



Agenda
Central Committee Meeting #2 Semester 2 – Wednesday, 10th August 2022

Time : 17:00

Venue : PAR-OLD Arts-129 (Theatre B) & Zoom

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. CCM #1

4. Proposals

- 4.1. Heads of Clubs Proposal → *Amendment in Date
- 4.2. Food Adventure Proposal → *Amendment in Date
- 4.3. International Student Survey Semester 2 2022 Proposal

5. Reports

- 5.1. Haunted House and Hangout Report
- 5.2. SWOTSNACC Report

6. Other Business

7. Next Meeting



Unconfirmed Minutes
Central Committee Meeting #1 – Wednesday, 27th July 2022

Time : 17:00

Venue : PAR-OLD Arts-129 (Theatre B) & Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 26 members + members of Umsu International Committee
2022/2023

Motion 1

Move that **Standing Orders** be adopted for **CCM #1** at **05:11 PM**

Mover : Hans TSAI

Secunder : Anthony NGADIYOTO

Motion Carried.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #1** be adopted at **5:13 PM**

Mover : Emma YAN

Secunder : Ngoc Anh

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the **minutes of CCM #5 be accepted and confirmed as a true and accurate record.**

Mover : Hermione TO

Seconders : Emma YAN

Motion Carried.

Motion 4

Move that the **Food Adventure Proposal** be accepted.

Mover : Christopher PRAWIRA

Seconders : Jocelyn WONG

Motion Carried.

Motion 5

Move that the **Committee Member Appreciation Dinner Proposal** be accepted.

Mover : Kimmie MEGAN

Seconders : Nadine CHANDRA

Motion Carried.

Motion 6

Move that the **Heads of Clubs Proposal** be accepted.

Mover : Kimie MEGAN

Seconders : Jessica SUHENDRA

Motion Carried.

Motion 7

Move that the **ISA July 2022 Intake Report** be accepted.

Mover : Hermione Wing Laam TO

Seconders : Jegath KRISHNAMURTHY



Motion Carried.

Motion 8

Move that the **UMSU International Committee 2021/2022 Appreciation and Bonding Trip Report** be accepted.

Mover : Feline FENECIA

Seconded : Aaron Herbert JOHANNES

Motion Carried.

4. Other matters

Motion 9

Move that **Standing Orders** be suspended at **5:45 PM**

Mover : Chaital VASTA

Seconded : Riddhi AGARWAL

Motion Carried.

Motion 10

Move that **CCM #1** be adjourned at **5:46 PM**

Mover : Teresa Tamika TIAHJADI

Seconded : Zheng (Liz) ZENG

Motion Carried.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/2023
UMSU International

Heads of Clubs Proposal

Central Committee Meeting #2 – Wednesday, 10th August 2022

1. Introduction

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about UMSU International and what we can offer them.

2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicize their events for the semesters, and, discuss potential challenges and problems they may be facing.

3. Event Details

| | |
|---------------------|--|
| Date | : Wednesday, 17th August 2022 [(4.30pm - 8.00pm - Melbourne time)] |
| Venue | : AR-207-221 Bouverie St - B120 (Theatre 2) |
| Number of Attendees | : 60 |
| Coordinators | : Richard Ha & Alison Tran |
| Manpower | : 2 OBs & 5 ISAs (including coordinators which consists of 2 OBs) |
| Budget | : \$1000 |

4. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|-------------------------------|---------------------|------------------|---|-------------|
| Pre-event Preparations | | | | |
| 1 | 27th July, 2022 | Present Proposal | - Present proposal during CCM | Richard Ha |
| 1 | Throughout the week | Logistics | - Book location - Get restaurants approved - Drinks | Alison Tran |



| | | | | |
|-------------------|----------------------|----------------------|--|---------------------------|
| 1-2 | Throughout the weeks | Participants | <ul style="list-style-type: none"> - Write email drafts and contact UMSU C&S - Gain contact info of participants - Invite participants - Confirm number of participants and dietary requirements | Richard Ha Alison Tran |
| 0-3 | Throughout the week | Department Slides | <ul style="list-style-type: none"> - Notify committee about slides - Finalise Slides | Richard Ha Alison Tran |
| Event Day | | | | |
| 4 | 17th August, 2022 | Heads of Clubs Event | (written in event flow) | Richard Ha Alison Tran |
| Post Event | | | | |
| 5 | | Report | Writing and filling out the report | Richard Ha Alison Tran |
| 6 | | Present Report | Present report in CCM | Richard Ha Alison Tran |

Event Flow

| Time | Activity | Details | PIC |
|-------------|-------------------|--|---------------------------|
| 4.30 PM | Event Preparation | <ul style="list-style-type: none"> - Chairs - Utensils and tables set up - Getting presentation ready - OBs arrive - ISAs help - Arrange food delivery | Richard Ha Alison Tran |
| 5.30 PM | Introduction | <ul style="list-style-type: none"> - Participants arrive - Introduction of event - Participants can take drinks - ISAs get food ready | Richard Ha Alison Tran |

| | | | |
|----------------|-----------------------|--|---------------------------|
| 5.30-6PM | Presentations | <ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: E&W, C&S, M&C, HR, P&S | Richard Ha Alison Tran |
| 6.00-6.45PM | Networking and Eating | <ul style="list-style-type: none"> - Participants can start to eat the food - OBs and participants network with each other | Richard Ha Alison Tran |
| 6.50 - 7.10PM | End of Event | <ul style="list-style-type: none"> - Thank participants for coming - Participants are free to stay longer up until 7.15pm | Richard Ha Alison Tran |
| 7.10 - 7.30 PM | Clean Up | <ul style="list-style-type: none"> - ISAs and P&S department clean the place up | Richard Ha Alison Tran |

5. Budget

A total of **\$1000** has been allocated for this event, with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Cost (AUD) |
|--|----------|-----------------|------------------|
| Mini Soldiers Box (45pcs) | 2 | \$115.00 | 230.00 |
| Mini Banh Mi Box (28pcs) | 2 | \$135.00 | 270.00 |
| Roll'd Delivery Fee | 1 | \$15.00 | 15.00 |
| Sushi Hub Set C Inside Out Maki (Reg, 100 pcs) | 2 | \$49.00 | 98.00 |
| Sushi Hub Set A Mini Maki (Vegetarian, | 1 | \$45.00 | \$45.00 |

| | | | |
|---|---|---------|------------|
| 100 pcs) | | | |
| Sushi Hub Delivery (via Ubereats) | 1 | \$20.00 | \$20.00 |
| Coles 24 Pack Macarons | 5 | \$18.00 | \$90.00 |
| Coles Spring Water 24 Pack 600mL | 3 | \$9.00 | \$27.00 |
| Solo 30 Pack 375mL Cans | 2 | \$28.00 | \$56.00 |
| Coca Cola No Sugar 30 Pack 375mL Cans | 2 | \$25.00 | \$50.00 |
| Coles I'm Free From Iced Carrot Cake 500g (gluten free) | 1 | \$8.50 | \$8.50 |
| Coles Cheesecake 640g | 1 | \$12.00 | \$12.00 |
| Coles Chocolate Celebration Cake 1.2kg | 1 | \$12.00 | \$12.00 |
| Napkins: 500 serviettes | 1 | \$4.50 | \$4.50 |
| Sugarcane Plates | 6 | \$4.00 | \$24.00 |
| Timber Forks | 1 | \$4.50 | \$4.50 |
| Timber Knives | 1 | \$4.50 | \$4.50 |
| Tongs | 3 | \$6.00 | \$18.00 |
| TOTAL | | | 989 |

6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasise our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Heads of Clubs Proposal 2022. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.



Prepared by,

Richard Ha & Alison Tran
Partnership and Sponsorship Department 2022/23
UMSU International

Food Adventure Proposal

Central Committee Meeting #2 – Wednesday, 10th August 2022

1. Introduction

Food Adventure is an opportunity for students to explore the food culture in Melbourne, while at the same time allowing them to socialize and make new friends. Students will go to different restaurants with diverse cuisines to experience Melbourne's wide range of food.

2. Objectives

This event aims to:

- Provide the opportunity for new students to get to know each other
- Allow students to experience the diverse food culture in Melbourne
- Promote UMSU International by providing participants with information about our services during the event

3. Event Details

| | |
|---------------------|---|
| Date | : Saturday, 20 th August 2022 [(11am - 4pm Melbourne time)] |
| Venue | : South Melbourne Market, South Yarra, Fitzroy |
| Number of Attendees | : 150 students |
| Coordinators | : Jodis TJUNTORO Stephanie Daniella HARTONO |
| Manpower | : 10 Committee Members & 20 ISAs (including coordinators which consists of 2 Committee Members) |
| Budget | : \$6840 |

4. Event Overview

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne Market, Fitzroy or South Yarra.

Potential Restaurants:

| South Melbourne Market | South Yarra (Vegan) | Fitzroy |
|---|--------------------------------------|-----------------------------|
| Ayam Penyet Ria (Indonesian) | Fuumi Fuumi (Japanese) | Sí Señorita (Mexican) |
| Bibelot (Desserts) | Thirty Eight Chairs (Italian) | Just HSP's (Middle Eastern) |
| Thai 29 Restaurant (South Melbourne) | Kung Fu Burger (Asian-fusion) | Lune (Croissant) |
| Rosa Mexicano South Melbourne (Mexican) | Lukumades (Desserts) | Belles Hot Chicken Fitzroy |
| | Spice Club Indian Brasserie (Indian) | |

5. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|-------------------------------|-------------|-------------------------------|---|-------------------------|
| Pre-event Preparations | | | | |
| | 22/7/2022 | Research of Restaurants | Finding a list of potential restaurants along each of the routes. | Jodis & Stephanie |
| | 5/8/2022 | Restaurant Contact & Visit | Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents (COVID-19 Safe Plan & insurance policy) | Jodis & Stephanie |
| | 1/8/2022 | Marketing (Publicity) | Coordinating the design of the post/poster | Jodis & Stephanie |
| | 1/8/2022 | Ticketing | Coordinate with M&C for the ticketing system | Jodis & Stephanie |
| | 2/8/2022 | ISA Signups | Coordinating with HR department to set up ISA volunteer document | Jodis & Stephanie |
| | 3/8/2022 | Allocation of Groups and ISAs | Allocating the OB & ISA volunteers to each of the groups | Jodis, Stephanie & ISAs |
| | 9/8/2022 | Marketing & Ticketing | Coordinate with M&C to post the event on social media and registrations will open through the ticketing system | Jodis & Stephanie |

| | | | | |
|-------------------|-----------|-------------------------------|---|------------------------------|
| | 17/8/2022 | Briefing Day for ISAs and OBs | Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles. | Jodis & Stephanie |
| Event Day | | | | |
| | 20/8/2022 | Briefing | First half of the briefing will be to inform the OBs/ISAs who volunteered to help out. The last half will be to brief the participants on the agenda for the day. | Jodis & Stephanie |
| | 20/8/2022 | Event | The event will take place from 11:00 AM - 4:00 PM | Jodis, Stephanie, ISAs & OBs |
| Post Event | | | | |
| | 19/8/2022 | Feedback Survey | Team guides will tell their groups to fill out a quick feedback survey once the event ends. | ISAs/OBs |

Pre-event

- Research and select 4 restaurants per route (South Melbourne Market, South Yarra, Fitzroy).
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have a deposit system (\$5 deposit) that will be refunded to the participants that show up.
- Work with the HR department to get 15 ISAs to help guide the groups.
- Prior to the day of the event, event coordinators will brief the OBs and ISAs about their duties.

Event Day

- OBs and ISAs are to meet at the meeting point by 11 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:15 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:30, all groups should be on their way to their respective restaurants assigned.

Event Flow

| Time | Activity | Details | PIC |
|---------------------|--|---|--------------------------------|
| 11 am - 11:15 am | Meeting and Briefing Time for ISAs and OBs | Final briefing for both ISAs and OBs (Meeting Point: TBA) | Stephanie, Jodis |
| 11:15 am - 11:30 am | Meeting and Briefing Time for participants | Briefing for participants (Meeting Point: TBA) | Stephanie, Jodis |
| 11:30 am - 12:15 pm | Head to Routes | In groups of 10, participants are to separate and head into their own routes (South Yarra, Fitzroy or South Melbourne Market). Stephanie will go to South Melbourne Market and Jodis will go to South Yarra. One OB will go to Fitzroy. | Stephanie, Jodis, ISAs and OBs |
| 12:15 pm - 1:00 pm | First Restaurant | Group should arrive by 12:15 at their designated first restaurant. Time keeper must remind all participants 5 minutes before when they have to head out to the second restaurant. | Stephanie, Jodis, ISAs and OBs |
| 1:15 pm - 2:00 pm | Second Restaurant | Group should arrive by 1:15 to the second restaurant. | Stephanie, Jodis, ISAs and OBs |
| 2:15 pm - 3:00pm | Third Restaurant | Group should arrive by 2:15 to the third restaurant. | Stephanie, Jodis, ISAs and OBs |
| 3:15 pm - 4:00 pm | Fourth Restaurant | Groups should arrive by 3:15 to the fourth restaurant. | Stephanie, Jodis, ISAs and OBs |

**Post Event**

- After 5:00 pm, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Students then can be on their way back.

6. Budget

A total of **\$4500** have been allocated for this event, with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Cost (AUD) |
|------------------------------------|----------|-----------------|------------------|
| South Melbourne Market Expenditure | 4 | 570 | 2280.00 |
| South Yarra Expenditure | 4 | 570 | 2280.00 |
| Fitzroy Expenditure | 4 | 570 | 2280.00 |
| TOTAL | | | 6840.00 |

7. Conclusion

This concludes our proposal for the Food Adventure Proposal 2022. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

Prepared by,

Jodis TJUNTORO & Stephanie Daniella HARTONO
Cultural and Social Department 2022/23
UMSU International

International Student Survey Semester 2 2022 Proposal

Central Committee Meeting 2 - Wednesday, 10th August 2022

1) Introduction

This is the proposal for the International Student Survey (ISS) which will be conducted throughout Semester 2 2022. The key objective of the survey is to obtain the opinions and status of international students, which acts as a guideline for us to have a better understanding of international students' overall experience in university.

2) Objective

- To quantify and study the awareness level of international students in regards to UMSU International.
- To investigate the academic difficulties faced by international students.
- To identify social issues that are of paramount concern in regards to the overall welfare of international students.
- To study the health and safety status of international students.
- To examine the perception and experiences of international students in regards to current and future employment.
- To highlight and raise awareness of services that are provided or made available to students within the university.
- To identify services required by international students that are unavailable upon completion of data collection.
- To attend to the changes international students might suggest to improve upon present models.

3) Overview

The International Student Survey (ISS) will be held from week 6 to the non-teaching week of semester 2, 2022. ISS includes the completion of an online survey. The link will be distributed to students through university emails or can be completed with the help of on-campus ISAs during the event duration.

4) **Task Allocation**

Promotional Designs: The E&W Departments will be working with the M&M Department and the UMSU Design Department.

Survey Writers: The main authors of the survey will be Sanskar Agarwal, Shea Law, Christopher Prawaria, Andy Iao, Robertus Indradjaja and Elsa Dai. The questions are developed based on the previous years' ISS, and the suggestions from previous and current committees. They are reviewed and approved by current committees and the UMSU Advocacy team ensures an accurate and appropriate survey.

ISAs Management: Shea Law will be working closely with the HR department on allocating the ISAs for the survey promotion and distribution located on campus. Two booths will be set, and ISAs will be allocated to the booths, they will promote and fill the survey with the participant together. (4 weeks duration, around 2-3 days per week, 3 hours per day (12.30-15.30) and 3-6 ISAs per shifts)

Giveaway Suggestions and Acquisition: Vouchers and other prizes are recommended for the giveaways for participants who finished the survey and got selected in the lucky draw. It will be the responsibility of Shea Law and Jaqueline Marshiela.

Publicity: The survey design and the publicity materials are prepared by Shea Law, Sanskar Agarwal, Chris Prawira, M&M Department and UMSU Communication Department. Ideas of publicizing ISS:

- Promotional Video
- Notice
- Social Media Post
- Verbal promotion (with clubs)
- Posters

Report Writing: Data analysis and report generation will be done by the whole E&W department (including Shea Law, Robertus Indradjaja, Rio Fieris, Khai Fung Lee, Tarish Kadam, Elsa Dai, Audrey Cheung, Felice Alexandra and Ojas Chorpa) and Andy Yu (Graduate Director).

| Section (survey authors) | Name |
|---|-------------|
| General information | Shea |
| UMSU International Awareness and Perception | Chris |
| University and Academic Experience | Shea |
| Health and Safety | Elsa |
| Cultural Climate | Chris |
| Work and Employment | Robertus |
| Financial Situation | Robertus |
| COVID-19 and Post-COVID-19 Impacts | Elsa, Shea |
| Accommodation | Shea |
| Graduate Students Experience | Andy |

5) **Target**

Our aim is to target 1200 valid student responses.

6) **Sections of the Survey**

- Awareness and Perception of UMSU International
- University Experience and Academic Experience
- Health and Safety
- Cultural Climate
- Working and Employment
- Financial Situation
- Accommodation
- COVID-19 and Post-COVID-19 Impacts on International students and overall university experience
- Graduate Students Experience
- General information pertaining to the survey itself, including any suggestions the participant might have

7) Prizes

| Item | Quantity |
|-----------------------------|-----------------|
| Ida Bar \$8 Jaffle voucher | 600 |
| iPad Air | 1 |
| Sony Wireless Headphones | 2 |
| BlendJet Portable Blender 2 | 4 |
| Woolworths \$25 Giftcards | 20 |

8) Timeline

| | |
|---------------------------|--|
| 29/08/2022 | Commencement of the survey |
| 25/09/2022 | End of Survey |
| 26/09/2022 - Summer Break | Preliminary Analysis |
| 03/10/22 - 16/10/22 | Collection of Giveaway prizes and vouchers |
| 15/12/2022 | Publication of ISS Final Report |

**9) Budget**

| Item | Quantity | Price per Item | Total |
|-----------------------|-----------------|-----------------------|--------------|
| Ida Bar voucher | 600 | \$5 | \$3000 |
| iPad Air | 1 | \$849 | \$849 |
| Sony Headphones | 2 | \$299 | \$598 |
| BlendJet Blender 2 | 4 | \$69.95 | \$279.8 |
| Woolworths Giftcard | 20 | \$25 | \$500 |
| Typeform Subscription | 2 months | \$83 | \$166 |
| Miscellaneous | | \$500 | \$500 |
| | | Subtotal | \$5892.8 |

10) Conclusion

This concludes our proposal. Please do approach us for any further enquiries.

Prepared by,

**Shea Law
Education and Welfare Vice President 2022/23
UMSU International**

Haunted House and Hangout Report

Central Committee Meeting #2 – Wednesday, 10th August 2022

1. Introduction

This report summarizes the HAUNTED HOUSE AND HANGOUT 2022, which covers the period of Wednesday, 20th of July 2022. This event provided an opportunity for the new and old university students to connect with other students and create a friendly environment and help them start the University year off well!

2. Event Details

| | |
|---------------------|---|
| Date | : Wednesday, 20th of July 2022 |
| Venue | : Guild Theater, Mary cooke room B and Level 1 Foyer of the Union House |
| Number of Attendees | : >400 students(around 450 including 300 walkins) |
| Coordinators | : Trinh NGUYEN, Aryan GOSWAMI, Arya KUSHWAHA, Aaron JOHANNES |
| Manpower | : 12 OBs & 20 ISAs (including coordinators which consists of 4 OBs) |
| Planned Budget | : \$14,000 |

3. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|-------------------------------|---------|----------------------------------|---|---------------------------|
| Pre-event Preparations | | | | |
| | 24 June | Initial plan & contact resources | Initial planning and logistics (Main spaces + food co-op) | Aaron, Arya, Trinh, Aryan |
| | 8 July | | Draft layout (Set design: strobe lighting/sound/layout/smoke...) | 4 x Planning teams |
| | 9 July | | Meeting to finalise layout (potential risk, appropriateness, ...) | Aaron, Arya, Trinh, Aryan |
| | 8 July | Setting up & decoration | Start decoration making | 4 x Planning teams |
| | 13 July | | Food contact - Tables - waiting area logistics | Trinh, Aryan |

| | | | | |
|-------------------|-------------------|----------------------------|--|-------------------------------------|
| | 18 July | | Borrow 4-5 devices to connect bluetooth? (laptop/tablets...) | Trinh, Aryan |
| | 18 July | D-day leading-up | Brief actors & admin about their roles | Trinh, Aryan + planning teams |
| | 19 July 8pm | | Trial run | Trinh, Aryan + planning teams |
| Event Day | | | | |
| | 20 July 11am-4pm | Haunted House & Hangout | Participants will go in tours, heading to Food-Coop for networking at the end of their tours | |
| Post Event | | | | |
| | 20 July after 4pm | Pack down | Everyone helped cleaning up the spaces | |
| | | | | |

Pre-event

- We contacted AVMelbourne for the logistics for the set up at Guild Theatre, which will include lighting, sound and drapes.
- We will contact Pronto for Pizza and go to Costco to buy Muffin and drinks.
- We will contact HR to get ISAs which we work closely with for planning, decoration and the event day itself.
- A site visit will be done together with the coordinators and Aviya to create a layout for the team to work with.
- A trial run will be done the night before the event with all OBs and ISAs volunteering for the event day.
-

Event Day

- On the event day, many sessions will be run in groups of 8-10 people.
- Every group will go through the Haunted House before being escorted to a room for some beverages and drinks, having the chance to socialize with other students.

Event Flow

| Time | Activity | Details | PIC |
|------------------|--|---|---------------------------------------|
| 10 am-10:30 am | Gather at UMSUI lounge | Brief all the OB'S and ISA's about the event. | Aryan and Trinh |
| 10:30am-10:50 am | Makeup and costume | The actors put on makeup and their costumes. | ISA'S |
| 11am-1:25 pm | First shift and free food at mary cooke room A | The first shift of haunted house. The fire alarm at the Union house went off at 12:20 and then we returned again to the guild theatre at 12:35. | Aryan, Trinh and other OB's and ISA's |
| 1:25-1:30 | Break | The second bath of actors came in | Aryan and Trinh |
| 1:30-4:10 | Second shift, free food at mark cooke room B . | Second shift of haunted house. | Aryan, Trinh and other OB's and ISA's |



4. Reflections

- Ticketed people did not show up - Participants are mostly walk-ins - although we had 400 participants signing up.
- Short spend on budget - do not have enough pizza
- Participants use flashlights during the walk - could hurt the actors/ISAs

5. Feedback from participants

Positive feedback:

- Fun and engaging actors
- Food is a treat in the end

Negative feedback:

- Food shortage - Not having enough pizza
- Waiting is very long but route in the haunted house is just short (location is too small)

6. Suggestions

- Hangout space should be nearby (so that we do not have to escort people around and visible to participants)
- Reimbursement - next time only one person pays and reimbursements to that one person. Don't let ISAs pay first// apply for the credit card from Umsu.

7. Budget

A total of **\$14,000.00** have been allocated for this event, with the breakdown as listed below:


| Items | Quantity | Unit Cost (AUD) | Total Actual Cost (AUD) | Allocated Budget (AUD) |
|-------------------------|----------|-----------------|-------------------------|------------------------|
| AV Melbourne Logistics | | 7,000.00 | 6730 | 7,000.00 |
| Decoration | | 2,000.00 | 1406.24 | 2,000.00 |
| Food and Drinks | | 3,500.00 | 1165.51 | 3,500.00 |
| Staffing | | 500.00 | 0 | 500.00 |
| Miscellaneous | | 1,000.00 | 0 | 1,000.00 |
| TOTAL | | | 9301.75 | 14,000.00 |
| Surplus/ Deficit | | | | 4698.25 |

8. Conclusion

This concludes our proposal for the Winterfest Haunted House and Hangout Proposal 2022. Please do not hesitate to contact the Cultural & Social Department should you have any queries.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU**INTL *Care for, Act for, Stand for International Students*

Prepared by,

Trinh NGUYEN, Aryan GOSWAMI, Arya KUSHWAHA, Aaron JOHANNES
Cultural & Social Department 2021/22 and 2022/23
UMSU International

SWOTSNACC Report

Central Committee Meeting #2 – Wednesday, 10th August 2022

1. Introduction

This report summarises the SWOTSNACC 2022, which covered the period of Wednesday (1st June) - Thursday (2nd June) [Duration: 2 days] [(9:00 a.m. to 6:00 p.m)]. In order to meet the need for comfortable study space during SWOT-VAC, we held an event named SWOTSNACC. It was a two-day event which provided students a quiet study space with several kinds of snacks. This event helped students relieve the pressure of study.

2. Event Details

| | |
|---------------------|---|
| Date | : Wednesday (1st June) - Thursday (2nd June) [Duration: 2 days] [(9:00 a.m. to 6:00 p.m)] |
| Venue | : Melbourne Connect rooms |
| Number of Attendees | : 100 students per day |
| Coordinators | : Sophia Yap, Jegath Krishnamurthy, Vijeta Bhatia, Matthew Chempumthara, Liqiong Huang |
| Manpower | : 5 Committee Members & 12 ISAs |
| Budget | : \$483.50 |

3. Event Overview

- There were three study sessions per day from 9:00 a.m. to 6:00 p.m. Each study session was 3 hours in length, with setup by and pack up each day not exceeding more than an hour.
- There were 1 CCM for each session. The CCM for the first session was in charge of setting up, while the CCM for the last session was in charge of packing up. Setup consisted of preparing study space and delivering snacks. Packing up consisted of cleaning and closing the study space.

4. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|------------------------|---------|----------|-------------------------------------|---------|
| Pre-event Preparations | | | | |
| 10 | 6th May | Meeting | Discussing the details of the event | Sophia, |

| | | | | |
|-------------------|-----------|--|---|--|
| | | | | Jegath, Vijeta, Matthew, Liqiong |
| 10-13 | 9th May | Communicating on Basecamp and Facebook and preparing | Communication between departments and preparation | Sophia, Jegath, Vijeta, Matthew, Liqiong |
| 13 | Marketing | Advertisement | Advertising on social media | Sophia, Jegath, Vijeta, Matthew, Liqiong |
| Event Day | | | | |
| 14 | 1st June | Holding the event | Opening the rooms, setting up, giving away the snacks, cleaning and closing the rooms | Matthew Jegath, and ISAs |
| 14 | 2nd June | Holding the event | Opening the rooms, setting up, giving away the snacks, cleaning and closing the rooms | Matthew, Vijeta, and ISAs |
| Post Event | | | | |
| 14 | 1st June | Cleaning and closing | Cleaning, packing up, checking stuffs and closing the room | Jegath |
| 14 | 2nd June | Cleaning and closing | Cleaning, packing up, checking stuffs and closing the room | Vijeta |

Pre-event

- Getting ISAs
- Booking rooms
- Buying snacks



Event Day

Event Flow

| Time | Activity | Details | PIC |
|-----------------------|----------------------|---|------------------|
| 1st June | | | |
| 9:00 a.m.-9:10 a.m. | Preparation | Opening the room, setting up snacks | Matthew and ISAs |
| 9:10 a.m.-12:00 p.m. | Session 1 | The 1st session of the 1st day | Matthew and ISAs |
| 12:00 a.m.-15:00 p.m. | Session 2 | The 2nd session of the 1st day | Jegath and ISAs |
| 15:00 p.m.-17:50 p.m. | Session 3 | The 3rd session of the 1st day | Jegath and ISAs |
| 17:50 p.m.-18:00 p.m. | Cleaning and Closing | Cleaning, packing up the rest of the snacks, checking if there are the items left by students, Closing the room | Jegath and ISAs |
| 2nd June | | | |
| 9:00 a.m.-9:10 a.m. | Preparation | Opening the room, setting up snacks | Matthew and ISAs |
| 9:10 a.m.-12:00 p.m. | Session 1 | The 1st session of the 1st day | Matthew and ISAs |
| 12:00 a.m.-15:00 p.m. | Session 2 | The 2nd session of the 1st day | Vijeta and ISAs |
| 15:00 p.m.-17:50 p.m. | Session 3 | The 3rd session of the 1st day | Vijeta and ISAs |
| 17:50 p.m.-18:00 p.m. | Cleaning and Closing | Cleaning, packing up the rest of the snacks, checking if there are the items left by students, Closing the room | Vijeta and ISAs |

5. Budget

A total of **\$483.50** have been allocated for this event, and the total actual expenditure for this event is **\$158.10** with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Actual Cost (AUD) | Allocated Cost (AUD) |
|---|----------|-----------------|-------------------------|----------------------|
| Muesli Bar | 0 | 1.38 | 0.00 | 276.00 |
| Chips | 194 | 0.27 | 52.50 | 57.50 |
| Chocolate | 204 | 0.42 | 85.00 | 50.00 |
| Miscellaneous | 1 | 100.00 | | 100.00 |
| Details of miscellaneous fee: Reusable Bags | 1 | 1.00 | 1.00 | |
| Details of miscellaneous fee: Delivery (Uber) | 1 | 19.60 | 19.60 | |
| TOTAL | | | 158.10 | 483.50 |
| Surplus/ Deficit | | | | 325.40 |

6. Conclusion

This concludes our report for the SWOTSNACC 2022. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Liqiong Huang
Education Department 2021/22
UMSU International



6. Other Business

- Annual General Meeting Schedule - Wednesday 24th August 2022

7. Next Meeting

- **Monday 29th August 2022**