

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

**Friday 21 April 2023, 3pm
Meeting 6(23)**

Location: Southbank Office Level 2 Southbank Library/Zoom

Zoom link:

<https://unimelb.zoom.us/j/85413886076?pwd=ZXNoWUItS1EvZGk1SE5rZk0yQzRMUT09>

Password: 871537

Meeting opened at 3:08 PM

1. Procedural Matters

1.1. Election of Facilitator — Mover: Annalyce (seconded by Jack), passed without dissent

1.2. Appointment of Minute-taker — Annalyce moved that Helen be appointed as minute-taker (seconded by Spencer), passed without dissent

1.3. Acknowledgement of Indigenous Owners

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	Apology
Savier D'Archie-Marquez/Abbey Crowley	Creative Arts Office Bearer (non-voting member of committee)	No
Tirion Luff-White	Proxy for Todd Bennett	Present

1.5. Apologies

1.5.1. Zodie Bolic

1.5.2. Leyland Jones

1.5.3. Todd Bennett

1.6. Proxies

1.6.1. Todd Bennett to Tirion Luff-White — moved by Annalyce (seconded by Spencer), passed without dissent

1.7. Membership

1.8. Adoption of Agenda — Mover: Annalyce/Seconder: Spencer — passed without dissent

2. Confirmation of Previous Minutes

Apologies from Annalyce, will present them next time.

3. Conflicts of Interest Declaration — none

4. Matters Arising from the Minutes

5. Correspondence — none

6. Office Bearer Reports (Appendix 2) — All as read, Annalyce moved to accept the reports, seconded by Amy — passed without dissent

7. Other Reports — none

8. Discussions

9. Motions On Notice

9.1. Stock the Breadbin (Semester 1 Remix 2.0)

Preamble:

We have completed fewer restocks of the Breadbin than expected for the semester, but uptake has been good and verbal feedback positive. We will try to restock fortnightly as originally intended, and we are about to do our final restock from the previous motion. This one will cover us for two more restocks, which is likely to take us through the remainder of semester.

Action:

That the committee approves the expenditure of \$2000 from the Programs > General budget line to restock the Breadbin. (Smartsheet tag: 03-60-690-3839)

Mover: Amy

Seconder: Jack
Discussion/result: <ul style="list-style-type: none">- Maybe a restock over winter break- Passed without dissent

10. Motions Without Notice

10.1. Southbank Breakfasts Semester 1 Remaining Funding

Preamble: <p>We have still not been informed of the outcome of our SSAF grant application for breakfasts, so we are passing this last amount of money to cover expenditure for the remaining of the semester 1 breakfasts at \$500 per breakfast.</p> Action: <p>That the committee approves the expenditure of \$1500 from the Events > Food and Beverages budget line to pay for breakfast catering. (Smartsheet tag: 03-60-690-3840)</p> <p>Mover: Jack</p> <p>Seconder: Amy</p>
Discussion/result: <ul style="list-style-type: none">- Passed without dissent

10.2. Sign-making supplies for Southbank student solidarity with NTEU

Preamble: <p>The National Tertiary Education Union is holding a half-day strike on Wednesday May 3rd, from 11am to 3pm. During this time, union members will stop work and head to the new amphitheatre at Parkville for a demonstration alongside students standing in solidarity with them. The demonstrators will then march to Trades Hall to join a 12pm Statewide “Stop Work” rally with other divisions of the NTEU.</p> <p>Why the strike? The union is currently negotiating with the university for a new Enterprise Bargaining Agreement, which will dictate working conditions for the next several years. The NTEU is pushing for an 80% secure jobs target, improved workloads, a fair pay rise in line with the cost of living, and</p>

improved parental leave. The university is dragging its feet and missing required negotiation deadlines, so the besties are striking!!!

We intend to hold 1-2 sign-making sessions at Southbank campus to spread word of the strike and encourage student participation. We have paints, cardboard and tarp/fabric. We need paint brushes and palettes to make the signs!

Products under consideration:

Jasart Plastic Palette: <https://www.eckersleys.com.au/jasart-plastic-palette>

Some brush options:

<https://www.eckersleys.com.au/reeves-30-piece-assorted-brush-set>

<https://www.eckersleys.com.au/reeves-acrylic-filbert-brush-set>

<https://www.eckersleys.com.au/reeves-acrylic-flat-brush-set>

All committee members are encouraged to come along, and to sign the following pledge to support our staff:

https://docs.google.com/forms/u/0/d/1ZM9sbo-YkMQiT4oywenTr3WkHGFmr3vvqOEgHbfuCr0/viewform?edit_requested=true

Action:

The committee endorses the expenditure of \$75 from the Consumables & Supplies > General budget line to purchase paint brushes and palettes for use at solidarity sign-making sessions, and to be retained for future events. (Smartsheet tag:03-60-690-3352)

Mover: Amy

Second: Tirion

Discussion/result:

- Passed without dissent

11. Other Business

11.1. Committee bios: please send them to Zodie

12. Next Meeting

TBC in week 9

13. Close

Meeting closed at 3:33 PM :)

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

Key Activities

As always, our welfare programs are running smoothly, with the new breakfast program starting up this last week as well.

With the breadbin being consistently re-stocked, our Weekly BBQs, the university's second bite meals, and now the breakfast program, we're finally starting to make a dent on the food insecurity problem at the Southbank campus.

I'm really wanting to speak with more Southbank students about timetabling issues and their experiences with ASIMUT, My Timetable, Canvas, etc. and how this effects their student experience. Please contact me at doughty.j@union.unimelb.edu.au if you're on the southbank campus and tell me about any issues you've been having with timetabling, class times and enrolment. I'm also going to reach out on social media to try and get some engagement around this issues specifically.

Progress on assigned actions from last report

1. Continuing to run Successful Committee meetings, with funds passed for collectives and welfare programs
2. Successfully run and organised BBQs, consistent re-stocking of resources
3. Meetings with the student life team and dean are ongoing
4. Timetable team meetings have been successful, but haven't heard from many other students as of yet
5. Reimbursements for BBQ Expenditure have come through
6. Have organised another order of protein for BBQ
7. Breakfast program will have begun this last week

Action Points to be completed by next report

1. Continuing to run Successful Committee meetings, with funds passed for collectives and welfare programs
2. Continued report back from BBQs
3. Update on timetable meetings and student engagement
4. Report back on breakfast program

5. Reimbursements for BBQ expenditure ongoing, along with payment to Give A Fork
6. Post on social media for Call-out for engagement around timetabling issues

Budget Expenditure

Reimbursements for BBQ expenditure, already accounted for in past reports.

Annalyce Wiebenga: Southbank Campus Coordinator

Sorry these are always long.

Key Activities

Meetings

Can update further of any of these upon request.

- Student lounge meeting with Wendy Cronin: very brief, mostly discussed student needs regarding cleaning, and trying to get students to clean up after themselves...
- Mudfest meeting with Savier and Helen: We will attempt to organise an “appetiser” event in week 4, so the week before Mudfest, at Southbank. We are also looking into shuttle buses for Mudfest proper to get students to Parkville.
- Mental Health Day with Southbank Student Experience: using our BBQ as a springboard for this event in the Tuesday 12-2 timeslot (week 9), the uni is going to supply salads, fruit and cupcakes, and will also run 3-minute massage angels and a colouring/badge-making activity. Likely to have student musicians performing.
- NTEU meeting: a few of the OBs met with David Gonzales and Katie Wood to discuss industrial action and student solidarity campaigns. Recommended that any pledge be in more of an open letter format so numbers are known.
- Respect Reference Group mini meeting with Academic Registrar Jo Ligouris: Discussed UMSU’s recommendation to make complaint processes against students similar to staff processes (i.e. more procedurally understandable). Long-running issue is with internal processes not being put down properly in writing where students can access and understand; received assurances that some documents are in the works and I (politely) pushed for some loose timelines on those.
- Meeting with Amanda Benson (Respect Director) and SHRCs: Will have occurred after report submission deadline.

UMSU Assemblies

- No one came
- Recorded panel anyway
- Helen stepped in to replace the NUS Gen Sec who pulled out
- Shared my notes about Southbank POV regarding access and quality of tertiary education
- Got the Ed Dept access to a report put together by Academic Support at Southbank
- Recommended using events such as BBQs which have higher foot traffic instead of going too ambitious with these kinds of events early on; people are collectively burnt out.

Collectives

POC x Southbank: Would have been nice if we’d had the posters in advance for week 4, but a few people came along. Betwixt was a good venue, heard positive feedback about the food. Betwixt was able to invoice us. Shame the space is a bit cramped, or I would just

blanket recommend them for any Southbank event that needs a cafe or bar. They're much easier to deal with than Lionel's. I've since pushed some promo copy to CME and Southbank Student Experience. Second one will finish just before committee.

Disabilities x Southbank: Adam from the Disabilities committee came and we discussed some intra-UMSU challenges the department was having; we really need to get better at co-design, especially when it comes to accessibility. Remaining sushi was put in the student lounge for two hours until leftovers discarded (had previously been refrigerated). The UMSU Southbank office is easy to control as a space, and our double doors mean we can get wheelchair users into the space without much difficulty. However, it is a bit out of the way as most students don't even know there is a second floor to the library. Hopefully we can drum up some interest at our BBQs for the next one.

Queer x Southbank: Small turnout but nice vibes. The weather cleared up so we didn't need to relocate indoors. Roll'd only confirmed the order the morning of, which was annoying.

The A frame we retained after the Assembly was put to good use for signage at the Disabilities and Queer collectives.

Welfare Programs

- Breakfast:
 - To be held in the hub student lounge, starting week 7
 - Bunji catering is locked in for weeks 8, 10 and 12 this semester
 - Oasis is locked in for week 7, should also be sorted for weeks 9, 11 and SWOTVAC
 - Their delivery times mean we have to get it delivered the day before and fridge it overnight
 - Besties gave us a discount we could have more pastries
 - Simple setup, can do most of it on our own except CME designed our graphics
 - Handled contacting room booking and campus services, got to use my shiny new food handling certificate, risk assessment, commenced word of mouth promotion
 - Ghosted by Campus Services again. We're just going ahead with the space anyway because I don't care about their recurring inability to answer their emails at this point.
 - Hoping we get that SSAF grant lol, starting to worry
- BBQs: demand remains somewhat unpredictable, but event continues to be popular. We usually get stragglers at the end who grab some of the leftovers.
 - Brought the NTEU solidarity flyers in week 7; due to their size, people weren't inclined to take them but a few scanned the pledge QR code.
- Breadbin: people continue to be appreciative, will put in a new order prior to this meeting
- Uni had stopped the food trucks but I convinced them to bring them back; I just received news before submitting my report that they had been extended to week 11, just without the subsidy because the budget is used up. Hoping the cafe will open after that.

Ditch the Drive Breakfast

An NTEU delegate reached out to us, and several involved parties, to let us know that police were involved in this university event. We had unfortunately promoted the event as we had not been aware of this; apparently it was on the EventBrite, so that's my bad for missing it. I've responded to the email letting uni staff know that we cannot in good conscience promote events with police involvement.

Prayer Rooms

There is now a single prayer room on campus in the Stables, which is bookable via the ASIMUT booking system that Southbank students also use to book practice rooms. We'll keep working with the Assoc Dean of Student Wellbeing and Student Experience to make improvements.

Administrative & Misc Duties

- Committee notices and agenda
- Uploading approved minutes to the website
- General logistics for all collectives - at this stage, mostly catering (ordering and pickup) and social media/poster promotion
- New Breadbin inventory and next order
- Reached out to Conservatorium Director about an MCM Town Hall event they're apparently working on
- Helped Music Students' Society president access stored hoodies for distribution
- Committee notice and agenda for week 7
- Gave Helen contact details for Mudfest venue scoping
- Verbal check-ins with Student Experience staff
- Showed a committee member potential interview spaces in the library for a Rainbow Mob project. Then subjected him to a full library tour because I'm Like That.
- I am making Jack make memes now.

Progress on assigned actions from last report

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

Action points to be completed by next report

- Follow up with Amanda Benson about promised action item list from Respect Reference Group
- Discuss staff card access to a building with staff printing at Southbank with Southbank campus management/whoever
- Request Teamwork project for Southbank event pending selection of event
- Evaluate Breakfasts: demand, item popularity, any verbal feedback, etc.

- Restock Breadbin

Budget Expenditure

I do my best to be on top of our actual spend in addition to committee approvals.

Item	Budget line	Allocated	Spent
POC x Southbank Collective (Betwixt invoice)	Programs > Collectives	\$400 (full semester allocation)	\$119.40
Disabilities x Southbank Collective (Sushi Hub)	Programs > Collectives	\$300 (full semester allocation)	\$62.60
Queer x Southbank Collective (Roll'd invoice from week 3)	Programs > Collectives	\$400 (full semester allocation)	\$125
Queer x Southbank Collective (Roll'd invoice week 6)	Programs > Collectives	As above	\$125
Breadbin restock	Programs > General	\$2000	\$998.70
Southbank Breakfasts Preliminary Funding*	Events > Food & Beverages	\$1000	-
Ramadan Iftars at Southbank**	Events > Food & Beverages	\$1000	-
Breakfast Catering: Bunji invoice for week 8	Events > Food & Beverages	\$2000 (in two motions)	\$496.70
Breakfast catering: Oasis invoice for week 7	Events > Food & Beverages	\$2000 (in two motions)	\$500

* I forgot we'd already passed some money for this earlier in semester. The lower two expenditures are pulled from that original motion, so this will be used for the next. Fingers crossed we get that grant.

** Unlikely to be spent at this point, as it was contingent on the needs of POC and Welfare departments.

Helen Shen: Southbank Activities Coordinator

Key Activities

- Weekly BBQs on Tuesdays 12-2pm
- Brainstormed ideas for Southbank events/workshops
- Meeting for MudFest event ideas and logistics
- Meeting for Uni Mental Health Day activities and catering
- Got access to Teamwork from CME

Progress on assigned actions from last report

- Attended MudFest meeting
- Channon's workshop dates passed, so will save for a later time

Action Points to be completed by next report

- Research food trucks for new events
- Help at the Southbank Breakfast on Thursdays
- Need to print the Breakfast Posters from Teams Southbank OB files

Budget Expenditure (if applicable)

Also see Annalyce's report

Zodie Bolic: Southbank Education Officer

Key Activities:

Mental Health Day

Happening in Week 9 Tuesday – making use of our regular BBQ time to get more attendance and awareness! Student Experience supporting this event with extra food and some other extra activities. Hopefully should brighten everyone's days!

NTEU Industrial Action

Promoted at our BBQ on Tuesday and I personally have been making my classmates and friends aware as well. Hoping to spread lots of awareness across the campus and encourage Southbank students to support our staff who are participating in industrial action.

Welfare Programs

BBQs continue to be well attended! Our new welfare program for Breakfasts starts this Thursday with catering alternating between Oasis and Bunji. I've done a lot of promoting within my discipline and hopefully the generally popularity of the student lounge as a space will ensure these are well attended! While we have gone for a general kind of breakfast spread for the first weeks, this can be easily adjusted based on attendee feedback. Breadbin continues to be very popular as well.

Other

Prayer room is now bookable on Southbank which is great! Collectives are continuing to run, and we are finding more avenues for promotion to further increase awareness and attendance.

A note on committee times; due to my class schedule my attendance at committee is a bit spotty! Please feel free to contact me at z.bolic@union.unimelb.edu.au, or shoot me a message on Messenger if you have anything you'd like to discuss!

Progress on assigned actions from last report:

1. Just going to put names because I am still waiting!
2. Still working on it – won't be able to complete my in-person training until Uni holidays at the earliest anyway due to class.
3. Done.
4. Working on it!
5. Working on it!
6. Should finish next week pending assessments and rehearsal schedule.

Actions to be completed by next report:

1. Update website with Southbank Committee introductions.
2. Complete Mental Health First Aid training.

3. Brainstorm events.
4. Brainstorm campaigns.
5. Online Governance training.
6. Southbank Anti-Racism Survey
7. Evaluation of Southbank Breakfasts.

Budget Expenditure:

Please refer to Annalyce's report.