

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

**Wednesday 22 March 2023, 6pm  
Meeting 5(23)**

**Location: Southbank Office Level 2 Southbank Library/Zoom**

Zoom link:

<https://unimelb.zoom.us/j/88523486274?pwd=SUhCUHEwK1BPNVB1bmZPT2N5Z1lLdz09>

Password: 283465

**Meeting opened at 6:07pm.**

**1. Procedural Matters**

**1.1. Election of Facilitator**

Helen moves to have herself elected as Facilitator.

CWD.

**1.2. Appointment of Minute-taker**

Helen moves that Zodie is appointed minute taker.

CWD.

**1.3. Acknowledgement of Indigenous Owners**

So acknowledged.

**1.4. Attendance**

|                   |                       |                   |
|-------------------|-----------------------|-------------------|
| Annalyce Wiebenga | Southbank Coordinator | Apology           |
| Jack Doughty      | Southbank Coordinator | Apology           |
| Helen Shen        | Southbank Activities  | Present           |
| Zodie Bolic       | Southbank Education   | Present           |
| Lachlan Spencer   | Committee             | Present           |
| Leyland Jones     | Committee             | Apology           |
| Amy Rogers        | Committee             | Apology           |
| Todd Bennett      | Committee             | Present           |
| Savier            | Creative Arts Office  | Not in attendance |

|                               |   |         |
|-------------------------------|---|---------|
| D'Arsie-Marquez/Abbey Crowley | Bearer (non-voting member of committee) |         |
| Boyi Sun (Sam)                | Proxy for Amy Rogers                    | Present |

### **1.5. Apologies**

1.5.1. Leyland Jones

1.5.2. Amy Rogers

1.5.3. Annalyce Wiebenga

1.5.4. Jack Doughty

Helen moves to accept the apologies.

CWD.

### **1.6. Proxies**

1.6.1. Amy Rogers to Boyi Sun (Sam)

Helen moves to accept the proxy.

CWD.

### **1.7. Membership**

No change.

### **1.8. Adoption of Agenda**

Helen moves that the agenda is adopted as presented.

CWD.

## **2. Confirmation of Previous Minutes**

Helen moves to accept the previous minutes.

CWD.

## **3. Conflicts of Interest Declaration**

None declared.

## **4. Matters Arising from the Minutes**

None arising.

## 5. Correspondence

Zodie reports that the shared inbox has received correspondence about promoting a student show, which we have done so on the department's Facebook and Instagram pages.

## 6. Office Bearer Reports (Appendix 2)

Helen moves to accept the Office Bearer reports.

CWD.

## 7. Other Reports

N/A

## 8. Discussions

Zodie discusses the BBQs, saying that they have been going well, there's enough food but people have been coming when we've stopped cooking. She proposes that we should clarify for students when the BBQ officially closes, perhaps through our social media.

## 9. Motions On Notice

### 9.1. Southbank Breakfasts Preliminary Funding

#### Preamble:

The Southbank Breakfast is a new program to commence in week 7 of semester 1 that will deliver weekly breakfast catering on Thursdays 8-10am in the student lounge during semester, including SWOTVAC. We have applied for a \$10,000 SSAF grant to fully fund the program for 2023. However, in the meantime, it is likely we will need to pay the catering for the first two breakfasts at minimum, with the intention to recoup these costs once grant money is received (assuming the application is approved in full).

We are budgeting for \$500 per breakfast, with an estimated reach of 25 students per breakfast. There is scope to expand the program through our own UMSU funding if the event proves more popular than anticipated.

We are currently in talks with Bunji Catering and Oasis Catering to provide breakfast catering on alternating weeks.

#### Action:

The committee endorses the expenditure of \$1000 from the Events < Food & Beverages budget line to hire catering for the Southbank Breakfasts. (Smartsheet tag: 03-60-690-3840)

|   |
|---|
| <p><b>Mover:</b> Zodie</p> <p><b>Seconder:</b> Todd</p>   |
| <p><b>Discussion/result:</b></p> <p>Zodie speaks to what the program is hoping to achieve, and opens the floor for questions. None arise.</p> <p>CWD.</p> |

## 9.2. Ramadan Iftars at Southbank

|   |
|---|
| <p><b>Preamble:</b></p> <p>A VCA student has brought to our attention that many Muslim students at Southbank are stuck at uni all day and may not be able to attend Parkville Iftars during Ramadan. To remedy this, we are passing some money to be spent catering for Iftars at Southbank. Discussion is in the early stages but we want to have the money so we can hit the ground running as soon as we have consulted further with the student and the People of Colour department.</p> <p><b>Action:</b></p> <p>The committee endorses the expenditure of \$1000 from the Events &lt; Food &amp; Beverages budget line to cater Iftars at Southbank. (Smartsheet tag: 03-60-690-3840)</p> <p><b>Mover:</b> Zodie</p> <p><b>Seconder:</b> Todd</p> |
| <p><b>Discussion/result:</b></p> <p>Zodie mentions that while the details haven't been fully locked in yet, this is a really important initiative which will be sorted out soon (should the money be passed).</p> <p>CWD.</p>   |

## 10. Motions Without Notice

N/A.

## 11. Other Business

11.1. Draft meeting schedule: please fill out the when2meet

11.2. Committee bios: please send them to Zodie

## 12. Next Meeting

TBC

**13. Close**

Meeting closed at 6:20pm.

## **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

Comrades! We're getting into the groove here at southbank

BBQs are going swimmingly, If you haven't had the chance to come by here's a little summary of how they go:

Jack picks up fresh food/produce beforehand, and Jack along with Helen and Annalyce set-up before 12ish

BBQ begins around 12, we're serving soft drinks, and frying up Sausages, Burgers, Schnitzel, and onions

We usually run out of stock at ~1pm, and start cleaning up then.

If you'd like to come down and help that'd be much appreciated <3 Thanks to all the OBs, as well as Amy and Spencer for coming down and helping out :)

We've employed some of the feedback from last weeks and have quantities better, along with putting up posters around other spots on campus informing students about our welfare services :)

There was a discussion about the bread bin at the Student Support Reference Group, in which the GSA rep was very supportive of the bread bin, we are pursuing trying to acquire additional funding for the bread bin through the GSA

Along with our welfare programs, I've personally been attending meetings with Annalyce speaking to the associate Dean, and the Student Support Reference Group.

In particular a lot of my input has been surrounding time tabling issues for students, and my communication with the timetable team.

The agenda points and contents of this meeting have been touched on in Annalyce's report.

I'll expand on this report and give any updates if necessary during the meeting <3

## Annalyce Wiebenga: Southbank Campus Coordinator

*CW: References to sexual assault/sexual harassment in no explicit detail (skip over Respect at Uni Week and SHRC meeting if you need to)*

Is there such a thing as business-as-usual in this job? I have no idea.

### **Key Activities**

#### **Respect at Uni Week**

The uni finally launched their Respect at Uni Week website and I helped out by sharing their social media promotion a little bit. Website: <https://www.unimelb.edu.au/respect-week>

The Southbank event was held on Tuesday Week 4 12-2, same time as the Parkville event so we could use our pre-existing BBQ as a launchpad. As this occurred after the submission of my committee report, I can provide a verbal update in the meeting.

#### **SSAF Grant Applications**

This was an onerous process, but I have submitted an application for SSAF funding from the uni to fund the commencement of a Southbank breakfast program. Aside from the required support letter from the interim CEO, I also asked the UMSU President, the Associate Dean for Student Wellbeing, and Southbank Student Experience for letters. I also wrote a letter of support for Southbank Student Experience's application.

#### **Meetings**

Trying to keep these summaries brief. Can update further of any of these upon request (and finding my notes).

- Respect at Uni Week Working Group: productive meetings focused on direct implementation of the Respect Week events. It's been very helpful to be in these meetings so I can directly ask for clarification from the staff on matters of staffing and promotion at Southbank.
- Meeting with Associate Dean: This meeting with Jeanette lets us discuss potential agenda items for the Student Support Reference Group, as well as seek clarification on concerns that don't necessarily need to go through the entire meeting. In this case, we brought up the ongoing issue of trying to figure out who the heck contracted the testing/tagging that resulted in our fridge/freezer being left off with food in it.
- Meeting with SHRC (Lauren) and Associate Dean: Loosely-defined meeting where we worked our way towards identifying pain points particular to Southbank, such as concerns about the level of training that will be offered to guest teachers.
- Student Support Reference Group: The GSA reps were at the meeting and very supportive of the Breadbin in particular. The group as a whole are supportive of any efforts to address food security, so we're in good standing. We also discussed the ongoing issue of timetabling; students in some cohorts such as Jazz are still



receiving their final timetables well after semester has started. We also got our hands on the Student Perspectives Report put together based on surveys of our students completed by the uni last year.

- Meeting with Susan Eldridge from IgniteLAB: IgniteLAB is only just coming back, so Susan is more interested in supporting student groups at the moment and being available to potentially come to some of our events. Keep an eye out for the return of some levels of career coaching for music students.

## Collectives

A1 posters for Queer collective have been secured and placed. Hopefully other posters will come soon.

Queer x Southbank Collective: I have mixed feelings about Roll'd, given they changed our pickup store location twice and I had to pass on information to the store that should have been sent to them automatically from our order form. The food itself was good, thankfully. Our Grounds Booking request form has still had no response so we have no idea if the operations staff even know what is going on. This is giving me bad memories of Music Students' Society paperwork, where I've had to ask staff for support because that's the only way we'll be heard, sometimes.

The collective itself had a small turnout of four plus Jack, Leslie and myself, which isn't unusual (in fact, it's pretty decent given recent history with this collective). It was great to see some visual arts students come along, as we can sometimes struggle to reach that cohort. Hopefully we can build up some regulars for the subsequent collectives, as well as get more of my old cohort (the classical singers) to swing by.

For POC x Southbank Collective, we attempted to book the Grant St Theatre Foyer/Lionel's Cafe. The location was unavailable on most of the dates, and the uni tried to charge us money for the only one available. I really do love how difficult it can be to run these events when the infrastructure *just isn't there*. So, instead, we have made reservations at Betwixt cafe for 1:30 in weeks 4, 7 and 10. We have requested to be invoiced after each booking. It's a shame that Betwixt as a venue is a bit cramped, as they are significantly more cooperative than the staff who manage the GST Foyer (which is unfortunately also the main dining area of Lionel's). Good news is, we finally have graphics and can promote the collective. One of the facilitators has asked about prayer rooms on campus as well as Iftars for Ramadan, just prior to the submission of the agenda. More to come.

Disabilities x Southbank collective has been challenging to organise as our departmental counterpart is an elite athlete with zero time. I've gotten in touch with members of the committee to lock in 1pm on Wednesdays in weeks 5, 8 and 7. We'll probably just use the office because I don't think I have it in me to play "find an on-campus venue that allows food and won't try to suck us dry" again. It doesn't *quite* clash with the Southbank campus Assembly (barely), but I may have to do some running around in week 5. Graphics still on the way.

## **UMSU Assemblies**

We have, at rather late notice, been somewhat included in the UMSU Education assembly occurring on our own campus. Being that the event is scheduled at 11-1 on a Wednesday, a lot of Fine Arts students will not be able to attend. This, alongside whatever venue dramas seemed to occur given it took us a while to get a straight answer out of our colleagues, is an example of why we've been doing our best to insist that other departments actually speak to us before trying anything here.

At this stage, I suspect the Assembly will either be poorly-attended and we'll be forced to defend our own students from accusations of disinterest, or a miracle will happen.

If you're free 11-1 on Wednesday 29 March, we'll be at Federation Hall doing this thing. Could use some friendly faces while I try to not be mad about the whole thing.

## **Welfare Programs**

I've managed to book the Southbank BBQ spot for our 12-2 period for both semesters 1 and 2, with some support from Dove at Southbank Student Experience in resolving a couple of clashes. Jack is helping the ordering of food and oversight of the BBQ itself; I am very happily bossed around for two hours a week. We've had good success with turnout from the OB team and some committee members so we are handling things very well without a casual for the moment. We're still refining how much perishable food to order for each BBQ, as the pendulum swings between too much and too little.

A1 Breadbin posters have been secured and placed in Ian Potter and the Theatre building. We also have a new sign that people can actually read. After a stock audit, we've restocked. Xiaole raised with me that a student suggested menstrual products should go in bathrooms; however with so many bathrooms on campus, and in recognition that people of all genders menstruate, implementation and maintenance of that may be impractical for our department, especially since the products have been a very rapid increase in use from week 2 (perhaps everybody's cycles have synced). Should the University choose to uphold their duty of care and provide these products, hopefully they will be able to do this in bathrooms, regardless of gender, across campus. We've heard a machine will be implemented in the library, but it will cost students money. Yay, period poverty.

We've also noticed an increase in students using the Student Lounge to share old books and other preloved items, such as stationery, that they no longer need. I love the students on this campus.

## **Trainings**

Safe Hood Handling has been completed. I will have hopefully gotten around to finishing the First Aid online modules by the time of the meeting, same for Mental Health First Aid.

## **Administrative Duties**

I currently handle the bulk of the background admin, including:

- Committee papers (agendas, minutes, uploads)
- Committee availability
- Check-ins with Southbank Student experience,
- Confirming the reimbursement policy and Office Bearer reporting requirements
- Booking requests
- Following up with the Host Program about an invoice at Betwixt's request,
- Passing on another grant opportunity for dissemination among the Office Bearers
- Seeking permission from Sponsorships to promote a show offering discounts to our students
- Seeking quotes from Bunji Catering and Oasis Catering for breakfasts
- Back-end project management on the Teamwork platform

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

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

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

- Collective promotional material
- Brainstorm events with the Southbank team
- Follow up on breakfast catering quotes
- Assist with the UMSU Assembly at Southbank
- Chase up prayer room spaces

### **Budget Expenditure**

| Item   | Budget line               | Allocated | Spent     |
|--|---------------------------|-----------|-----------|
| Reimbursement of Jack Doughty for Southbank BBQ week 2 | Events > Food & Beverages | \$160.65  | (pending) |
| BBQ supplies   | Events > Food & Beverages | \$1000    | -         |

Helen Shen: Southbank Activities Coordinator

**Key Activities**

- Completed Mental Health First Aid training (both online and in-person)
- Weekly BBQs
- Attended meeting for IgniteLAB

**Progress on assigned actions from last report**

- Received uni computer
- Emailed Channon back on the “Skills for Creative Skills” workshops

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

- New events list

**Budget Expenditure** (if applicable)

- Also see Annalyce’s report

## Zodie Bolic: Southbank Education Officer

### **Key Activities:**

Now that Semester has well and truly started, I have been getting into the regular swing of things. This has included our weekly BBQs! While our first BBQ in Week 2 didn't have the best attendance, we still had a good crowd and they obviously passed on great feedback, as our Week 3 BBQ was packed! We ran out of soft drinks and all sausages, patties and salads were eaten as well, which is excellent! We are also getting more efficient with set down and set up for the BBQs as we get more practice, which is better again.

Additionally, we submitted our SSAF Grant application to fund our breakfast program which we are hoping to launch in the second half of this semester. I gave some specific feedback and ideas about what foods and times would be suitable, drawing on my knowledge of BFA class times and course loads. Big ups to Annalyce for the hard work she did it pulling it all together, and thanks to both the University and the UMSU Staff who helped.

We have also been invited to join the UMSU Education team in planning the UMSU Assembly to be held at Southbank. The effectiveness of this I somewhat question for our campus as it is highly likely many students will be in class during the scheduled time, and additionally the questions are not exactly framed with Southbank students in mind. Hopefully with additional efforts we can ensure the assembly will serve the Southbank campus as it needs to.

Personally, I attended the University's Melbourne Leadership Conference last Thursday through an invite from FFAM – this was an experience in itself, and quite intriguing. I will have also attended the first meeting for the Bachelor of Fine Arts Course Standing Committee by the time this committee meeting occurs, which I can provide a verbal report about.

Finally, I have also continued working on the Mental Health First Aid training and am working on event and campaign ideas for the rest of the year.

### **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. Will try and action this week.
4. Working on it!
5. Working on it!
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. Follow up about online Governance training.

**Budget Expenditure:**

Please refer to Annalyce's report.