

None

4. Office Bearer Report

Attached

Sophie asked for further elaboration about the language program, and James discussed the possibility of starting a directorship in the long-term.

Motion 4: To accept the Office Bearer Report.
 Moved: Yan Zhuang Seconded: Keefe Wong
CARRIED WITHOUT DISSENT

5. Motions on Notice

5.1. Yoga Classes

Discussion about the amount of expenditure in terms of the rest of the budget. James explained that the budget is looking healthy with this expenditure included.

Motion 5: That up to \$2300 be moved from budget line “Regular events” to pay for Yoga classes for the semester.
 Moved: Adam Wojcik Seconded: Yan Zhuang
CARRIED

5.2. Yoga Mats

Motion 6: To reimburse James Bashford \$116.00 from budget line “Regular events” for the purchase of yoga mats to be used for the free weekly yoga classes.
 Moved: Adam Wojcik Seconded: Keefe Wong
CARRIED WITHOUT DISSENT

5.3. Zumba Classes

Brief discussion about the location of the Zumba classes, and the possibility of holding the classes outside. James explained that the instructor has requested that the room have a mirror, and that holding the classes inside is preferable for privacy. James also outlined his approach to stopping people attending who have signed up but not attended twice, to ensure that as many students as possible have access to the classes.

Motion 7: That up to \$1100 be moved from budget line “Regular events” to pay for Zumba classes for the semester.
 Moved: Keefe Wong Seconded: Lydia Wang
CARRIED WITHOUT DISSENT

5.4. Zumba Auxiliary Cord

Motion 8: To reimburse James Bashford \$8.95 from budget line “Regular events” for the purchase of a new auxiliary cord used for the speakers for the weekly Zumba classes.
 Moved: Sophie Sun Seconded: Yan Zhuang
CARRIED WITHOUT DISSENT

5.5. Breakfasts

James provided a breakdown of the weekly costs of running the Welfare Breakfasts, which includes \$180 for barbecue hire and about \$130 for food. Adam asked about the possibility of the Department purchasing its own barbecue to

avoid hiring costs. James explained that due to the restrictions on barbecues in North Court by AV@Melbourne, purchasing a barbecue would likely not be worthwhile, as the restrictions mean that only authorised barbecues may be used North Court, which would prevent the Department from using its own barbecue there, causing problems in events such as rainy weather when South Court would be an unsuitable location.

Motion 9: To approve expenditure of up to \$3800 from budget line “Regular Events” to pay for BBQ hire, equipment and food for the free weekly Welfare Breakfast for Semester One, in addition to previously approved spending.
 Moved: Sophie Sun Seconded: Adam Wojcik
CARRIED WITHOUT DISSENT

5.6. Regular Meeting Schedule

Wk 5	Monday 30/3	10 am
Wk 7	Wednesday 15/4	12 pm
Wk 9	Monday 4/5	10 am
Wk 11	Friday 22/5	3 pm

Motion 10: That Welfare Committee adopt the proposed meeting schedule.
 Moved: James Bashford (Chair)
CARRIED WITHOUT DISSENT

6. Motions Not on Notice

6.1. Collective

Preamble: The volunteer collective has involved over 20 active members so far in the semester, with close to 50 registered members. These volunteers are vital for running the department’s events, particularly the free weekly breakfast, and holding social events will encourage continued participation.

Motion 11: To approve expenditure of up to \$500 from budget line ‘Collective’ for the purchase of food and drinks for collective events during semester 1.
 Moved: Sophie Sun Seconded: Keefe Wong
CARRIED WITHOUT DISSENT

6.2 Food Bank

Discussion around the possibility of doing another food bank donation drive at a later time, which is likely.

Preamble: There has been steady demand for assistance from the food bank so far this semester, yet it is currently empty and only emergency packs are available. Expenditure is necessary in order to replenish the Food Bank.

Motion 12: To approve expenditure of up to \$300 for the purchase of food and food storage for the Welfare food bank.
 Moved: James Bashford (Chair)
CARRIED WITHOUT DISSENT

6.3 Emergency Packs

Sophie questioned the usefulness of the emergency packs for homeless students. James explained that the Welfare Department has developed a relationship with the University, whereby the University is able to provide emergency accommodation for

students who are homeless, which the Welfare Department can refer students to, while the Welfare Department can provide emergency packs for students in need; a service to which the University can refer students.

Preamble: Earlier in the semester I purchased goods for 4 emergency packs which were put together with the assistance of the Welfare Collective. Already, 1 pack has been given to a student in need and another student has contacted me this week seeking assistance. The creation of more emergency packs is necessary to support these students.

Motion 13: To approve expenditure of up to \$300 on the purchase of food and hygiene goods to create emergency packs for students in need.

Moved: James Bashford (Chair)

CARRIED WITHOUT DISSENT

7. Other Business

None

8. Next Meeting

Monday 30/3, 10AM, location TBA

9. Close

Meeting closed at 11:51AM



University of Melbourne Student Union

**Report of
James Bashford
Welfare Officer**

**To Welfare Committee 2/15
18.3.2015**

The Welfare Department has had a fantastic start to semester, though with at least 5 events a week in an office normally shared by two people it has been very busy. My O-Week stall saw over 100 people sign up to register their interest in becoming a volunteer for the department and extremely high interest in the free fitness classes offered. Our first volunteer collective meeting last week laid the groundwork for what should be a great semester with a great group of volunteers from different backgrounds and plenty of ideas.

Breakfasts

So far two breakfasts have been held serving over 250 students each week. This is reportedly much higher than last year since the location has been moved to South Court attracting a lot more passing traffic. Some issues were had last week with the delivery order to Coles with the delivery initially cancelled, forcing us to pick it up. It also contained mouldy bread. An issue of greater concern is the high cost of running this program, particularly with higher demand. Between BBQ hire and purchase of food, the BBQ costs at least \$350-400 per week which for the whole year will bring the cost to as much as \$9,600, almost half of the department budget. This is a significant reason why the Welfare Department comes close to exhausting its budget most years, while other departments often have large surpluses. Given that this year I plan on expanding much of the work the Welfare Department does with new programmes such as emergency food packs, this will likely mean that I will have to approach council for greater funding this year or be forced to cut programmes.

Emergency Food Packs

While last year there was an attempt at starting up a food bank, any initiative such as this is limited by the lack of storage space available to the department at present. In the meantime, I have now created the first emergency packs which will be available to students in case of emergency situations such as domestic violence, homelessness, unemployment or general financial issues. Each pack currently costs around \$10 though I've been getting advice from La Trobe Student Union's Welfare Officers on how to minimise costs (theirs typically cost \$6 a pack). The first packs were made last week and have also received input from my collective. They contain long life staples like rice, oats, fruit cups, baked beans, tea, tuna and long life milk as well as health and hygiene items like soap, toothbrushes, toothpaste, condoms and pads. Despite the packs only being available for about a week with minimal promotion, I have already given one to a student who approached me for help.

In addition, several other students have approached me for assistance with food, which has come from a small food bank I am maintaining, the first of which was before O-Week. Last week, thanks to one of Coles' mistakes being in our favour, we also had fresh veggies which were given out to several students after promoting it through social media. This is indicative of the serious need for such assistance programmes to exist and be funded by our union.

Fitness Classes

Fitness classes are as usual in high demand. This has unfortunately created a very large and time consuming task of administering sign ups, not helped by issues with the sign up forms. Students have responded extremely well to the classes and the instructors, though some have not attended despite signing up. There was an issue with room bookings for the first week's Zumba class which resulted in some tension between the Zumba instructor (provided by Melbourne University Sport) and security. This issue has been addressed and room bookings have been checked to prevent any future issues.

Stress Less Week

After initial discussion with Wellness@Melbourne we planned to work together to host this year's Stress Less Week. Unfortunately, Wellness@Melbourne has been directed to run its own Wellness Week as distinct from Stress Less Week. There have been indications that this may be related to repercussions from the University's Business Improvement Program as well as a desire for the University to be seen to be doing something themselves rather than just supporting a student run event. While this is clearly disappointing, I will continue to try to work with the University to find a compromise and put on the best Stress Less Week possible.

Language Program

I'm beginning to plan a language support program for students who have learned English as a second language. At this stage, I'm looking at running informal conversation classes which will double as a social activity targeted at international students. I will also explore options of working with relevant clubs to help run the program.

University of Melbourne Student Union

Meeting of the Welfare Committee

CONFIRMED MINUTES

Meeting 1/15

2.00 PM, 29.1.2015

Location: Joe Napolitano A, Union House



Meeting opened at 2:07 by James Bashford

10. Procedural Matters

10.1. Election of Chair

Motion 1: That James Bashford be elected chair.

Moved: James Bashford

Seconded: Adam Wojcik

Carried Without Dissent

10.2. Acknowledgement of Indigenous Owners

So Acknowledged

10.3. Attendance

Office Bearers: James Bashford (Welfare Officer)

Committee Members: Adam Wojcik, Bek Drake, Lydia Wang, Sophie Sun, David Coates

10.4. Apologies

- Keefe Wong

- Tess Grimond

10.5. Proxies

No proxies

10.6. Membership

No change

10.7. Adoption of Agenda

Motion 2: That the agenda be adopted as presented.

Moved: Chair

Carried Without Dissent

11. Correspondence

James informed the committee that the Union would be receiving a large donation of sparkling ice tea from Lipton.

James outlined that he had been in contact with Danielle Clayman from Wellness@Melbourne to discuss working together throughout the year and had begun planning for Stress Less Week.

12. Office Bearer Report

Report is Attached

Bek explained that the banners had torn last year after being used at each of the weekly barbeques and may not be worth replacing. James explained that they may be able to be repaired but that posters on the Union A-Frames would be a more durable and economic option.

Sophie asked how students would be able to transport kitchenware or vacuum cleaners from the household goods service. James said it would be important to purchase easily portable appliances and will talk to the Monash Student Association, which has a similar service, to see how they approach this issue.

Motion 3: To accept the Office Bearer Report
 Moved: David Coates Seconded: Adam Wojcik
Carried Without Dissent

13. Motions on Notice

13.1. 2015 Welfare Budget

Budget Line	Allocation
Regular Events	\$13 000
Special Events	\$3 000
Campaigns	\$1 000
Support Services	\$1 300
Collective	\$1 000
Photocopying/Printing	\$500
Stationary	\$180
Telephone	\$20
Total	\$20 000

James explains each budget line.

Motion 4: That the committee adopt the proposed Welfare Department budget for 2015
 Moved: James Bashford Seconded: Adam Wojcik
Carried Without Dissent

13.2. Operations Sub Committee

The Operations Sub Committee is a part of council and has the power to approve department expenditure. This is necessary for departments to continue operating and running events in case the committee and council are unable to reach quorum.

Motion 5: That the Welfare Committee approves budgetary delegation to the Operations Sub Committee of up to \$1000 for each Welfare Department Budget Line.

Moved: James Bashford Seconded: David Coates
Carried Without Dissent

13.3. Household Goods Service Crates

This year the Welfare Department will be establishing a service providing household goods like kitchenware to students living out of home and in need. This will require the purchase of storage throughout the year. As the department has already received a large amount of donations, some crates have already been purchased.

Motion 6: To reimburse James Bashford \$44.00 from budget line Support Services for the purchase of crates to store goods for the household goods service.

Moved: David Coates

Seconded: Adam Wojcik

Carried Without Dissent

13.4. Weekly Breakfast

The Weekly Breakfast is the welfare department's best known event serving hundreds of students every week.

Motion: To approve expenditure of up to \$1200 from budget line Regular Events for the hiring of barbeques and purchase of food for the first 4 weekly breakfasts of Semester 1.

Moved: James Bashford

Seconded: Sophie Sun

Not voted on

Sophie and Bek raise that some BBQ equipment would need to be bought after some was thrown out at the end of last year. James proposes amending the original motion which is accepted by the seconder.

Discussion about the high expense of BBQ hire and possibility of buying a department BBQ or hiring from large clubs like arts to save money.

Motion 7: To approve expenditure of up to \$1200 from budget line Regular Events for the hiring of barbeques and purchase of food and BBQ equipment for the first 4 weekly breakfasts of Semester 1.

Moved: James Bashford

Seconded: Sophie Sun

Carried Without Dissent

14. Other Business**14.1. Weekly Breakfasts**

General discussion on how the committee would like the Weekly BBQ to run this year. Agreement to keep the BBQ on Thursday mornings and to experiment with holding it in South Court to attract more students, with North Court as a back up for bad weather. Discussion on the importance of catering to all food and dietary requirements and suggestion of having themed weeks.

14.2. Fitness Classes

General discussion with agreement that Yoga and Zumba are popular options to offer, suggestion of more regular self defence classes. Suggestions that the department advertises for qualified students to instruct the classes and for some outdoor venues such as Systems Gardens.

14.3. Stress Less Week

James reports back on progress so far in planning with Wellness @ Melbourne and that the date has been set for week 10 (May 11-15).

Adam asks if this date may clash with Eurovision, it is confirmed that it won't as Eurovision will be held on May 19-23.

Suggestions for events include a coffee stall and dodgeball.

14.4. Other Business

Discussion on need to run events for International Students, particularly working with UMSU Intl. and international student clubs. Suggestion of a host or cultural exchange orientation activities, as well as advice on renting rights, working rights and how to find a job.

Discussion about the need build a strong volunteer network for the department. Suggestions include effectively using social media, having online sign up forms and creating a Union wide volunteer network. James asks for suggestions for a name for the volunteer group.

15. Next Meeting

TBC

16. Close

Meeting closed at 3:00 PM

University of Melbourne Student Union**Report of
James Bashford
Welfare Officer****To Welfare Committee 1/15
29.1.2015**

In the past 3 weeks since moving into the office, I've been busy setting up for a busy year ahead. The Welfare Department begins the year with little in the way of assets. Despite only being purchased last year, two of the department's banners have been torn at the top and are no longer useable unless repaired, while no records or files have been left from the previous office bearer. Nonetheless I have been lucky to receive advice and support from previous Welfare Officer Lindsey Motteram as well as Seb Horey who was Welfare Officer at La Trobe Student Union. The office has also quickly amassed several boxes of kitchenware from other departments and the university which will be able to be offered to students living out of home as part of a new service this year.

This year the Welfare Department will once again run Stress Less Week (run as Wellness Week last year) in conjunction with the University's Wellness@Melbourne program. This has been set for week 10 of Semester 1 from May 11th – 15th, and is also planned for week 10 of semester 2. I have already met with Danielle from Wellness@Melbourne to begin planning this week as well as discussing other initiatives where we can work together this year. I'll also be encouraging other UMSU departments as well as clubs and societies to come on board and participate in what should be a fantastic week.

Another key project for this year will be establishing the household goods service which will offer household items like kitchenware to students living out of home as well as appliances like vacuum cleaners which can be borrowed. I plan to also establish a food bank as part of this service. The key challenge for this will be finding storage space in Union House which will be easily accessible for students in a way that protects their privacy, as well as the costs involved in setting it up.

This year will also see the department continue the successful free weekly breakfasts and fitness classes while other events currently in planning include:

- A barbeque in conjunction with Wellness@Melbourne promoting Vichealth's "No Excuse Needed" campaign.
- Tea and coffee stalls at libraries during the exam period.
- Campaigns to improve access to concession cards.
- Campaigns against GP copayments and attacks on Medicare.

In the next few weeks I will continue to meet with University departments to introduce and familiarise myself with them while preparing for the department's O-Week Stall.