

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

**Wednesday 3 May 2023, 6:15pm
Meeting 7(23)**

Location: Southbank Office Level 2 Southbank Library/Zoom

Zoom link:

<https://unimelb.zoom.us/j/89929840961?pwd=WWw2bWNjdW90Sk5qc2FCc1hFK1dHUT09>

Password: 801096

Meeting opened at 6:20

1. Procedural Matters

1.1. Election of Facilitator

Jack Appoints self as chair

Leyland Seconds

1.2. Appointment of Minute-taker

Jack Appoints Helen as minute-taker

Sam seconds

1.3. Acknowledgement of Indigenous Owners

Jack 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	Present
Amy Rogers	Committee	apology / proxying
Todd Bennett	Committee	Present
Savier	Creative Arts Office	n/a

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

1.5. Apologies

1.5.1. Lachlan Spencer

1.5.2. Amy Rogers

1.5.3. Zodie Bolic

1.6. Proxies

1.6.1. Amy Rogers to Boyi Sun (Sam)

1.7. Membership

1.8. Adoption of Agenda

Jack moves to adopt the agenda

Leyland seconds

Passes without dissent

2. Confirmation of Previous Minutes

Jack moves to confirm minutes from meetings 6 & 5.

Annalyce seconds

Passes without dissent

3. Conflicts of Interest Declaration

n/a

4. Matters Arising from the Minutes

None

5. Correspondence

Annalyce just received notification that the UMSU Southbank SSAF Grant application was successful, meaning the breakfasts will be fully funded.

6. Office Bearer Reports (Appendix 2)

Jack moves to accept the office bearer reports.

Todd seconds
Passes without dissent.

7. Other Reports

Annalyce and Jack spoke about the NTEU Strike/Industrial Action

8. Discussions

9. Motions On Notice

10. Motions Without Notice

11. Other Business

12. Next Meeting

TBC in week 11

13. Close

Meeting closed at 6:35

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

Same old, same old from me. Been quite a busy time with uni, so not a lot of new projects and falling behind on a few action items (such as meme creation).

I'm excited about the NTEU strike, and the sign-making we've been doing to organise students in solidarity with our staff on strike. Please come show your support on Wednesday with us J

Again, 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.

Correspondence:

Have been communicating with Josh Davis and the Farrago team about having the Edition 3 Launch at Southbank Campus in Lionels. No big updates so far, just that they're trying to book the space, and will reach out to us with updates on how that's going as soon as they have a fixed date/response.

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
7. Updates on Farrago

Budget Expenditure

Same as last meeting, Reimbursements for BBQ expenditure, already accounted for in past reports.

Annalyce Wiebenga: Southbank Campus Coordinator

CW: references to SASH (no explicit detail) in the Meetings section.

Key Activities

Meetings

Can update further upon request.

- Southbank x Respect Meeting: Postponed, will happen eventually.
- Quick meeting with Dove about IDAHOBIT: Decided on something crafty for IDAHOBIT, using the uni's budget. We also floated the idea of doing an alumni panel, but given my experience with student attendance implies that a lot of people, despite their best intentions, struggle to attend anything of that nature, it may not be worth the effort for Dove or myself given we are both low in capacity.
- Meeting with NTEU member of student solidarity working group: Discussed Southbank measures for student solidarity.

Collectives

- POC x Southbank: Attendance is growing, with about 4 students aside from facilitators (good numbers for Southbank). Betwixt continues to be a nice venue and we are happily using up our budget.
- Disabilities x Southbank: After a discussion with a member of the Disabilities committee, I am testing out Coeliac Australia accredited catering suppliers. For week 8, we tried Stalactites, which is a Greek restaurant that is a bit expensive and not the easiest for sharing (or eating). I might try looking into Davies St Food Co for the next one, to see if we are within their delivery area. Again, turnout was limited to a member of the Disabilities committee. We should rethink the venue for next semester and perhaps rethink promotion when I'm less burnt out.
- Queer x Southbank: Decent rolling attendance, especially right at the end. We're considering making the collective 30 minutes longer to better accommodate the disparate schedules at Southbank. We had some leftover budget so we treated the early attendees to coffee from Betwixt. Considering moving the collective to Betwixt next semester, as I suspect the weather will be unreliable. We were VERY LUCKY this semester that we never got rained out.

Welfare Programs

- Breakfast:
 - First breakfast was in week 7 (day before last Council). A slow start but we had about 20 people overall, which is good for Southbank. Zodie pulled in the dancers. I pulled in people who just happened to be in the space and were not aware of the event. Lots of positive feedback from students who were very happy we're doing this. The muffins went fast, and then the wraps. Some

fruit and savoury pastries were left over. Remaining food was put in the communal fridge with “FREE” notes and shared on social media. We will try ordering fewer pastries and more muffins for week 9. Catered by Oasis Grocer.

- Second breakfast in week 8: Catered by Bunji. Nearly everything was snapped up by the end. We may need to order less fruit and more sliders next time.
- BBQs: ANZAC Day took away one of the BBQs, but for week 9 we teamed up with Student Experience for Mental Health Week.
- Breadbin: Public holidays have slowed this down a bit and I had some issues with a delivery driver cancelling a delivery after some issues stemming from incorrect delivery information (information which I have been trying to correct all semester). Students occasionally supply items for the shelves of their own free will; I pop in to check the expiration dates and clear any empty boxes. Hoping this will be sorted out shortly. I might switch to Coles instead of Woolworths after having heard from other OBs they were also having issues. Disappointing given I’ve never had an issue with any of the previous Woolies drivers, but I’m not interested in continuing a business relationship after being treated rudely for issues outside my control.

Prayer Rooms

I wasn’t able to check ASIMUT (the VCA/MCM room booking system), but a student was asking about a “quiet space” that turned out to be the prayer room. For some reason, the uni has decided to give it a confusing name with multiple functions, which takes away from the intention of it being specifically used as a prayer room. Cool and normal.

Student Solidarity With NTEU

A small group of Southbank students alongside Emily Kaji and a casual staff member have formed a group chat and are working on Southbank-specific solidarity. I know a handful of the members already, so I was included in the chat and pulled in the Music Students Society president for some extra promo power.

We supplied cardboard and painting materials for two sign-making events. The staff member at Eckersley’s near RMIT was great when I walked in like HELP I DO NOT KNOW HOW ART WORKS and also gave us a little discount.

Our first sign-making event in Linear Park had to be moved to a concrete area with a little less foot traffic due to the weather. Turnout to make signs was small but nice, but we had conversations with students stopping to ask about the strike and heard about an entire cohort intending to join the strike with their teacher.

The second event will have been facilitated by a few students from both Southbank and Parkville as we will have been busy with the BBQ at the time (by design; the BBQ is by far our most successful event and great for directing foot traffic). Ngaire from Women’s provided additional cardboard.

I will have submitted my report prior to the strike and the second sign-making session itself, so I will include any insights on that in my next report.

Administrative & Misc Duties

- Committee notice, agenda, prepped the minutes doc
- Catering orders for breakfast and collectives
- Produced a spreadsheet of food/catering companies we have worked with, tangentially worked beside, intend to try out, or have generally heard good things about
- Logistics for all events - setup and packdown, acquisition of supplies, etc.

Progress on assigned actions from last report

- Follow up with Amanda Benson about promised action item list from Respect Reference Group - Amanda has been unwell, pushing to next reporting period
- Discuss staff card access to a building with staff printing at Southbank with Southbank campus management/whoever - been busy, pushing to next reporting period
- Request Teamwork project for Southbank event - we have decided against running an event this semester, task no longer relevant
- Evaluate Breakfasts: demand, item popularity, any verbal feedback, etc. - done
- Restock Breadbin - trying to do it, having issues

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
- Put together list of agenda items for meeting with Associate Dean & Student Support Meeting
- Restock Breadbin
- Determine whether to switch providers for Breadbin
- Finalise breakfast catering for remainder of semester

Budget Expenditure

Item	Budget line	Allocated	Spent
Breadbin restock	Programs > General	\$2000	TBC, might cancel an order and switch providers

Southbank breakfasts remaining funding	Events > Food and Beverages	\$1500	-
Sign-making supplies (brushes and palettes)	Consumables & Supplies > General	\$75	\$73.62
POC x Southbank Collective week 7	Programs > Collectives	\$400 (whole semester)	\$174.30
Queer x Southbank Collective week 9	Programs > Collectives	\$400 (whole semester)	\$135 (Roll'd food and Betwixt coffees)
Southbank x Disabilities Collective week 8	Programs > Collectives	\$300 (whole semester)	\$120.50

Helen Shen: Southbank Activities Coordinator

Key Activities

- Helped at weekly Southbank BBQs
- Emailed to attend student disciplinary panel – IT and Engineering faculty
- Painted signs for the Staff Strike
- Attended NTEU meeting
- UMSU breakfast on Thursday mornings

Progress on assigned actions from last report

- Emailed Channon about meeting time

Action Points to be completed by next report

- Email Tim Lippis about uni computer number
- Meet with Channon about workshops
- Email about Mudfest room bookings
- Attend disciplinary panel for May 16th
- Research Food trucks

Budget Expenditure (if applicable)

- C. \$1000 for the next Breadbin restock
- See Annalyce's report

Zodie Bolic: Southbank Education Officer

Key Activities:

Southbank Breakfasts

Week 1 of the program was decently attended, and attendees had great feedback and appreciated the program! Week 2 of the program had significantly increased attendance and pretty much went through all the food, and again attendees had great feedback. I think the program is really effective and successful, and as the word continues to spread, I know it will continue to take off! Super proud of the program and I think it's going great.

More food and frequency of program has been requested by the attendees, so hopefully this shows the success of the program. An additional welfare food program has been suggested to run on Friday as there are no food trucks available then.

BBQs

Continuing to go well! This week will include banner making in support of the strike, and next week is in support of Uni Mental Health Day! Students are requesting more snacks/lunch available for free for in between their classes, so perhaps will have a look about the feasibility of such a program. Free fruit/snacks could be easily placed in buildings and topped up every week with the breadbin order.

Breadbin

Speaking of the breadbin, a restock is on the way! While it hasn't been restocked this semester as much as it possibly should, hopefully this latter half of the semester will see more regular restock.

NTEU Industrial Action

Strike happening on Wednesday! I have been promoting the strike significantly and encouraging students to sign the pledge. Hopefully there is a strong contingent of Southbank students in attendance.

Progress on assigned actions from last report

1. Done
2. Working on it!
3. Working on it!
4. Working on it!
5. Pretty sure it's done?
6. Finishing it up this Thursday!
7. Done!

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.