchasing ingredients/supplies from Woolworths for running the Southbank BBQ. (Smartsheet tag: 03-60-690-3840)

Mover: Jack

Seconder: Todd

Discussion/result:

Jack speaks to motion, exactly what it says on the tin.

Amy: is this for everything? Not for the protein?

Jack: mainly for the fresh produce, but we could use it for the protein if we need to.

Amy/Jack: so this is just for what we need and then we pass a new motion

Motion passes without dissent.

11. Other Business

11.1. Draft meeting schedule

With the apologies, difficult to speak to now, haven't received all responses yet.

We'd like to have a meeting schedule so that the general student body can attend, or has sufficient notice to attend, will decided in the next meeting, as we don't have enough information right now.

Jack: because our students have intense course loads, there is an amendment in our fine print docs that we can have our meetings later in the evening or weekends if necessary. It's not ideal, but can be done as a last resort.

12. Next Meeting

Draft meeting schedule to be circulated and discussed in the meeting.

If agreed, next meeting will occur at see: when2meet.

13. Close

Meeting closed at 3:33pm

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

Apologies for the late report.

Main update from this report is our very successful first BBQ back.

We are going to be running these BBQs weekly, with myself as the main organiser.

Attendance of volunteers was excellent, thank you to all of the OBs who came, and to Spencer and Amy for helping to volunteer as well.

We have circulated criticism and self-criticism from southbank OBs and committee members, as well as patrons at the BBQ in our efforts to improve the service.

One of the main things was making sure more students know about the BBQs, Breadbin, and other services the union provides. One of the proposed solutions for this was to poster around the uni more so that students who weren't already following us on socials would be aware of our programs, and what the union can provide to them.

We also only ran the BBQ until 1pm, I think we could space out how we serve more effectively, so we don't cook in bulk straight away and wait for sausages to get cold, or we could utilise the containers to keep cooked food warm.

Collectives are returning this next week, and things are well underway at the Southbank campus for a productive start to our first semester.

Annalyce Wiebenga: Southbank Campus Coordinator

This is a big one, folks. Also, I've just moved back in with my family and need to get picked up from the train station in order to get home, so if you see me around any campus a little *too much*, there's an 80% chance I'm stuck in the city. Also, apologies to Helen and Zodie for any formatting issues with your reports: the Respect Reference Group meeting has fried my brain.

Key Activities

Southbank Garden Party (Summerfest)

Our key event was the Southbank Garden Party in Tuesday February 21. It was a bit chaotic at the start and we had to quickly change our initial plans when we (meaning I) realised how large a 6x6 marquee actually is (HUGE), and that there had been some kind of miscommunication which meant we did not receive any tables from the supplier contracted by UMSU. Fortunately, we and Nataly from CME have a good relationship with on-the-ground events staff at Southbank so we were able to use additional university tables.

Once the chaos settled a bit, we were able to adjust placement for all departments and clubs to ensure everybody was reasonably satisfied. After the initial setup, I spent a lot of my time indoors handling other events so I only had brief glimpses of the festival itself.

The terrarium workshop was booked out, but only 6 students who booked showed up. The rest of the Southbank team invited nearby students to participate, so the event still had good uptake. Thanks to Zodie for taking charge of the workshop preparation.

We had a paperwork issue with paying our musician who played during the workshop. However, the musician is on our committee so it was quite easy to communicate the situation and offer him a \$250 gift voucher of his choice in lieu of the original intended monetary payment. We gave feedback to People & Culture about where Office Bearers are likely to look for information about hiring student contractors and have a better understanding of the process, so in future we should be able to pay people normally.

The ice cream truck was a hit, and all 300 serves were taken up. The company didn't run out until near the end, so I'm pleased that we were able to get the number right! Thanks to Helen for helming this very popular aspect. The one issue we encountered is that the ice cream truck was far from the rest of UMSU and, with no branding on it, there was no way for students to know it was us (as opposed to the uni).

The Advocacy & Legal info session saw no attendance. However, the university's Q&A happening in the same space had the same issue so it may have been a case of time and place. There was a lot going on elsewhere and students were distracted. We'll workshop some ideas with A&L to ensure Southbank students are well-informed of support available to them, especially around the time assessments start to hit and students are less caught up in the excitement of starting at uni.

We have a few leftover Guide to Student Life booklets and have dispersed some around campus. We're also in the process of distributing remaining handouts for other departments. Let us know if you'd like some of your department's materials at Southbank!

I couldn't access the internal feedback form at the time of writing this report, but here's a list on thoughts from our end, in discussion with Nataly from CME:

- More UMSU branding: the marquee provided to us was stark white and impossible to distinguish from the uni. The tablecloths were great, but we only had a small number and they are not visible from a distance. Some UMSU flags wouldn't go amiss here. We also need to provide branding on food offerings such as the ice cream truck so people know it was us, whether that be through napkins or signage.
 - UMSU branding, in general, is a major issue at Southbank. We don't have a purple door placard or a banner of our own. When we have the capacity, we will be pursuing increased department branding. We desperately need this, especially for our BBQs.
 - A former Women's Officer has sent us some old quotes for various branded banners as a starting point.
- Improved venue selection and timing of events such as the Advocacy & Legal info session. Out of sight, out of mind. Especially when it comes to less "fun" events.
 - Alternatively, we need another way of ensuring information is disseminated about these services.

- Negotiation with the uni about a more dispersed placement of food trucks. Students tended to clump in the one area instead of walking around, meaning some areas didn't see much traffic. This depends on power/water requirements.
- Better pre-planning and organisation of stalls. This one falls largely on my shoulders, as I found it difficult to use the Student Experience sitemap to organise placement because it was a bit small. The mind-mapping I had done completely went out the window when we saw the reality. Now we know how many tables we can fit in the 6x6, we'll probably make more aggressive use of the barbecue area in future to ensure everyone is visible and there's a better flow of traffic.
- Clearer instructions to other departments. I relied too much on other departments reading the intent behind some communications, such as asking for primary and secondary contacts and not explicitly asking for attendance numbers.
 - This was mostly fine in terms of lunch vouchers I had requested from the uni. Some departments brought more people, some brought less.
 - That said, we did have issues with a staff department telling us they were bringing one representative, only to bring four. Please don't do this.
 - In future, I will explicitly ask for attendance numbers and request departments either stick to those numbers or inform me of changes well in advance.
- Firm policy on late stallholders
 - One club showed up over half an hour late to the setup deadline, after the event had started, and did not communicate this to me.
 - We need to develop and enforce a clear cutoff point. Next time, if a club or department arrives *after* the commencement of an event without adequately communicating with us, they will be denied access to the event. We don't have time or resources for this.
- People! Please check your emails! I'm stressed!
- I also kindly request more proactive involvement from relevant staff departments when it comes to events of this magnitude. It was disheartening to ask questions in January and not receive responses for weeks in some cases. This then became frustrating when staff would not seek timely clarification as necessary regarding solutions we had come up with on our own. We are supposed to be colleagues, and at times I was made to feel like the work experience kid pushing the "do not push" button for doing my part to make sure the event actually went ahead.
 - I would also ask staff departments to not go over our heads to other staff departments about our own events without very good reason.

Commencement

We also had a presence at the Fine Arts & Music commencement "ceremony" at Southbank on Wednesday 22 February. We had some good chats with students and quite a lot of interest in student publications. Zodie had a brilliant idea to use one of the whiteboard/pinboards we had lying around the office to create a little introductory sign featuring info about us, as well as repurposing other department handouts to fit onto the pinboard. This has now been moved to the Breadbin in the student lounge.

Southbank Host Tours

Host Tours at Southbank took place on Thursday 23 February. They weren't hugely attended, but the students who came did appear to have a positive experience. Imogen Senior, program director, came by in the morning to set up and then I took over the task of checking in with the hosts and being around for general support needs. I wasn't hugely needed, which is great, but we had some good chats about how to improve the program in the future. In short, we're at risk of service replication with the Peer Mentor program and need to refine our tours to make them unique and interesting, e.g. a cafe crawl or something else fun to encourage greater uptake. We also need to make sure the Southbank hosts are treated fairly in comparison to the Parkville hosts.

Parkville, I Am in Your Walls

I also helped at Parkville on Friday 24 February and handed out somewhere between 700-1000 orange tote bags with vouchers and UMSU info to Parkville students. I was a bit iffy on the orange at first, but it grew on me throughout the day as I saw students walking around with the bags. We need this general UMSU merch at Southbank too, please!

Meetings

The quirk of being the only Southbank OB not actively studying means going to all those meetings that are beyond the reach of the average Southbank student due to timetabling shenanigans.

- Met with Renee regarding Respect at Uni Campaign alongside Zodie, Helen and Southbank Student Experience. Discussed plans for Respect week (week 4) and came up with some ideas on how to adapt it to Southbank based on our pre-existing BBQ event. Invited to sit on the working group. Thanks to Alessandra and Naomi for making sure Southbank is included.
- Respect at Melbourne Reference Group: I will have submitted my report before attending.
- Respect at Uni Campaign working group: will have met twice by the time of council. Mostly centered on Parkville festivities but it's good to know what's happening across the board. Can update on the second meeting on request; should bring clarity on what the Southbank event will look like.

Collectives

We chose to delay our collectives to week 3 to ensure we, and our partner departments, had enough time to put it all together. Queer collective designs are ready to go, and work has begun on POC and Disabilities. Most of our collectives will be facilitated by one of us and our counterpart OB in the other department, with the exception of POC x Southbank collective, for which we have two brilliant facilitators from the student body.

Queer x Southbank Collective is our first out of the gate - Monday 13 March at 11:30 am (next week), to accommodate the ludicrously high number of students who are stuck in class 12-2 on a Monday as if lunch doesn't exist. Uni, why.

Welfare Programs

The hero ingredients of the BBQs have been secured for the semester and we have run the first BBQ, having delayed it one week to get our lives together after Summerfest. Bit of ebb and flow for this week, but we anticipate this will become more consistent as word gets around. New promotional designs will likely have been completed by Council or shortly thereafter.

Gradual stocking of the Breadbin has stretched the supplies as we had hoped, so we are just now reaching the point of needing to reorder. A spreadsheet to track item popularity is already prepped. I have also put together a more official-looking design for our sign.

Trainings

Hoping to have finished the online First Aid component by council. Completed the Advocacy & Legal training, with the exception of the delayed Governance Training that clashed with our BBQ. I will have completed Food Safety training just before council.

Progress on assigned actions from last report

- Finalise collective timings and lock in facilitators - getting there
- Collective promotional material - Queer largely done, rest in progress
- BBQ promo material - getting there
- Do the Summerfest! - stick a fork in me because I'm DONE
- Summerfest evaluation - feedback form (if we choose to do our own), informal feedback, personal experiences - we've decided to promo the general Summerfest feedback form, wrote down personal assessments from our end
- Another Breadbin order. - soon
- Sleep. - Done, surprisingly

Action points to be completed by next report

- Finalise collective timings (for real this time, I swear)
- Collective promotional material
- BBQ promo material
- Breadbin order
- SSAF grant application for Breakfasts
- Brainstorm events with the Southbank team

Budget Expenditure

No new money passed as our next committee meeting falls on the same day as Council.
Invoice paid:

AV equipment hire for Summerfest from AV Melbourne	Events > Orientation	\$403	\$403
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Helen Shen: Southbank Activities Coordinator

Key Activities

- Attended student kitchen induction at Parkville
- Completed First Aid Training Course
- Completed MHFA Training online component
- Attended Summerfest briefing
- Restocked the Breadbin
- Attended meetings for Respect Week
- Attended Summerfest – helped with set-up and pack-up
- Helped set up for Unimelb commencement at Southbank
- Emailed for new monitors for the Southbank office
- Emailed to receive new computer
- Attended Advocacy and Legal Training

Progress on assigned actions from last report

- Completed Student Kitchen Induction
- Completed Part 1 Mental Health First Aid Course
- Emailed Vanilla&Co. for additional information for Summerfest Action Points to be completed by next report
- Complete Mental Health First Aid Part 2 in-person training (booked)
- Coming up with new events for Southbank
- Receive new computer
- Southbank barbecues on Tuesdays + Respect week event
- Restocking the Breadbin - round 2

Budget Expenditure

- Southbank overall amount reduced to \$50,550

Zodie Bolic: Southbank Education Officer

Key Activities:

SummerFest:

SummerFest happened! For the most part, Southbank's Garden Party went well. Terrarium Workshop happened despite contract issues, ice cream was enjoyed, and a good time was had by all. However, like any big event, there were a few issues.

One, UMSU departments needed to be better integrated into the event – which really would have just meant being closer to the food. As a first time OB this has been a new experience for me, so I wouldn't have really known just from looking at the event map, but the UMSU departments were a little far from the main action. While that's good for personal conversation, it meant we didn't get every student coming our way. For next year, I would recommend the food vendors to be spread around the site and UMSU departments placed nearby.

Two, I think it's frankly a little embarrassing that Southbank's Orientation events had almost zero UMSU branding. When you compare the flags, banners, bunting, merchandise, freebies, etc. provided for all the Parkville events to the stark white marquee and legitimately 2 tablecloths for the Southbank event – it's really quite an insult to the department. If we are trying to reclaim ground from the University on student experiences and offerings, providing almost nothing to Southbank in terms of branding is not the way to do that. I understand that Parkville is way bigger, but Southbank has one day – surely arrangements can be made, and we could have had a few branded marquees southside.

Thirdly, I'll take this opportunity to remind all departments that you are required to run at least one event on a satellite campus once a year. Looking forward to seeing plans being made.

Additionally, the Southbank team attended the Fine Arts commencement ceremony which went well, even if we didn't have a whole lot of action. Still an enjoyable day!

Regular Semester Activities:

With SummerFest out of the way, the Southbank Department is back to regularly scheduled programming. We ran our first BBQ of the Semester on Tuesday the 7th, and have our first collective coming up next week. We are currently working on an application for a SSAF Grant to begin our breakfast program to support students. Breadbin restock will happen soon as well. Additionally, we have been meeting with the Respect at Unimelb team to organise plans for the Southbank event. It will just be a souped-up BBQ, but at least hopefully that will include cupcakes.

Progress on assigned actions from last report:

1. Still waiting...
2. Working on it – won't be able to complete my in-person training until Uni holidays at the earliest anyway due to class so am taking my time.
3. Done!
4. Done!
5. Working on it – got lost in the hustle of SummerFest tbh.
6. Done!

Actions to be completed by next report:

1. Update website with Southbank Committee introductions.
2. Complete Mental Health First Aid training.
3. Organise catering for collectives.
4. Brainstorm events.
5. Brainstorm campaigns.
6. SSAF grant application for Breakfasts.

Budget Expenditure:

Please refer to Annalyce's report

Appendix 3: Photo of Receipt



Appendix 4: High quality scan of receipt:



Breakdown of receipt:

Fresh Tomatoes: 12.40
 Soft Drinks: 37.30
 Cooking Oil: 23.80
 Salad/Leaf Mix: 9.00
 Tomato Sauce: 18.75

BBQ Sauce: 6.00
Sponges: 4.00
Mustard: 5.50
Sweet Chilli Sauce: 4.50
Hot Sauce: 3.50
Frank's red hot sauce: 3.50
Sriracha Hot Chilli Sauce: 5.00
Gluten free bread: 6.50
White bread: 11.00
Wholemeal bread: 4.40
Brown Onions: 5.50

Personal expenses:
Coffee: 11.55