



Agenda

Central Committee Meeting #3 – Wednesday, 6th April 2022

Time : 17:30

Venue : PAR-Glyn Davis (MSD)-B120 (Singapore Theatre)

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 #2

4. Proposals

- 4.1. Marquee and Banner Weights Proposal
- 4.2. Professional Mingle Semester 1 2022 Proposal
- 4.3. Thingyan Fundraiser Proposal - University of Melbourne Myanmar Student Association x Umsu International Collaboration Proposal
- 4.4. Umsu International Brochures Semester 1 2022 Proposal

5. Reports

- 5.1. Umsu International Summerfest giveaway report

6. Other Business

- 6.1. Official Reprimands

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #2 – Wednesday 23rd March 2022

Time : 17:00

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 31 members

Absent with Apologies

EXCO:

Directors: Sophia Marguerite YAP

Officers: Liqiong HUANG, Zifei MENG, Vijeta BHATIA

Late with No Apologies

EXCO:

Directors:

Officers:

1.4 Move that **Standing Orders** be adopted for **CCM #2** at 5:11PM

Mover : Sarah LIM

Seconder : Noa LEE

Motion Carried.

1.5. Adoption of Agenda

Move that the **Agenda for CCM #2** be adopted at 5:12PM

Mover : Hermione Wing Laam TO

Secunder : Arshia Arora

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Move that the **minutes of CCM #1 Semester 1 2022 be accepted and confirmed as a true and accurate record.**

Mover : Anthony NGADIYOTO

Secunder : Emma YAN

Motion Carried.

Move that the **Mental Health Day Semester 1 2022 Proposal** be accepted.

Mover : Ngoc Anh DANG

Secunder : Elsa DAI

Motion Carried.

Move that the **Queer Bollywood Film Night Semester 1 2022 Proposal** be accepted.

Mover : Arya KUSHWAHA

Secunder : Kimie MEGAN

Motion Carried.

Move that the **Safe Space Project Semester 1 2022 Proposal** be accepted.

Mover : Vu Hoang (Spencer) LE

Seconded : Ella LEE

Motion Carried.

Move that the **Night Market 2022 Proposal** be accepted.

Mover : Hans TSAI

Seconded : Billy KWONG

Motion Carried.

Move that the **UMSU International Banners Proposal** be accepted.

Mover : Aaron Herbert JOHANNES

Seconded : Christopher PRAWIRA

Motion Carried.

Move that the **Committee Bonding Night Semester 1 2022 Report** be accepted.

Mover : Jocelyn WONG

Seconded : Chaital VASTA

Motion Carried.

Move that the **ISA March intake Semester 1 2022 Report** be accepted.

Mover : Elsa PUTRI

Seconded : Arshia ARORA

Motion Carried.



Move that the **Heads of Clubs Semester 1 2022 Report** be accepted.

Mover : Hans TSAI

Seconder : Hui Ping (Michelle) CHENG

Motion Carried.

Move that the **Meet and Chill Semester 1 2022 Report** be accepted.

Mover : Jegath KRISHNAMURTHY

Seconder : Anthony NGADIYOTO

Motion Carried.

Move that the **Yours truly, Anonymous Semester 1 2021 Report** be accepted.

Mover : Riddhi AGARWAL

Seconder : Zheng (Liz) ZENG

Motion Carried.

Other Business

- PPIA (Perhimpunan Pelajar Indonesia Australia) Tempe Doeloe Event Cancellation

Additional notes

- Riddhi AGARWAL to be added to the Safe Space Project.

Move that **Standing Orders** be suspended at **6:20PM**

Mover : Janice

Seconder : Aaron Herbert JOHANNES

Motion Carried.

Move that **CCM #2** be adjourned at **6:20PM**

Mover : Nadine CHANDRA



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

Secunder: Mayvelynn NURIMBA

Motion Carried.

Prepared by,

Chaital VASTA

Secretary 2021/22

UMSU International



Marquee and Banner Weights Proposal

Central Committee Meeting #3 – Wednesday, 6th April 2022

1. Introduction

As USMU International has recently acquired new marquees and banners, we need to purchase weights for them. These weights would assure that the marquees and banners would hold in place and not fly around.

2. Objectives

This proposal aims to:

- Acquire weights for USMU International marquees and banners.

3. Event Details

Date : Thursday, 7th April 2022

Coordinators : Hans TSAI

Budget : \$2,500.00

4. Timeline

Date	Activity
April 7, 2022	Order Marquee and Banner Weights
April 15, 2022	Receive Marquee and Banner Weights

5. Budget

A total of **\$2,500.00** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
15kg Steel Weight Plates (https://www.extreme-marquees.com.au/product/marquee-gazebo/accessories/15kg-steel-weight-plates/)	16	93.00	1,488.00
Hartman 10kg Weight Bag (https://www.bunnings.com.au/hartman-10kg-weight-bag_p0303206?store=6425&gclid=CjwKCAjwuYWSBhByE)	12	39.00	468.00



iwAKd_n_raIjTmxHCq8v_Ver5zI8H4jlu_qWj2oGRXuKW4TbIqnMCtO5pTleyRoCBpwQAvD_BwE&gclid=aw.ds)			
Freight	1	370.00	370.00
Miscellaneous	-	-	174.00
TOTAL			2,500.00

6. Conclusion

This concludes our proposal for the Marquee and Banner Weights Proposal 2022. Please do not hesitate to contact the Executive Committee should you have any queries.

Prepared by,

**Hans TSAI
Executive Committee 2021/22
UMSU International**



Professional Mingle Proposal

Central Committee Meeting #3 – Wednesday 6th April 2022

1. Introduction

Professional Mingle is a career development and networking event hosted by UMSU International in collaboration with DES - Design Student Society. The event aims to provide students with insights into relevant fields and the opportunity to test and improve their networking skills.

2. Objectives

This event aims to:

- Bring interaction between students and alumni from relevant industries.
- Expose students to insights and experiences of previous University of Melbourne Students.
- Emphasize the importance of networking and the right way to do it.

3. Event Details

- Date : 13th April 2022, 6pm to 8.30pm [(Time - Melbourne time)]
- Venue : B121 - The Malaysian Theater (Melbourne School of Design)
Basement Foyer (Melbourne School of Design)
- Number of Attendees : 50 to 75
- Coordinators : Matthew Kuncheria & Anthony Ngadiyato
- Manpower : 4 OBs & 10 ISAs (including coordinators which consists of 2 OBs and 10 ISAs)
- Budget : \$1818

4. Event Overview

The event consists of a key speaker, who will be conducting a workshop on the importance of networking, subsequently students will be able to interact with University of Melbourne's alumni. We have covered a total of 3 faculties including 9 majors from the University of Melbourne's undergraduate programs and a speaker from each faculty will be able to assist students with key topics such as the relevant industry scope, preparing for a career, job search and how it has evolved over the years etc.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	14/03/2022	Basecamp for the event		Matthew & Anthony
3	16/03/2022	DES - Venue booking	Liaise with the ABPL faculty to find a suitable location for the event.	Jegath
3	16/03/2022	DES - Speaker invites (First Set)	Sent invitations to the first set of speakers for the event.	Jegath
4	25/03/2022	DES - Speaker invites (Second Set)	Sent invitations to the second set of speakers for the event.	Jegath
4	21/03/2022	Marketing materials to be produced	Liaise with the UMSU design team.	Janice
5	1/04/2022	Covid Safe Plan Submitted		Matthew
6	4/04/2022	Quotation to be received from Caterer		Anthony
6	4/04/2022	Reminder emails to be sent out to speakers	Email should include a detailed guide to the location.	Jegath
6	4/04/2022	Publish marketing and spread the word about the event.		Janice & ISA
Event Day				
7	13/04/2022	ISA's to be located on building entrance to guide speakers to the location.		ISA
	13/04/2022	Name tags to be		ISA

		provided to speakers		
Post Event				
7	13/04/2022	Clean up if needed		Everyone

Event Flow

Time	Activity	Details	PIC
5.30pm to 5.50pm	Check location - projector screens, speakers & mic.		Matthew
5.30pm	Collect food from the restaurant & drinks from Woolworths		ISAs & OBs
5.50pm	Welcome speakers		ISA
6.00pm to 6.10pm	Wait for students to join		
6.10pm to 6.15pm	Welcoming participants and explaining event flow		Matthew
6.15pm to 7.00pm	Presentation from key speaker	Importance of networking	
7.00pm to 7.10pm	Relocate speakers and students to networking venue		ISAs & OBs
7.10pm to 8.10pm	Networking session		
7.15pm	Cater food and drinks to participants		ISAs
8.10pm to 8.20pm	Closing speech and thanking participants.		Matthew
8.20pm to 8.30pm	Clean up venue.		Everyone

6. Budget

A total of **\$1818** have been allocated for this event, with the breakdown as listed below:



Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Alum Speaker Appreciation	10	50	500.00
Workshop Speaker	1	100	100
Name Labels	2	9	18
Catering	1	1000	1000
Misc	1	200	200
TOTAL			1818.00

7. Conclusion

This concludes our proposal for the Professional Mingle event 2022. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Matthew Kuncheria & Anthony Ngadiyato
Education Department 2021/22
UMSU International



Thingyan Fundraiser Proposal

Central Committee Meeting #3 – Wednesday 6th April 2022

Presentation Link:

https://drive.google.com/drive/folders/1sAoxjvp0W403Qo7JRofTQYe_3H3q5a1I

Grant Application:

https://drive.google.com/drive/folders/1sAoxjvp0W403Qo7JRofTQYe_3H3q5a1I



Umsu International Brochure Semester 1 2022 Proposal
Central Committee Meeting - Wednesday 6th April 2022

1. Introduction

This proposal outlines the UMSU International brochures. It will be generic brochures that will outline who we are, what we do and how to contact us. This is an attempt to further enhance awareness of UMSU International through physical marketing. It will be distributed during events in which attendees might not know is held by us (e.g. giveaways or the upcoming night market), and also be made available in the lounge.

2. Design

The size of it is most likely to be double-sided "DL" sized paper folded into 3 in a "Z" fold. The cover page will outline who we are, the second page will display our flagship events and how to contact us. The design specifications will be outlined by us and finalized by basecamp.

3. Expenses

Items	Quantity	Price per unit (\$)	Price (\$)
Brochure printing	1500 units	\$490 per 1500units	490
Miscellaneous	-	-	250
Total			740

The price per unit is of estimate as we do not have a final quote yet. The price will vary depending on the final designs, which are not yet finalized.

Note: Miscellaneous pricing is to account for differences in suppliers in which we have not finalized yet. E.g. there is a big gap between Officeworks and Scottsprint prices.

Prepared By,

Feline FENECIA, Kimie MEGAN
Media & Communications Vice President & Director 2021/2022
UMSU International.

SummerFest Giveaway Report

Central Committee Meeting #3 – Wednesday, 6th April 2022

1. Introduction

This report summarizes the Summerfest Giveaway 2022, which covers the period of 24-25 February 2022. This giveaway is done to help new and current University of Melbourne students to adjust to University life. We provide students with stationeries, notebooks, umbrellas, cups, bottles and hand sanitizers to ensure that students are equipped before coming to university. We also distributed snacks for students to introduce them to Melbourne’s unique snack options. Moreover, through vouchers and promotions we aim to encourage students to explore the different activities and food choices which are available in Melbourne.

Event Details

Date	: Thursday-Friday, 24-25 th February 2022 [(Time - 10AM-2PM)]
Venue	: South Lawn
Number of Attendees	: 846
Coordinators	: Anthony NGADIYOTO, Sarah LIM, Aaron JOHANNES
Manpower	: 8 Committee Members & 17 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$414.75 + Merchandise Cost (To be Laid out in Merchandise Report)

2. Event Overview

This event was initially planned to be divided into three giveaways due to the inconsistency of information regarding how international students are going to go back to Melbourne. However, with the sudden large-scale border opening in January, our committee has pivoted our plan into a singular welcome pack in Summerfest. During the giveaway, participants are asked to follow our socials and in return they would receive a complete welcome package filled with vouchers, snacks and essentials. With this we hope to further help international students who has just arrived in Melbourne.

3. Event Timeline

Wk #	Activity	Descriptions	PIC
Pre-event Preparations			

3-5 (Sem 1)	Planning Giveaway content		Putri SHAFIRA, Evelyn Kiantoro, Anthony NGADIYOTO, Sarah LIM, Teresa Tamika Tjahjadi
5 (Sem 1)	Initial Event Budgeting and Supplier Enquiry	Planning of each tote bags cost and communicating with basecamp about supplier availability	Sarah LIM, Anthony NGADIYOTO, Teresa Tamika Tjahjadi
6 Sem (1)	Designing process starts and Timeline discussion	Designing was assisted with the help of the MnC department	Sarah LIM, Anthony NGADIYOTO, Kimie MEGAN, Feline FENECIA
Summer Break	Merchandise order and Voucher Acquisition.	Voucher acquisition was coordinated with the PnS department.	Kimie MEGAN, Feline FENECIA, Hans TSAI, Nadine CHANDRA
Summer Break	Event flow and Venue finalized and		Anthony NGADIYOTO, Aaron JOHANNES
0	Packing of Tote Bags		Anthony NGADIYOTO, Aaron JOHANNES
Event Day			
0	Purchasing snacks and Logistics of Tote Bags		Anthony NGADIYOTO, Aaron JOHANNES, Hans TSAI



0	Distribution of Tote bags		Anthony NGADIYOTO, Aaron JOHANNES, Hans TSAI
Post Event			
1	Cleanup and Organizing Leftover Merchandise Stock		Anthony NGADIYOTO, Aaron JOHANNES

Pre-event

Our committee planned the content of the giveaway considering that students would arrive here without prior knowledge of the living conditions they will face in Melbourne. We ensured that our giveaway would bring a high utility to students and would boost our reputation as well in the University. Thorough planning of about 6 months is needed to complete this project from merchandise designing, ordering, sponsor acquisition and event organization.

Event Day

Event Flow

Time	Activity	Details
9am-10pm	Transportation of Goodie Bags from Storage Room into South Lawn.	Bags were kept in large boxes of 10-20 and were carried by the vehicles provided by UMSU and the University to South Lawn.
10pm-2pm	Distribution of Goodie bags and Managing Queue	Goodie bags were distributed after participants have shown us that they have followed our socials.
2pm-3pm	Cleanup	

4. Reflections

Attendance

- From the tote bags we distribute, we can derive that 846 students participated in this event. Due to the high exposure of this event in Summerfest, there were always participants throughout the event. On day two, we also decided to distribute snacks and lollies after we had exhausted our goodie bags. This is done in order to increase exposure and to sustain our event and presence as long as possible in Summerfest. It is to be noted however that many attendees do not know what they were lining up for until they reach the giveaway station.

Preparation

- Initially, we forecasted that around 200 students will be attending for each day of Summerfest, hence we packed a total of 500 packs for 2 days and had reserved 4 ISAs for each day. This was proven to be lacking and additional packages had to be made on Day one to compensate for the large volume of demand.

Goodie Bags

- Students were very satisfied with the goodie bags provided. This is corroborated from the fact that our giveaway had a line spanning 200 people and taking about 30-40 minutes to complete.

5. Suggestions

- Maintain the high quality standard of the UMSU INTL Giveaway Goodie bag content
- Organize the event layout more to increase visibility of what the giveaway is about (Put up more banners and signs around the queue).
- Prepare at least 400-500 packages per day for events such as Summerfest and Winterfest.
- Incorporate publicity of large events in this Giveaway as this is a very crucial marketing opportunity.
- Print out flyers to distribute to students to introduce them to UMSU INTL and UMSU INTL's events

6. Budget

A comprehensive budget layout will be presented with the Merchandise Report, the budget outlined in this report are outstanding costs of the event excluding the merchandise. Thereby, the budget outline below will be considered as the budget breakdown of the miscellaneous section in our report in which we have allocated \$1000AUD.

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)
Snacks	N/A	414.75	414.75.
Refreshments for ISA	3	56	168.00
FlexiCar	N/A	36.21	36.21
TOTAL			618.96.00

7. Conclusion

This event is only made possible through all the help of all the departments in the 2021/2022 UMSU INTL committee and has been a great success in pushing UMSU INTL

This concludes our report for the Summerfest Giveaway Report 2022. Please do not hesitate to contact the Educational and Welfare Department should you have any queries.

Prepared by,

Anthony NGADIYOTO
Educational and Welfare Department 2021/22
UMSU International



6. Other Business

- Official Reprimands
- SGM - 16th April 16:30

7. Next Meeting

CCM #4

Date : Wednesday 11th May 2022

Venue : PAR-Old Arts-129 (Theatre B)

Time: 17:00 to 20:00