

Agenda

Central Committee Meeting #4 – Wednesday 11th May 2022

Time : 17:00

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

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 #3

4. Proposals

- 4.1. SWOTSNACC Semester 1 2022 Proposal
- 4.2. Exam Pack Giveaway Semester 1 2022 Proposal

5. Reports

- 5.1. Sustainability Day Semester 1 2022 Report
- 5.2. UMSUi x CAPS Student Workshops Semester 1 2022 Report
- 5.3. Meet & Greet Semester 1 2022 Report
- 5.4. Mental Health Day Semester 1 2022 Report

6. Other Business

- 6.1. -



7. Next Meeting



Unconfirmed Minutes

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 and apologies

- Attendance – 29 members

Absent with Apologies

EXCO:

Directors:

Officers: Liqiong HUANG, Zifei MENG, Vijeta BHATIA, Jegath KRISHNAMURTHY, Zheng (Liz) ZENG, Mayvelynn NURIMBA

1.4. **Move** that Standing Orders be adopted for **CCM #3** at **5:41PM**.

Mover : Aaron JOHANNES

Seconder : Matthew Kuncheria CHEMPUMTHARA

Motion Carried.



1.5. Adoption of Agenda

Move that the **Agenda for CCM #3** be adopted at 5:52PM

Mover : Hans TSAI

Secunder : Arshia ARORA

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Move that the **minutes of CCM #2 be accepted and confirmed as a true and accurate record.**

Mover : Arya KUSHWAHA

Secunder : Billy KWONG

Motion Carried.

Move that the **Marquee and Banner Weights Proposal** be accepted.

Mover : Sarah LIM

Secunder : Hermione Wing Laam TO

Motion Carried.

Move that the **Professional Mingle Semester 1 2022 Proposal** be accepted.

Mover :Riddhi AGARWAL

Secunder : Anh DANG

Motion Carried.

Move that the **Thingyan Fundraiser Proposal - University of Melbourne Myanmar Student Association x UMSU International Collaboration Proposal** be accepted.

Mover : Elsa PUTRI

Seconded : Christopher PRAWIRA

Motion Carried.

Move that the **UMSU International Brochures Semester 1 2022 Proposal** be accepted.

Mover : Anthony NGADIYOTO

Seconded : Sophia Marguerite YAP

Motion Carried.

Move that the **UMSU International Summerfest giveaway report** be accepted.

Mover : Emma YAN

Seconded : Riddhi AGARWAL

Motion Carried.

Now let's move on to other businesses, are there any topics anybody wants to be addressed.

Other Business

- Presentation from Myanmar student society
- Official reprimand to be given to Chaital VASTA as she has reached 7 strikes.
- UMSUi Special General Meeting

Move that **Standing Orders** be suspended at **6:17PM**

Mover : Hans TSAI

Seconded : Elsa DAI

Motion Carried.

Move that **CCM #3** be adjourned at 6:17PM

Mover : Ella LEE

Seconded : Hermione Wing Laam TO

Motion Carried.

Additional Notes

- **Sarah LIM was not given voting rights for the Thingyan Fundraiser Proposal - University of Melbourne Myanmar Student Association x UMSU International Collaboration Proposal**

Prepared by,

**Chaital VASTA
Secretary 2021/22
UMSU International**



SWOTSNACC Proposal

Central Committee Meeting #4 - Wednesday 11th May 2022

1. Introduction

In order to meet the need for comfortable study space during SWOT-VAC, we plan to hold an event named SWOTSNACC. It will be a two-day event which will provide students a quiet study space with several kinds of snacks. We hope this event will help students relieve the pressure of study.

2. Objectives

This event aims to:

- provide students a comfortable study space
- help students relieve the pressure of study

3. 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

4. Event Overview

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

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
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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

Post Event

- If there are students who leave their stuff in the study room, we will try to find and notify them.

6. Budget

A total of \$483.50 have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Muesli Bar	200	1.38	276.00
Chips	200	0.2875	57.50
Chocolate	200	0.25	50.00
Miscellaneous	1	100	100.00
TOTAL			483.50

7. Conclusion

This concludes our proposal for the SWOTSNACC Proposal 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

Exam Pack Giveaway

Central Committee Meeting #4 – 11th May 2022

1. Introduction

Exam Pack Giveaway (EPG) is an exam booster event for university students before SWOTVAC and the examination period. This event is open to all University of Melbourne students, which includes undergraduate, graduate, honours, study abroad and PhD students.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page. This will minimise the waste produced by students and also maximize our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

2. Objectives

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International.
- To motivate students by giving out freebies and enlightening their mood for exam preparation.

3. Budget

The allocated budget for 2022 Exam Pack Giveaways amounts to \$12000

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Notebooks	500	\$2	\$1000
Sticky Notes	500	\$0.5	\$250
Pencil, Eraser and Sharpener	500	\$3	\$1500
UMSU INTL Pen	500	\$3	\$1500
Snacks	500	\$5	\$2500
Coffee/Tea	500	\$1	\$500
Tissue	500	\$1	\$500
Miscellaneous	N/A	\$1000	\$1000
TOTAL			9750

4. Event

We will be using South Lawn as our main venue, but to anticipate weather conditions we will also book North Court or another indoor venue.

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
N/A	May-June	Merchandise Order and Payment	This will be a range of time as multiple suppliers will be contacted	
Event Day				
12	May 28	Venue Check		
SV	1 June	Exam Pack Giveaway		

6. Conclusion

Please do not hesitate to approach Anthony Ngadiyoto or the Education and Welfare Department regarding this proposal.

Prepared by,
Anthony Ngadiyoto
Education and Welfare Vice President 2021/2022
UMSU International

Sustainability Day Report

Central Committee Meeting – Wednesday, 11th May 2022

1. Introduction

This report summarises Sustainability Day 2022, which covers the period of 31st March. On Sustainability Day, UMSU International's Education Department distributed eco-friendly products to aid students in beginning sustainable lifestyles. In addition, it partnered with the University of Melbourne's Alternative Protein Initiative to hold a BBQ.

Objectives

This event aims to:

- Encourage students to pay attention to sustainable and healthy lifestyles.
- Offer students a chance to learn about the importance of alternative protein

2. Event Details

Date	:	Thursday, 31st March 2022 [12-2PM]
Venue	:	Deakin Court
Number of Expected Attendees	:	200
Number of Actual Attendees	:	
Coordinators	:	Vijeta Bhatia and Liqiong Huang
Manpower	:	4 Committee Members & 7 ISAs
Budget	:	\$2,140.07

3. Event Overview

The event is a bazaar featuring products that will enable students to start a sustainable lifestyle. Beside the bazaar will be a BBQ in collaboration with Alternative Protein. They will be serving vegan food in line with the purpose of sustainability.

4. Event Day Flow

Time	Activity	Details	PIC
10:45 am- 12 pm	Shopping for BBQ	All ingredients will be purchased by the PIC	Alternative Protein
11:15 am-12 pm	Set-up BBQ and bazaar stalls	We will request 3 tables and 6 chairs to set up stalls for the products	Matthew and Anthony
12-2pm	Giving away products	We will allow each person to pick up one piece of merchandise on a first come, first serve basis	Matthew, Sophia, ISAs
12-2 pm	Cooking and serving		Alternative Protein and ISAs
2-2:230 pm	Clean up		Alternative Protein, Matthew, Sophia, Anthony and ISAs

5. Pre-event preparation

The Education department contacted EnviroShop and organized purchase and delivery of the goods to Union House. Alternative Protein ordered the meat and booked a fridge for food storage at Union House. ISAs were briefed on the event day operations the day before. Alternative Protein along with the ISAs completed Safe Food Handling in preparation for the BBQ.

As Alternative Protein is a non-UMSU affiliated club, the Education department coordinated ethical approval and external party contracts with the club.

6. Event Day

A) Set-up

Alternative Protein went grocery shopping during the morning for the event. ISAs and OBs set up the BBQ, tables and chairs, bazaar materials, and marquees in Deakin court.

B) BBQ

ISAs cooked the meat as the UMSU BBQ chefs failed to attend the event. ISAs also assisted in serving the meat. Alternative Protein engaged in in-person publicity by inviting nearby students to participate in the BBQ.

C) Bazaar

ISAs and OBs hosted the bazaar booth and welcomed students to take materials. Notebooks and toothbrushes sold out while highlighters and pens were less popular options. The ISAs and OBs also answered questions about sustainability and promoted future UMSU INTL events.

7. Recommendations for future events

Basecamp

BBQ and BBQ chef booking should be followed up on Basecamp as there were communication issues. Documents such as Risk Assessments, Standard Operation Procedures, and COVID Safe Plans should be anticipated and accomplished in advance to expedite event approval.

Event collaboration

Collaboration partners should be evaluated before beginning an event. UMSU Affiliated clubs may be preferred over non-affiliated clubs for easier Basecamp approval. Additionally, clear communication between UMSU INTL and the collaboration partner is recommended for proper delegation of roles and responsibilities.

8. Budget

A total of **\$\$2,540.07** have been allocated for this event, and the total actual expenditure for this event is **\$2140.07** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Eco Products Giveaway				
Eco-friendly product (Earth Greetings Eco Highlighter pencil)	60	4	240.00	240.00
Eco-friendly product (Earth Greetings A5 Journal)	0	16.46	493.80	493.80
Eco-friendly product (Environmental Toothbrush single Soft)	30	2.72	81.60	81.60
Eco-friendly product (Onya Mesh Reusable Produce Bags)	30	11.96	358.80	358.80
Eco-friendly product (Earth Greetings Bamboo pen)	60	6.20	372.00	372.00
Miscellaneous	1	200	200.00	0



Sub-total			\$1,746.20	\$1,546.20
Alternative Protein BBQ				
Schnitzels	240	1 box = \$26.4	\$158.40 for 6 boxes	\$158.40
Satays	160	1 pack = \$5.72	\$91.52 for 16 packs	\$91.52
Sausages	120	1 pack = \$27.6	\$82.80 for 3 packs	\$82.80
White bread	493	1 pack = \$3.40	\$98.60 for 29 packs	\$98.60
Gluten-Free Bread	10	1 pack = \$6.00	\$6.00	\$6.00
Ketchup	3 bottles	1 bottle = \$3.2	\$9.60	\$9.60
Mustard	2 bottles	1 bottle = \$2.8	\$5.60	\$5.60
BBQ Sauce	2 bottles	1 bottle = \$3.2	\$6.40	\$6.40
Serviettes	5	1 pack = \$0.95	\$4.75	\$4.75



Cooking oil/ spray	4	1 bottle = \$1.85	\$7.40	\$7.40
BBQ Aluminum trays	2	1 tray = \$2.5	\$5.00	\$5.00
Safety gloves	1	1 set = \$6.00	\$6.00	\$6.00
Hand sanitiser	2	1 bottle = \$14.95	\$29.9	\$29.9
Cardboard boxes for serving	500 boxes	1 box = \$0.164	\$81.90	\$81.90
Miscellaneous	1		\$200	\$0
Sub-total			\$793.87	\$593.87
TOTAL			2,540.07	2,140.07
Surplus/ Deficit				\$400

9. Conclusion

This concludes our report for the Sustainability Day Report 2022. Please do not hesitate to contact the Umsu International Education Department should you have any queries.

Prepared by,

Sophia Yap & Liqiong Huang
Education Department 2021/22
UMSU International

UMSUi x CAPS Student Workshops Report

Central Committee Meeting #4 – Wednesday 11th May 2022

1. Introduction

UMSUi x CAPS Student Workshops are a collaborative project between UMSU International and the Counselling and Psychological Services (CAPS) at the University of Melbourne. Two workshops, with topics tailored specifically for international students, will be held during Semester 1, 2022 in the form of webinars. This project is intended to help international students navigate through culturally- and/or socially-specific challenges in their life. By providing possible solutions to and professional insights into these challenges, we hope to facilitate a sense of empowerment and a sense of autonomy among international students.

2. Event Details

Date	: Fridays, 1 st April & 6 th May 2022 [(2.30pm-3.30pm - Melbourne time)]
Venue	: Online - Zoom webinars
Number of Attendees	: 15
Coordinators	: Teresa Tamika TIAHJADI; Zheng (Liz) ZENG
Manpower	: 2 Committee Members & 30 ISAs (including coordinators which consists of 2 Committee Members and 0 ISAs)
Budget	: \$80

3. Event Overview

The workshops will be delivered as zoom webinars and focus on preparing international students for tackling challenging issues in life. The preliminary topics are: 1) how to manage familial & societal expectations; 2) how to make challenging decisions. A Student Leader or OB at UMSUi will be co-facilitating the workshop alongside the speaker from CAPS. UMSUi will also be co-promoting this program with CAPS.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	21/02/2022 - 27/02/2022	Set up Basecamp; brainstorm topics with CAPS	<ul style="list-style-type: none"> Although CAPS will take on the majority of admin work, we set up Basecamp for publicity purposes. The two topics of the webinars are 	Liz

			described above.	
1	28/02/2022 - 06/03/2022	Liaise with CAPS to confirm further details of the events	<ul style="list-style-type: none"> This includes dates & times of the workshops, manpower required, what type/s of publicity materials are preferred, event description on the CAPS website, etc. 	Liz
2-4	07/03/2022 - 27/03/2022	Preparation for the first workshop	<ul style="list-style-type: none"> Source potential candidates for co-facilitating the workshop Debrief student co-facilitators Liaise with M&C to consolidate details of publicity on socials Liaise with HR to consolidate details of ISA publicity Set up a template for feedback form 	Liz; Teresa
6-8	11/04/2022 - 01/05/2022	Preparation for the second workshop	<ul style="list-style-type: none"> Liaise with M&C to consolidate details of publicity on socials Liaise with HR to consolidate details of ISA publicity 	Liz; Teresa
Event Day				
5	01/04/2022	1st workshop: making challenging decisions	<ul style="list-style-type: none"> Student co-facilitators could interact with the audience in the chat and help answer questions from a peer's view. They are also invited to share their experience related to the topic if they are inclined to do so. Additionally, student co-facilitators will be responsible for disseminating feedback forms at the end of the workshop. 	Liz
9	06/05/2022	2nd workshop: managing family & cultural expectations	<ul style="list-style-type: none"> Student co-facilitators could interact with the audience in the chat and help answer questions from a peer's view. They are also invited to share their experience related to the topic if they are inclined to do so. Additionally, student co-facilitators will be responsible for disseminating feedback forms at the end of the workshop. 	Liz
Post Event				
10-onwards	09/05/2022 - onwards	Feedback & reflection	<ul style="list-style-type: none"> Collect & collate feedback from the attendees; finalise the report Prepare & send out appreciation tokens to the student co-facilitators [NOTE: Welfare OB will not receive 	Liz; Teresa

			tokens]	
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Event Flow

Assuming the workshops will be held between 2:30-3:30 pm:

Time	Activity	Details	PIC
2:15 pm - 2:30 pm	Preparation; meet & greet	Facilitators set up and join in the webinar. The student co-facilitator initiates friendly conversations with students.	Liz/Teresa; student co-facilitator
2:30 pm - 3:20 pm	Workshop: (mostly) didactic component	The co-facilitator could interact with the audience in the chat and help answer questions from a peer's view. They are also invited to share their experience related to the topic if they are inclined to do so.	Liz/Teresa; student co-facilitator
3:20 pm - 3:25 pm	Workshop: Q&A component	The co-facilitator monitors the chat & answers questions from the audience.	Liz/Teresa; student co-facilitator
3:25pm - 3:30 pm	Final comments & conclude	The facilitators wrap up the webinar. The student co-facilitator disseminates feedback forms and ensures the audience fills out the form before leaving.	Liz/Teresa; student co-facilitator

5. Budget

A total of **\$80** have been allocated for this event, and the total actual expenditure for this event is **\$10** with the breakdown as listed below:.

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Coffee Club Vouchers	2	10	10.00	20.00

Miscellaneous	1	60	0.00	60.00
TOTAL			10.00	80.00
Surplus/deficit				70.00

6. Reflections & suggestions

Participation

Participation is low for both workshops. This is within expectations considering online events would have less participation after the majority of events have been moved to campus/in-person. Future workshops could consider setting up a venue (lecture hall, meeting room in Union House etc.) to allow for in-person participation; we could also have a livestream option to allow for online participation.

Delivery style

The workshops were delivered in the style of webinars, which could be less interactive. We sought to counteract this by setting up brief discussion sections throughout the workshops. It is encouraging to see active participation of some students. For future events, however, we would recommend having face-to-face 'roundtable' style workshops such that students would have more opportunities to share their insights and interact with their peers.

Feedback

We did not create a feedback form specifically for this event but have asked CAPS to kindly share the results from their feedback surveys. Only a limited number of participants have filled out the forms, but the responses look overall positive (scores between 'satisfied' and 'very satisfied'). It's difficult to ask for feedback from participants since the events are online and feedback is voluntary, but this could be improved if the workshops are delivered on campus and participants might be more willing to fill out the survey.

7. Conclusion

This concludes our proposal for the UMSUi x CAPS Student Workshops Proposal 2022. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Zheng (Liz) ZENG,
Welfare Department 2021/22
UMSU International

Meat and Greet Report

Central Committee Meeting #4 – Wednesday, 11th May 2022

1. Introduction

This report summarizes the Meat and Greet 2022, which was on the 13th April 2022. The Meat and Greet serves as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks. The event coordinator for this event consisted of all members in the Human Resources (HR) and the Partnership & Sponsorship (P&S) Department.

2. Event Details

Date	: Wednesday, 13 th April 2022 [12pm - 2pm]
Venue	: South Lawn
Number of Attendees	: 400-450 participants
Coordinators	: Chaital VASTA, Hans TSAI, Hermione Wing Laam TO, Nadine CHANDRA, Vu Hoang (Spencer) LE, Hsin-Ting (Ella) LEE, Emma YAN, Ngoc Anh DANG
Manpower	: 14 Committee Members & 16 ISAs (including coordinators which consists of 8 Committee Members)
Budget	: \$1700

3. Event Overview

Throughout the whole semester, there are two *Meat and Greet* in total (one will be in collaboration with the Welfare Department during Mental Health Day, which will be in a different proposal). During this Meat and Greet, we gave out free barbeques and drinks to participants to introduce them to UMSU International.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	2nd March 2022	Venue Booking	Book South Lawn/ North Court	Hermione To

2	9th March 2022	Proposal	Creating Proposal and Presenting in CCM	Hermione To, Nadine Chandra, Emma Yan
1-4	3rd March - 12th April 2022	Contacting Food Suppliers	Contact Meat Suppliers and Ida Bar, Order from Woolies	Ella Lee, Anh Dang, Spencer Le
1-4	3rd March - 12th April 2022	Equipment Booking	Booking UMSU Grill & Trestle Table	Anh Dang
Event Day				
7	13th April 2022	Pick up	Pick up Halal Meat	Hans Tsai, Hermione To
7	13th April 2022	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Hans Tsai, Hermione To, Ella Lee, Spencer Le, Anh Dang, Emma Yan
Post Event				
8	27th April 2022	Report	Writing the Report	Nadine Chandra, Anh Dang
8	11th May 2022	Present Report in CCM	Presenting the Report	Emma Yan

Event Day

- The South Lawn and North Court were booked for this event. Fortunately, it did not rain, so we used the South Lawn.

Event Flow

Time	Activity/ Details	PIC
10 am - 12 pm	Set up/ Collecting Order	Hans Tsai, Hermione To, Ella Lee, Spencer Le, Anh Dang
12 pm - 2 pm	Cooking/ Distributing free foods & drinks	Hermione To, Ella Lee, Spencer Le
2 pm - 3 pm	Clean up	Emma Yan, Anh Dang

5. Reflections

Preparation

- Not all event coordinators put equivalent effort and time as others in the team
- Tasks should be distributed equally and deadlines should be set so that things can be done and prepared properly before the event commences.

Attendance

- 200 people registered and 200 people came without registration.
- More people came than we expected.

Event

- We had enough manpower for the event setup, which is good.
- Maybe we should have had more backup equipment (thongs, thermometers) to be more prepared

6. Feedback

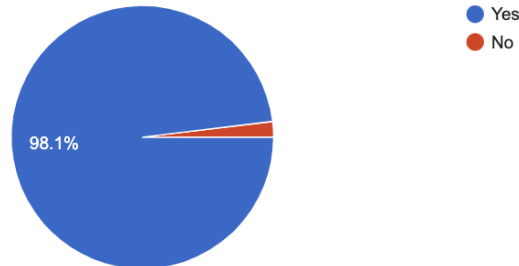
Most were satisfied with the event, however some had suggestions or feedback, including:

- There should be an option to choose more than 1 meat
- There should be more drink options: diet soft drinks and non-carbonated drinks
- The socializing aspect of the event: maybe games for people to mingle with each other
- There should be a wider variety of food
- Some participants thought that the wait was long
- There should be bigger servings

Would you join a similar event in the future?

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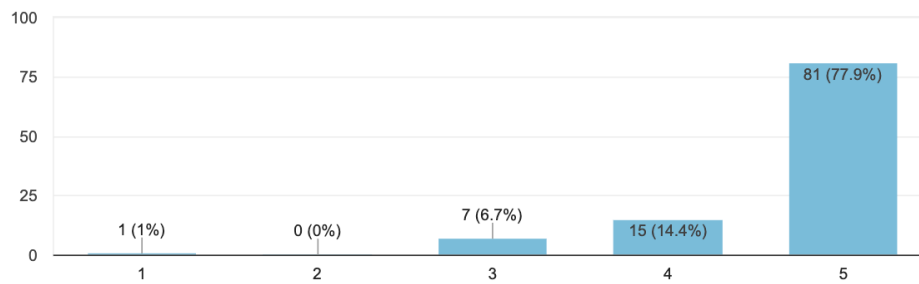
104 responses



Did you enjoy the event?

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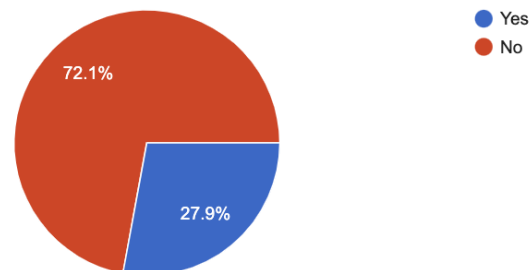
104 responses



UMSU International is currently serving vegan and meat options at events such as Meat and Great. Would you prefer if UMSU International only focuses on vegan options at our future events?

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104 responses



7. Suggestions

- It is expected that there will be a large number of walk-ins so it'd be good to prepare enough tickets for those who walk in, which is around 200-250 people.
- It'd be good to have 2 foil trays for each meat, one at the grill and one at the serving table because it can be inconvenient to bring the trays back and forth between the grill and the table.
- There should be enough strong trolleys to carry equipment and meat from Union House to South Lawn (or any other locations) because they can be quite heavy.

- There should be weights attached to the barriers for crowd control since it may be windy and those barriers alone are too light-weight.

8. Budget

A total of **\$1700** have been allocated for this event, and the total actual expenditure for this event is **\$970.24** with the breakdown as listed below:

UMSU Equipment Hire	Quantity	Price	Total
BBQ Hire	3	\$50.00	\$150.00
Trestle Table	4	\$11.82	\$47.28
AV Melbourne - 20 kg Marquees Weights	16	\$2.50	\$40.00
AV Melbourne - Retractable Barriers	5	\$2.50	\$12.50
Food Products	Quantity	Price	Total
BBQ Sausages (Chicken) kg	10	\$8.99	\$89.90
Chorizo Beef Sausages kg	12	\$8.49	\$101.88
Vegan/Vegetarian Schnitzel (box of 40)	5	\$26.40	\$132.00
Vegan Skewers (10/ packet)	10	\$5.70	\$57.00
Car Rental	Quantity	Price	Total
Booking Costs	1	\$36.58	\$36.58
Others	Quantity	Retail Price	Total
Woolworth's order	1	\$355.60	\$355.60
4 Thermometers	1	\$128.30	\$128.30
Trolleys	2	\$39.00	\$78.00
GRAND TOTAL			\$970.24
Surplus/ Deficit			\$729.76

9. Conclusion

This concludes our report for the Meat and Greet Proposal 2022. Please do not hesitate to contact the HR and P&S Department should you have any queries.

Prepared by,

Nadine Chandra and Anh Dang
Partnership & Sponsorship Department 2021/22
UMSU International

Mental Health Day Report

Central Committee Meeting #4– Wednesday, 11th May, 2022

1. Introduction

This report summarises the Mental Health Day 2022, which covers the period of 4th May, 2022. During this event, Welfare, HR and P&S worked alongside to bring Mental Health Day to life. This event gave students the chance to socialise and make new connections, providing a safe, engaging platform for students to speak about their mental health needs and concerns. The event consisted of the Meet and Greet, the Ice Cream truck, Wellbeing Boards and Wellbeing dogs, providing a range of different activities for students to engage in.

2. Event Details

Date	: Wednesday, 4th May, 2022 [(Time - Melbourne time)]
Venue	: North Court and Graham Cornish Room
Number of Attendees	: 730 attendees (348 walk-ins and 382 registered)
Coordinators	: Chaital VASTA, Anthony NGADIYOTO, Hans TSAI, Hermione TO, Sarah LIM, Nadine Chandra, Spencer LE, Ella LEE, Riddhi AGARWAL, Lilith ZENG, Emma YAN, Anh DANG
Manpower	: 12 Committee Members & 40 ISAs (including coordinators which consists of 12 Committee Members)
Budget	: \$5500 (\$1700 from HR; \$3800 from Welfare)

3. Event Overview

3.1 Meet and Greet

The Meet and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks.

3.2 Well-being Board

Students are encouraged to write their thoughts and feelings on post-it notes to place on the board to function as a general moodboard

3.3 Wellbeing Dogs

Wellbeing Dogs will be present as a source of comfort to alleviate stress.

3.4 Ice Cream Truck

Students are also provided ice cream to add a bit of sweetness to their day, complementing the BBQ from Meat and Greet.

4. Event Timeline

4.1 Meat and Greet

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	2nd March 2022	Venue Booking	Book South Lawn/ North Court	Hermione To
4	23rd March 2022	Proposal	Creating Proposal and Presenting in CCM	Hermione To, Sarah Lim
1-8	3rd March - 3rd May 2022	Contacting Food Suppliers	Contact Meat Suppliers and Ida Bar, Order from Woolies	Ella Lee, Anh Dang, Hans Tsai
1-8	3rd March - 3rd May 2022	Equipment Booking	Booking UMSU Grill & Trestle Table	Ella Lee
Event Day				
9	4th May 2022	Pick up	Pick up Woolies	Anh Dang, Nadine Chandra
9	4th May 2022	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Hans Tsai, Hermione To, Ella Lee, Spencer Le, Anh Dang, Emma Yan
Post Event				
10	8th May 2022	Report	Writing the Report	Anh Dang, Emma Yan

4.2 Wellbeing Board

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4-9	21st March - 3 May	Supplies	Buy supplies	Sarah LIM
Event Day				
9	10:00am - 12:00pm	Set Up/ISA Briefing	Set up whiteboards to the Graham Cornish room, available gloves, masks, disinfectant ready	Hermione To
9	12:00pm - 4:00pm	Boards	2 ISAs being COVID-Safe Marshalls, disinfecting stationary before passing around for students to write	Hermione To
Post Event				
9	4:00pm - 5:00pm	Clean up	ISA Supervision	Emma YAN
10	11 May	CCM	Report to CCM	Hermione TO and Sarah LIM

4.3 Wellbeing Dogs

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4-9	21st March - 3rd May	Contact Wellbeing Dog program		Riddhi AGARWAL & Lilith ZENG
Event Day				
9	10:00am - 12:00pm	Set Up	Organising with trainer for dogs to arrive at Graham Cornish room during their shifts, water, cool area to rest, 3 bean bags for dogs set up	Riddhi AGARWAL & Lilith ZENG
9	12:00pm - 4:00pm	ISA Briefing	2 ISA's exist as COVID marshalls, sanitising pens, collecting consent forms prior to touching the dogs for trainer, and supplying sanitizer	Riddhi AGARWAL & Lilith ZENG
Post Event				
9	4:00pm - 5:00pm	Clean up	ISA Supervision	Emma YAN
10	11 May	CCM	Report to CCM	Hermione TO and Sarah LIM

4.4 Ice Cream Truck

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4-9	21st March - 3rd May	Contact Supplier	Contact Supplier, find rates/times available and organise for 12:00pm-4:00pm on South Lawn.	Riddhi AGARWAL & Lilith ZENG
4-9	21st March - 3rd May	Contact UMSU	Contact UMSU for regulations on bringing external suppliers on campus, complete required paperwork	Riddhi AGARWAL & Lilith ZENG
Event Day				
9	4th May	Set Up	Organise for External Supplier Set Up on North Court	Riddhi AGARWAL & Lilith ZENG
9	4th May	ISA Briefing	2 ISA's exist as COVID marshalls, ensuring COVID Safe procedure is being followed, social distanced line/masks are worn	Riddhi AGARWAL & Lilith ZENG
Post Event				
9	4th May	Clean Up	ISA Supervision	Emma YAN
10	11 May	CCM	Report to CCM	Hermione TO and Sarah LIM

Event Day

South Lawn and North Court were booked for this event but unfortunately, it was forecasted to rain so we moved to North Court for Meat and Greet and the Ice cream truck and Graham Cornish for the Wellbeing Dogs and Wellbeing Board.

Event Flow

Time	Activity/ Details	PIC
10 am - 12 pm	Set up/ Collecting Order for Meat and Greet, the Ice Cream truck, Wellbeing Boards and Wellbeing dogs	Hans Tsai, Hermione To, Ella Lee, Spencer Le, Anh Dang
12 pm - 2 pm	Cooking/ Distributing free foods & drinks Wellbeing dogs Wellbeing Board Ice Cream Truck	Anthony NGADIYOTO, Hans TSAI, Hermione TO, Sarah LIM, Nadine Chandra, Spencer LE, Ella LEE, Riddhi

		AGARWAL, Lilith ZENG, Emma YAN, Anh DANG
2 pm - 3:30 pm	Cooking/ Distributing free foods & drinks Wellbeing Board	Anthony NGADIYOTO, Hans TSAI, Hermione TO, Sarah LIM, Nadine Chandra, Spencer LE, Ella LEE, Riddhi AGARWAL, Lilith ZENG, Emma YAN, Anh DANG
3:30 pm - 4 pm	Clean Up	Hans Tsai, Hermione To, Ella Lee, Anthony NGADIYOTO, Sarah LIM, Riddhi AGARWAL, Lilith ZENG

5. Reflections

- Van and co was wonderful to work with and they have swift communication as well
- Because Meat and Greet was moved to North Court, less preparation, lifting and moving needed to be done and clean-up was also pretty fast.
- We did act on some feedback from the previous Meat and Greet but we did not know how effective it was since we did not have a feedback form this time.

5.1. Attendance

- More than expected attendance for ice cream truck and wellbeing dogs
- Meat and Greet turn-up was less than expected even though we stayed for longer than the previous Meat and Greet because we moved to North Court and it was raining a bit on the day.

5.2. Events

- Sessions took place in a fixed sheltered/indoor area instead of being mobilised. The greater-than-expected participation also resulted in some participants not being catered as we ran out of time.

6. Feedback

- No feedback form created
- Meat and Greet and Ice Cream Truck: People complimented the meat and ice cream options and came back for more, not minding to wait in line
- Wellbeing dogs: participant response is somewhat self-evident in a substantial increase of participants and smiley faces after the sessions.

7. Suggestions

- Recommended booking for more ppl (we only did 300 this time and still ran out fairly quickly)
- Recommend having some awareness/social media campaigns alongside publicity for mental health day so no loss of message behind Mental Health Day
- More clarification on announcing the change of location
- Include a feedback form

7.1 Wellbeing Dogs

- Recommend booking the dogs for 3 hours instead of 2
- Due to popularity demands, we further recommend hiring two (instead of one) therapy dogs providers for future events. Each provider could bring dogs with different breeds so participants could choose their preferred breed
- Shorter sessions with the dogs since some of them went up to half an hour
- In the future having them all at the same location or making it clear from the beginning or having posters/directions to guide people to the dogs or wherever.
- Structured and time-sensitive session so that the participants have a clearer idea of the waiting time
 - Ask the lady to calculate her time in sessions and not in minutes as we weren't able to know when she would end and there was a line of students who waited and signed and ended up not being able to see them

7.2 Wellbeing Board

- More vibes, place it as waiting area for more people to come as the dogs were taking all the attention

7.3 Ice Cream Truck

- Organise permit for parking better

8. Budget

A total of **\$5500.00** have been allocated for this event, and the total actual expenditure for this event is **\$3498.2** with the breakdown as listed below:

Event	Allocated Budget (AUD)	Total Actual Cost (AUD)
Meat & Greet	\$1,700.00	\$1198.20
Wellbeing Board	\$300	\$0.00
Wellbeing Dog	\$500	\$500.00
Ice Cream Truck	\$3000	\$1800.00
Total	\$5500.00	\$3498.2
Surplus / Deficit		\$2001.80

8.1 Meat and Greet

A total of **\$1700** have been allocated for this event, and the total actual expenditure is **\$1198.20** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
UMSU BBQ Hire and Trestle Table	217.00	150.00
Woolworths Delivery	200.00	425.00
Food Product (Halal Meat & Vegan Options)	750.00	575.52
Car Rental	100.00	0.0
Miscellaneous	433.00	12.50
TOTAL	1700.00	1198.20
Surplus / Deficit		501.80

8.2 Wellbeing Dogs

A total of **\$500** have been allocated for this event, and the total actual expenditure is **\$500** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Total Actual Cost (AUD)
Wellbeing Dogs	2	250	500.00	500.00
TOTAL			500.00	500.00
Surplus / Deficit				0

8.3 Wellbeing Board

A total of **\$300.0** have been allocated for this event, and we did not incur any expenses for this activity:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Total Actual Cost (AUD)
Board Stationary	-	-	150.00	0.00
Disinfectant/Gloves	-	-	50.00	0.00
Miscellaneous	-	-	100.00	0.00

TOTAL	300.00	0.00
Surplus / Deficit	300.00	

8.4 Ice Cream Truck

A total of **\$3000** have been allocated for this event, and the total actual expenditure is **\$1800** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Total Actual Cost (AUD)
Ice Cream Truck	1	3000.0	3000.00	1800.00
TOTAL			3000.00	1800.00
Surplus / Deficit				1200.00

9. Conclusion

This concludes our report for the Mental Health Day Proposal 2022. Please do not hesitate to contact the Welfare, HR and P&S Department should you have any queries.

Prepared by,

**Emma Yan and Anh Dang
 P&S Department 2021/22
 UMSU International**



6. Other Business

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7. Next Meeting

CCM #5

Date : Wednesday 25th May 2022 (17:00)

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