



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

**Friday 21 May 2023, 6:15pm
Meeting 8(23)**

Location: Southbank Office Level 2 Southbank Library/Zoom

Zoom link:

<https://unimelb.zoom.us/j/88162985326?pwd=TStwM3l0dFZDV2ltakw1SU4vMHJ5dz09>

Password: 705142

Meeting opened at 6:34

1. Procedural Matters

1.1. Election of Facilitator

Zodie moves to elect herself as facilitator. Seconded: Spencer

Passes without dissent

1.2. Appointment of Minute-taker

Zodie moves to appoint Annalyce as minute taker. Seconded: Emily

Passes without dissent

1.3. Acknowledgement of Indigenous Owners

So acknowledged

1.4. Attendance

Annalyce Wiebenga	Southbank Coordinator	Yes
Jack Doughty	Southbank Coordinator	Apology
Helen Shen	Southbank Activities	Yes
Zodie Bolic	Southbank Education	Yes
Lachlan Spencer	Committee	Yes
Leyland Jones	Committee	Apology/Proxying
Amy Rogers	Committee	Apology
Todd Bennett	Committee	Apology/Proxying
Savier	Creative Arts Office	No

D'Arsie-Marquez/Abbey Crowley	Bearer (non-voting member of committee)	
Billie Tumarkin	Proxy for Leyland Jones	Yes
Emily White	Proxy for Todd Bennett	Yes

1.5. Apologies

1.5.1. Jack Doughty

1.5.2. Leyland Jones

1.5.3. Todd Bennett

1.5.4. Amy Rogers

1.6. Proxies

1.6.1. Leyland Jones to Billie Tumarkin

1.6.2. Todd Bennett to Emily White

1.7. Membership

1.8. Adoption of Agenda

Zodie moves to adopt the agenda as presented. Secunder: Spencer

Passes without dissent

2. Confirmation of Previous Minutes

Zodie moves to confirm previous minutes. Secunder: Spencer

Passes without dissent

3. Conflicts of Interest Declaration

None declared

4. Matters Arising from the Minutes

5. Correspondence

Zodie: From Laneway Learning, who ran our terrarium workshop, requested we promote additional workshops they have been running for unimelb students.

6. Office Bearer Reports (Appendix 2)

Mover to accept: Zodie. Emily seconds

Passes without dissent

7. Other Reports

8. Discussions

9. Motions On Notice

9.1. Disabilities x Southbank Collective Additional Funding

Preamble:

We are trying to switch caterers for this collective to providers who are either accredited with Coeliac Australia or recommended by members. We only have \$114.50 left in this semester's budget, but a last-minute switch to Fabulous Catering will cost us \$212.30. We are requesting an additional \$97.80 to cover the cost. The Disabilities department is soon to have two newly-appointed Office Bearers, and thus we should be able to access their half of this collective's funding for next semester.

Action:

That the committee approves the expenditure of \$97.80 from the Programs > Collectives budget line to cover additional expenses for the final collective of semester. (Natural acct no: 03-60-690-3839)

Mover: Annalyce

Seconder: Billie

Discussion/result:

Passes without dissent

9.2. Student solidarity paint supplies

Preamble:

The NTEU are likely moving ahead with additional strike action. After some trial and error, some paintbrushes purchased with committee approval are better than others. To prepare for additional sign-making workshops, we would like to purchase a few extra of the thinner brushes from Eckersley's that students appear to prefer.

Action:

That the committee approves the expenditure of \$25 from the Consumables & Supplies > General budget line to purchase additional paint supplies to make signs in solidarity with staff strikes, and to be retained for later use. (Natural acct no: 03-60-690-3352)

Mover: Billie

Seconder: Spencer

Discussion/result:

Passes without dissent

10. Motions Without Notice

11. Other Business

12. Next Meeting

TBC, depending on if SWOTVAC counts as being in semester or not. If yes, see you in SWOTVAC (sorry). If not, see you in about a month.

13. Close

Meeting closed at 6:46!

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

Coming up to the busy end of semester I'm finding I'm getting less sleep and more emails- besides that its business as usual.

Annalyce and I met with Jeanette Tamplin and discussed student issues, as well as giving and receiving updates on a number of projects including the subsidised student cafeteria, and anti racism survey.

BBQ, Breadbin, Breakfasts are all well loved and attended. The bread bin is looking quite desolate, so we're refilling it asap, breakfast and BBQ are business as usual. I had some issues getting the protein from Give A Fork as the Activities department hadn't paid a \$3000 invoice, however the rapport we have with them, being that they've been stocking Southbank bbqs for years is great, and we're good to go for the rest of semester.

I'm looking into getting welfare to pay for some of our invoices for our welfare programs and will update yall next committee meeting on that.

Annalyce Wiebenga: Southbank Campus Coordinator

CW: references to SASH (no explicit detail); skip to Collectives section if needed.

Key Activities

Meetings

Can update further upon request.

- Meeting with Assoc Dean of Student Wellbeing: broad range of issues including visual arts spaces, prayer rooms, timetabling, student awareness of resources for survivors, antiracism survey, SSAF grant, the slow movement on the cafeteria fitout, students requesting subsidised food to also be available on Fridays (thanks Zodie).
- Southbank NTEU catchup: Discussed upcoming industrial action, tentatively scheduled for Wednesday May 24. We and the Southbank-based staff will likely use the Elizabeth Murdoch Building at Southbank as the meeting point for our campus again, other details should be coming by the end of the week.
- Respect Reference Group: Will have occurred after report submission.

Resources for Survivors at Southbank

Student feedback has indicated some parts of the Southbank campus have a very low awareness of resources available for survivors, including how to engage with the complaints process. I reached out to Lauren (Sexual Harm Response Coordinator) to get the ball rolling on producing additional resources for the campus. Comms is currently repurposing some old poster designs from Union House and putting together carousel graphics for us.

The goal at the moment is to get information out quickly. Hopefully when Lauren and her colleague Naomi return from leave we can produce some more robust physical resources with good visibility. Lauren has also reached out to Safer Communities for university resources.

We do have some Women's brochures available in the library, but students here seem to respond better to resources that can be understood at a glance.

Collectives

- POC x Southbank: Slow for most of the event, but ended up with four people plus one of the facilitators who called in. We have an in with some of the Theatre students now, and intend to bring along one of their teachers (who is also a student) next semester, so hopefully the attendance will grow further. Betwixt have been very helpful. If only the venue was less cramped. Budgetwise, we've remained just under budget for the semester, and haven't tapped into the POC Dept funding yet. So, plenty of room for growth!
- Disabilities x Southbank: We tried to contract an entirely gluten-free company accredited by Coeliac Australia, but between slow response times and their need for

advance payment, we were unable to lock them in (they literally sent the invoice through just as I had finished confirming an order with another business). We instead went with Fabulous Catering, who are on the Coeliac Australia 2022 Member Recommended Restaurant list and assured me they prepare their gluten-free food separately. Thank you to Alice Zhao for sending me the list (and a tentative congratulations for being appointed as one of the new Disabilities Officers, pending procedural matters). The order was very expensive, so we might not use them again and try to get the ball rolling earlier with the other caterer (Davies St Food Co) next semester. Will also explore better venues for semester 2, as the office is clearly not visible enough. I have accessibility concerns about Betwixt, being a cramped venue and I'm not sure how safe they are for coeliacs. We have ended up over-budget for the semester, but we haven't touched the Disabilities Dept funding yet, so we should be okay for semester 2.

- Queer x Southbank: We came in just below budget here as well, without tapping into the Queer Dept budget. This leaves us with room for growth next semester, and the ability to accommodate moving to Betwixt, which is likely to cost more than Roll'd.

At the time of the meeting, all our collectives for semester 1 will have wrapped up. Hoping to start them from week 1 in semester 2, which will allow each collective to run one additional time. Queer and POC collectives should absorb the additional cost without an issue. Disabilities will be one to watch, but as we haven't touched our counterpart's funding, we should be okay as long as we keep those collectives under \$200 each, meaning we won't be able to use Fabulous Catering again as their minimum spend is \$200.

Welfare Programs

- Breadbin: Cancelled last Woolworths order because re-delivery was going to turn my brain inside-out. Ciara gave some suggestions to reduce reliance on unreliable services. Switching to ordering menstrual care directly from Libra (for now), safe sex supplies from condomsales.com.au, and the groceries from PFD Foods. Lachie James is also keen to work on overhauling the process with us to make it more robust (but still respecting the Southbank specifics, e.g. the student lounge is swipe card access so we can get away with not forcing students to have their student cards scanned and out themselves as poor). Libra products went to our mailbox at the Southbank campus and distribution has commenced.
- BBQs: An unpaid invoice from another department delayed our next delivery of protein from Give a Fork, but our Jack sorted it out with their Jack. It is very unfortunate that issues elsewhere in the organisation can risk damaging our specific relationship with suppliers (I am not putting blame on the other department; I know the payment processes can sometimes be confusing). As for the breakfast itself, we're struggling to serve food right on time, as often I get to the space and realise it needs WAY MORE CLEANING than I would have liked. However, we have a division of labour set up: Jack purchases the perishables, I set up the space and begin cooking (pending the condition of the space), Helen and Zodie arrive to help as soon as they can. Most of the early birds are understanding and either hang around for a chat or come back a bit later when we're ready to serve.

- Breakfasts: Bunji is fully locked in for the rest of semester. Oasis continues to be slow to respond and, as much as I like them as people, I might remove them from the rotation next semester for the sake of my blood pressure. We'll add Elizabeth Andrews to the semester 2 rotation to take pressure off the smaller businesses, and keep them in mind for any emergencies. This supplier is used frequently by the uni and came highly recommended by a faculty member. They were ready to help us out in week 9 when confirmation with Oasis only came at late notice.

Prayer Rooms

The single-occupant bookable space is only a short-term solution. The big dream among uni staff is to include proper prayer spaces in a wellness centre to be located near the Wilin Centre. This is a long way off. I've provided a bit of feedback regarding the space to Jeanette (i.e. needing access to washing spaces, some people praying may need gender-separate spaces) and am reaching out to Mohamed from the POC Department to make sure further information I provide is reliable.

Student Solidarity With NTEU

David (branch president) is going to be out of the country for a while from later this week, but he has put me in touch with Anthony (branch secretary). Both of them are Southbank staff, because we are legends down here. I'm keeping in touch with them alongside Morgan, who is an active delegate (and also spoke at the last strike). Attended a catchup at Godot among the Southbank NTEU gang to discuss next steps. In terms of student solidarity, we will keep leveraging our BBQs to talk to students, and try to get student volunteers to speak to their peers at the BBQ so we are able to concentrate on feeding people. We can also run additional sign-making workshops.

SSAF Grant

Almost forgot to add! As discussed verbally last meeting, our application for a SSAF grant to fund the breakfasts was accepted for the full amount. The breakfasts will be fully funded by the grant for this year, and then the department will have to fund them in subsequent years. We should receive the money later this month.

Administrative & Misc Duties

- Cleared out the UMSU mailbox at Southbank for the first time since June 2022. Not sure why we're getting a weird newsletter from a COVID conspiracy theorist. We were very lucky that Elisa from that department knows me, and that a package arrived with my name on it. Still looking for our mailbox key.
- Provided Southbank OB contact details to Fine Arts and Music Programs & Operations team at Elisa's request.
- Committee notice, agenda, documents.
- Chasing up catering orders.
- SSAF Grant acceptance paperwork.

Progress on assigned actions from last report

- Follow up with Amanda Benson about promised action item list from Respect Reference Group - list provided with agenda for next meeting
- Discuss staff card access to a building with staff printing at Southbank with Southbank campus management/whoever - it will happen one day; Elisa told me I could use the same email I used to provide our contact info
- Put together list of agenda items for meeting with Associate Dean & Student Support Meeting - done
- Restock Breadbin - in progress
- Determine whether to switch providers for Breadbin - yes, done
- Finalise breakfast catering for remainder of semester - stalling due to factors outside my control

Action points to be completed by next report

- Finalise breakfast catering for remainder of semester
- Restock Breadbin
- Discuss staff card access to a building with staff printing at Southbank with Southbank campus management/whoever
- Get up-to-date on uploading minutes to the website
- Map out some ideas for Winterfest
- Map out a rough schedule for semester 2 recurring programs
- Receive SSAF funding or notify the staff if not received

Budget Expenditure

Item	Budget line	Allocated	Spent
Breadbin restock	Programs > General	\$2000	\$374.50*
Southbank breakfasts preliminary funding	Events > Food and Beverages	\$1000	\$496.20 for week 10 \$997.19 total
Southbank breakfasts remaining funding	Events > Food and Beverages	\$1500	\$496.20**
Disabilities x Southbank Collective	Programs > Collectives	\$300 for whole semester, + \$97.80***	\$212.30*** \$397.80 total***
People of Colour x Southbank Collective	Programs > Collectives	\$400 for whole semester	\$103.70 \$397.40 total

BBQ expenditure is managed by Jack Doughty.

*An order that was previously placed has been cancelled. At the time of report submission, this is the full amount that has been spent from this committee allocation.

**Oasis is really slow at invoicing; remaining amount should be processed soon.

***Pending committee approval.

Helen Shen: Southbank Activities Coordinator

Key Activities

- Weekly BBQs on Tuesdays 12-2pm
- Met with Channon on workshop dates
- Breakfasts Thursdays from 9am

Progress on assigned actions from last report

- Met with Channon to discuss workshop dates
- Return computer

Action Points to be completed by next report

- Email Mudfest room bookings
- Attend disciplinary panel for May 16th
- Research Food trucks for sem 2 events

Budget Expenditure (if applicable)

- Also see Annalyce's report

Zodie Bolic: Southbank Education Officer

Key Activities:

Southbank Breakfasts

Program continues to be a success! Each week continues to be well attended, and feedback continues to be very positive. I think the program is 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.

BBQs

Continuing to go well! There is a solid number of attendees every week, and it continues to be well attended.

Breadbin

Looking forward to a breadbin restock that 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.

Progress on assigned actions from last report:

1. Done
2. Working on it!
3. Working on it!
4. Working on it!
5. Done!

Actions to be completed by next report:

1. Brainstorm events.
2. Brainstorm campaigns.
3. Online Governance training.
4. Southbank Anti-Racism Survey

Budget Expenditure:

Please refer to Annalyce's report.