



Agenda
Emergency Central Committee Meeting #3 – Friday, 8th July 2022

Time : 16:30

Venue : 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 #5

4. Proposals

- 4.1. Human Resources Department Merchandise Purchase Proposal
- 4.2. ISA Appreciation Night and Winning House Dinner (July & September 2021 Intake) Proposal
- 4.3. Winterfest 2022: Haunted House and Hangout Proposal

5. Other Business

- 5.1. - Central Committee Meeting Schedule

6. Next Meeting



**Unconfirmed Minutes
Central Committee Meeting #5 – Wednesday 25th 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 and apologies

- Attendance – 28 + members of committee 2022/2023

Absent without Apologies

EXCO:

Directors:

Officers: Jegath KRISHNAMURTHY

Absent with Apologies

EXCO:

Directors:

Officers: Jessica SUHENDRA, Teresa Tamika YJAHJADI, Mayvelynn NURIMBA, Liqiong HUANG, Sophia YAP, Riddhi AGARWAL

Motion 1

Move that **Standing Orders** be adopted for **CCM #5** at 5:10PM

Mover : Billy KWONG

Seconder : Hermione Wing Laam TO

Motion Carried.

1.5. Adoption of Agenda

Motion 2

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

Mover : Arya KUSHWAHA

Secunder : Anthony NGADIYOTO

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

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

Mover : Elsa PUTRI

Secunder : Noa LEE

Motion Carried.

Motion 4

Move that the **Delay of Umsu International Night Market Report Semester 1 2022 Proposal** be accepted.

Mover : Sarah LIM

Secunder : Janice Emrys INDRADAJA

Motion Carried.

Motion 5

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

Mover : Feline FENECIA

Secunder : Emma YAN

Motion Carried.

Motion 6

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

Mover : Billy KWONG

Seconded : Hans TSAI

Motion Carried.

Motion 7

Move that the **Fresh Fruit Friday Semester 1 2022 Report** be accepted.

Mover : Arshia ARORA

Seconded : Jocelyn WONG

Motion Carried.

Motion 8

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

Mover : Christopher PRAWIRA

Seconded : Ngoc Anh DANG

Motion Carried.

4. Other matters

Motion 9

Move that **Standing Orders** be suspended at **5:41PM**

Mover : Chaital VASTA

Seconded : Spencer LE

Motion Carried.

Motion 10

Move that **CCM #5** be adjourned at **5:42PM**


Mover : Matthew Kuncheria CHEMPUMTHARA

Seconded : Hermione Wing Laam TO

Motion Carried.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

Prepared by,

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

Human Resources Department Merchandise Purchase Proposal

Emergency Central Committee Meeting #3 – Friday 8th July 2022

1. Introduction

This proposal is about the purchase of UMSU INTL merchandise for the Human Resources (HR) Department's upcoming events: ISA Appreciation Night and the Volunteering & Experience Fair.

ISA Appreciation Night is an event where we celebrate and thank ISAs for contributing their time and effort for UMSU INTL throughout their term. We have always been giving out UMSU INTL merch to every ISAs attending the ISA Appreciation Night. However, due to campus reopening, UMSU INTL merch have all been distributed during different events throughout the semester. Hence we would like to order merchandise for the upcoming ISA Appreciation Nights.

In addition, the Volunteering & Experience Fair, hosted by the University of Melbourne, aims to present volunteering and experiential opportunities to all students and provide information of what they can get involved in, how to get involved, and the benefits of each volunteering experience. Each separate volunteering experience will be allocated a table to promote and discuss opportunities with students. UMSU INTL highlight pens are required for further promotion regarding the volunteering opportunities.

As the ISA Appreciation Night is going to occur every semester. In order to reach MOQ for each merchandise and have a cheaper unit cost, we have decided to purchase UMSU INTL merchandise in bulk for the upcoming Volunteer & Experience Fair as well as the upcoming ISA Appreciation Nights.

2. Objectives

This event aims to:

- Distribute UMSU INTL merch for graduating ISAs
- Provide more information regarding the International Student Ambassador (ISA) Program to students in the University of Melbourne..
- Promote ISA August Intake 2022 Application during the event.

3. Event Details

Date	: 2022-2023
Venue	: University of Melbourne Parkville Campus
Coordinators	: Hermione Wing Laam TO, Hsin-Ting (Ella) LEE
Manpower	: 4 Committee Members (including coordinators which consists of 4 Committee Members)

Budget : \$785

4. Event Overview

We are now aiming to order notebooks (quantity: 100), and highlight pens (quantity: 250) for the upcoming ISA Appreciation Nights and Volunteer & Experience Fair respectively.

5. Event Timeline

Date	Activity	Descriptions	PIC
04/07/2022	Contact M&M to order the merch	Contact M&M and Start Basecamp to order merch	Hermione TO, Ella LEE,
04/07/2022 - 30/07/2022	Merchandise ordering	Merchandise will be ordered and the delivery of the order is estimated to be delivered within this period	Hermione TO, Ella LEE,
Event Day			
01/08/2022, Dec 2022 ISA Appreciation Night	Giveaway merchandise to graduating ISAs	Give out merchandise to graduating ISAs that will be attending the ISA Appreciation Night	Hermione TO, Spencer LE, Ella LEE, Jeslyn TANDYAJAYA
11/08/2022, sem 1 2023 Volunteer & Experience Fair	Giveaway Merchandise to Student	Give out merchandise to the students visiting UMSU International stall on the event day.	Hermione TO, Spencer LE, Ella LEE, Jeslyn TANDYAJAYA

6. Budget

A total of **\$785** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Highlight Pen	250	\$1.40	\$350.00
Notebook	100	\$2.35	\$235.00
Miscellaneous (including but not limited to set up fee, GST, delivery fees)	-	-	\$200.00
TOTAL			\$785.00

7. Conclusion

This concludes our proposal for the Human Resources Department Merchandise Purchase Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Hermione Wing Laam To & Hsin-Ting (Ella) Lee
Human Resources Department 2021/22
UMSU International



ISA Appreciation Night and Winning House Dinner (July & September 2021 Intake) Proposal
Emergency Central Committee Meeting #3 – Friday 8th July 2022

1. Introduction

The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it opens a space for more meaningful interactions between ISAs with one another and with the committee members, which they may not have been able to in the past.

The ISA Program has introduced the house point system as a motivation for them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

2. Objectives

This event aims to:

- Celebrate with the graduating ISAs upon the end of their terms
- Reward the graduating ISAs as an expression of our gratitude
- Create an environment that different ISAs can interact with one another and with the committee members easily.

3. Event Details

Coordinators : Hermione TO, Spencer LE, Ella LEE, Jeslyn TANDYAJAYA

Manpower : 4 Committee Members & 4 onshore ISAs (including coordinators which consists of 4 Committee Members)

4. Budget Breakdown

Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Appreciation Night	August 1st 2022	\$5500.00
ISA Winning House Dinner	August 4th 2022	\$750.00
Total		\$6250.00

5. Events

5.1. Appreciation Night

- Date & Time : 17:30-20:30, August 1st 2022
- Venue : In person - to be decided (we are searching for venues that have been approved by UMSU and have enough space for our participants)
- Number of Attendees : 30 ISAs (including 4 ISAs helping the event) & 35 2021/22 (expected for the venue celebration) Committee Members & 1 Upcoming 2022/23 HR Member

5.1.1. Event Overview

This is a celebratory event for all ISAs in the July and September 2021 Intake who are graduated, while providing an environment for them to interact with others and all the committee members.

5.1.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
30/6-24/7	Event Preparation	Come up with venue suggestions, themes, confirm the attendees	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
From 30/6	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies and ordering merch.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
6/7 - 12/7	Google form application for ISAs	Create google form for ISAs to apply for planning team	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
From 11/7	Contact	Submit the venue chosen through	Ella LEE

	UMSU	Basecamp to get UMSU's approval	Hermione TO Spencer LE Jeslyn TANDYAJAYA
Event Day			
16:30-17:30 , August 1st 2022	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
17:30-18:00 , August 1st 2022	Event Commence	Graduating ISAs meet up at the venue and commence with introduction.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
18:00-18:30 , August 1st 2022	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
18:30-19:30 , August 1st 2022	Dinner	All participants have their dinners.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
19:30-20:00 August 1st 2022	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
20:00- 20:30, August 1st 2022	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA ISAs
Post Event			

August 8th, 2022	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Ella LEE Hermione TO Spencer LE Jeslyn TANDYAJAYA
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5.1.3. Budget

A total of **\$5500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Graduation Gifts (including, but not limited to, certificates, medals, trophies, notebooks)	30	27	810.00
Decoration/Games Preparation	-	-	100.00
Dinner	66	60	3960.00
Miscellaneous	-	-	630.00
TOTAL			5500.00

5.2. Winning House Dinner

Date & Time : 18:00-20:00 August 4th, 2022

Venue : In person - to be decided (we are searching for venues that have been approved by UMSU and have enough space for our participants)

Number of Attendees : 12 ISAs & 4 HR Members (expected)

5.2.1. Event Overview

This is a dinner for the winning house of the ISA February and March 2021 Intake to celebrate their achievement and interact with house members in person.

5.2.2 Event Timeline

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
04/7-24/7	Event Preparation	Come up with venue suggestions and confirm the attendees	Ella LEE Hermione TO Spencer LE
From 11/7	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Hermione TO Spencer LE
Event Day			
17:30-18:00 July 30th	Meet up	Coordinators go to the venue and check if there is any potential issue.	Ella LEE Hermione TO Spencer LE
18:00-18:30 August 4th	Commence and Mini Game Session (optional)	Participants will play some mini games to break the ice while waiting for the food.	Ella LEE Hermione TO Spencer LE
18:30 August 4th	Dinner	All participants have their dinners.	Ella LEE Hermione TO Spencer LE
20:00 August 4th	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Ella LEE Hermione TO Spencer LE

5.2.3. Budget

A total of **\$750** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Dinner	16	40	640.00
Miscellaneous	-	-	110.00
TOTAL			750.00

6. Conclusion

This concludes our proposal for the ISA Appreciation Night and Winning House Dinner (July & September 2021 Intake) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

Prepared by,

Hermione TO, Spencer LE & Ella LEE
Human Resources Department
UMSU International 2021/22



Winterfest 2022: Haunted House and Hangout Proposal

Emergency Central Committee Meeting #3 – Friday, 8th July 2022

1. Introduction

UMSU International will be hosting a Haunted House in the Union House as part of Winterfest 2022. This event will allow students to come in as groups and explore 4 different thrilling-themed rooms and also get the chance to socialize and eat with other students and Committee Members. This provides an opportunity for them to connect with other students and create a friendly environment and help them start the University year off well!

2. Objectives

This event aims to:

- Have a chance to connect and socialise with other international students in the University.
- To organize a thrilling experience which promotes the presence of USMU International.

3. Event Details

Date	: Wednesday, 20th of July 2022
Venue	: Guild Theater, Food Coop and Level 1 Foyer of the Union House
Number of Attendees	: 400 Students
Coordinators	: Trinh NGUYEN, Aryan GOSWAMI, Arya KUSHWAHA, Aaron JOHANNES
Manpower	: 12 OBs & 20 ISAs (including coordinators which consists of 4 OBs)
Budget	: \$14,000

4. Event Overview

This event will consists of two parts

Haunted House

Hangout

5. 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	
Event Day				

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 ran 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 socialise with other students.

Post Event

- A feedback form will be given to the participants.
- We will also be giving several merchandise to let them know more about Umsu International.

6. 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 Cost (AUD)
AV Melbourne Logistics		7,000.00	7,000.00
Decoration		2,000.00	2,000.00
Food and Drinks		3,500.00	3,500.00
Staffing		500.00	500.00
Miscellaneous		1,000.00	1,000.00
TOTAL			14,000.00

7. 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.

Prepared by,

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



6. Other Business

- Central Committee Meeting Schedule

7. Next Meeting

- TBC