

**University of Melbourne Student Union**

**Meeting of the Welfare Committee**

**Confirmed Minutes**

**2PM, 01.02.2016**

**Meeting 2/16**

**Location: OB Space, Union House**

*Meeting opened at 2.08pm by Sarah Xia*

**1. Procedural Matters**

1.1 Election of Chair

Motion: That Sarah Xia be elected chair.

Moved: Sarah Xia

Seconder: Andrea Bozic

Carried

Motion: That Naveena be admitted as an observer to the meeting.

Moved: Sarah Xia

Seconder: Destan Dikbas

Carried

1.2 Acknowledgement of Indigenous Owners

So acknowledged.

1.3 Attendance

**Office Bearers:** Sarah Xia (Welfare Officer), James Bashford (General Secretary)

**Committee:** Isa Pendragon, Andrea Bozic, Destan Dikbas, Kimberley Chian

**Other:** Ivan Xie, Naveena

1.4 Apologies

Yan Zhuang (Welfare Officer), Marlo Zambelli, Shujie (Alex) Su, Sarah Peters

1.5 Proxies

No proxies

1.6 Membership

No change in membership

1.7 Adoption of Agenda

Motion: That the agenda be adopted as presented.

Moved: Chair

CWD

## 2. Confirmation of Previous Minutes

Motion: That the minutes of the Welfare Committee meeting 1/16 of 19/01/2016 are confirmed as a true and accurate record.

Moved: Sarah Xia

Seconder: Destan Dikbas

CWD

## 3. Matters Arising from the Minutes

None

## 4. Office Bearers' Reports

See attached.

Motion: To accept the Welfare Officers' report.

Moved: Andrea Bozic

Seconder: Destan Dikbas

CWD

## 5. Motions on Notice

### 5.1 2016 Welfare Budget

<b>Budget Line</b>	<b>Allocation</b>
Regular Events	\$12 000
Special Projects and Events	\$7 600
Photocopying/Printing	\$290
Stationary	\$100
Telephone	\$10
<b>Total</b>	<b>\$20 000</b>

Sarah explained each budget line.

Motion 5.1: That the committee adopt the proposed Welfare Department budget for 2016.

Moved: Sarah Xia

Seconder: Andrea Bozic

CWD

### 5.2 Free Breakfast Expenditure

Sarah explained that the Welfare Officers were uncertain as to the exact costs of the breakfasts and are thus only passing enough money for the first four weeks, while the costs are figured out.

Andrea said that passing enough money for all of Semester 1 is easier and suggested the motion be amended, as the breakfasts are an ongoing expense and there is no need to spend all of the money passed if costs are lower than expected.

Sarah amended the motion to increase the amount of money passed for the free breakfasts to \$4800, and for this to cover the entirety of semester 1.

Preamble: The weekly free breakfasts is one of our most popular free events, with the number of attendees and serves increasing notably over 2015. We are still figuring out the costs of holding the breakfasts in 2016, which will depend on equipment costs and student attendance. BBQ hire from AV@Melbourne will be \$99 a week for two BBQs.

Motion 5.2: That the committee pass up to \$4800 from the Regular Events budget line for free breakfast expenditure in semester 1, including equipment hire, food and drink, and equipment

purchases.

Mover: Sarah Xia

Second: Andrea Bozic

CWD

### 5.3 Welfare Collective and Volunteer Program

Preamble: Welfare volunteers are vital for running the department's events, particularly the free weekly breakfast, and holding social events will encourage continued engagement with the department and the expansion of our volunteer program.

Motion 5.3: That the committee pass up to \$500 from the Special Project and Events budget line for food, drink and amenities costs for Welfare Collective and volunteer program events in Semester 1.

Mover: Sarah Xia

Second: Isa Pendragon

CWD

### 5.4 Welfare Handbook

Sarah explained that the Welfare Officers were working with UMSU Communications to design and produce the Welfare Handbook, and were hoping to print approximately 1000 copies with paper and print quality depending on the budget.

James suggested publishing the pdf of the handbook or its online links to the UMSU website in addition to printing.

Ivan asked if \$1800 would be sufficient to cover 1000 copies. Sarah replied that the department had yet to accept any quotes but if it was insufficient, any additional spending and printing options would be brought to the committee.

Preamble: The Welfare Department is printing a Welfare Handbook to assist students in accessing important support services and activities at UMSU, the university, and locally.

Motion 5.4: That the committee pass up to \$1800 from the Special Project and Events budget line for printing the Welfare Handbook.

Mover: Sarah Xia

Second: Destan Dikbas

CWD

### 5.5 O Week Expenditure

Sarah explained the proposed O Week expenditure, and that for cost purposes Welfare Department stickers would be placed onto generic paper bags rather than putting money into branded bags.

James suggested that the Welfare Department look into using the remaining UMSU-branded tote bags if there are any available.

Preamble: The Welfare Department is holding a stall on Tuesday, 23 February for O Week.

Motion 5.5:

That the committee pass up to \$400 from the Special Project and Events budget line for paper bags for O Week show bags.

That the committee pass up to \$200 from the Special Project and Events budget line for stickers for O Week show bags.

That the committee pass up to \$400 from the Special Project and Events budget line for consumables and equipment for Welfare Department events during O Week.

Mover: Sarah Xia

Seconder: Andrea Bozic

CWD

### 5.6 Operations Sub-Committee

Sarah spoke to the motion, explaining the function of Operations Sub-Committee.

James noted that a successful budgetary delegation motion was required in order for Operations Sub-Committee to pass money from individual departments.

Preamble: The Operations Sub-Committee is a part of Students' Council, and has the ability to approve expenditure for departments, particularly when Students' Council and/or the department committee are unable to meet quorum.

Motion 5.6: That the Welfare Committee approves budgetary delegation to the Operations Sub-Committee of up to \$1000 for each Welfare Department Budget Line.

Mover: Sarah Xia

Seconder: Isa Pendragon

CWD

### 5.7 Free Yoga Expenditure

Sarah explained that she had met with Emily recently, and had organised one class a week for the year as well as potential classes in Swot VAC.

Preamble: We will be holding free yoga once a week in Semesters 1 and 2. These classes have been organised with last year's instructor, Emily, and we are in the process of confirming rooms and locations.

Motion 5.7: That the committee pass up to \$1200 from the Regular Events budget line to pay for yoga classes in Semester 1.

Mover: Sarah Xia

Seconder: Andrea Bozic

CWD

## 6. Motions Without Notice

None

## 7. Other Business

### 7.1 Free Breakfast

Sarah raised that last year saw an increase in the number of attendees at the free breakfasts, and that increases in attendance could see an increase in necessary spending for the Welfare Department in food. Sarah said that while breakfasts have not yet started, a number of solutions could be discussed at future meetings if this became an issue.

Andrea suggested that a possible solution was a voluntary gold coin donation at the breakfasts to cover ongoing costs.

7.2 Stress Less Week

Sarah noted that Stress Less Week will be held in Week 6, Semester 1 and welcomed suggestions for events and movie ideas.

James asked if communications designs had been created for Stress Less Week, and suggested re-using the previous Stress Less logo for consistent branding.

7.3 Other Business

None.

**8. Next Meeting**

TBC

**9. Close**

*Meeting closed at 2:39pm by Sarah Xia*

**University of Melbourne Student Union**

**Report of**

**Sarah Xia & Yan Zhuang**

**Welfare Officers**

**To Welfare Committee 2/16**

**1.02.2016**

Since moving into the Welfare Office, we have been busy setting up for 2016. We plan to continue the majority of events held last year, while expanding into new and exciting areas such as Monday Mingle social events and the autonomous People of Colour Collective.

The Food Bank has already seen some use over the semester break, and an ongoing challenge will be finding storage space. We are already using a significant section of the storage area behind the C&S Offices to store food and amenities, but this space cannot fit all of our items. Additionally, as we are not able to obtain the key to this area, access can be limited at times and requires support from security.

We would like to thank the previous Welfare Officer, James Bashford, for his advice during handover and support in the offices. A large amount of equipment and food was purchased at the end of last year, which has allowed us to reduce some of the costs associated with ongoing projects/events such as the Food Bank and Free Breakfasts. In addition to including sexual health products in Welfare Department programs such as emergency packs and special weeks, we have distributed condoms, dams, and personal lubricant to the Wom\*n's, Queer, Disabilities and Indigenous Departments.

Free Breakfasts have been booked for Thursday mornings, and we have two BBQs per session. While most sessions will be held in South Court, we will move to North Court in cases of inclement weather or if any other concerns arise. While we were able to book sections of North Court for most weeks in Semesters 1 and 2, we do not have bookings in Week 4 and Week 8 of Semester 1 due to existing events and will be seeking an alternative if these are wet weather weeks.

We are also delighted to announce that we are in the process of creating and printing the new Welfare Handbook, with the assistance of the UMSU Communications Department. This will provide an excellent guide for students, as support services available to students can often be confusing and hard to find. We have run into content and contact detail difficulties with the merging of student services at Stop 1, but we are confident that our content will be accurate and helpful.

In the next few weeks we will continue planning for the year ahead and preparing for the department's O-Week Stall. Sarah will be doing RSA training in mid-February, which will assist us in running any events involving alcohol during the year. Additionally, we are seeking volunteers to assist in the running of Welfare events, and preparing for the department's O-Week Stall.