



Agenda

Central Committee Meeting #8 – Friday 24 March 2017

Time: 16:30

Venue: PAR-Old Physics-G16 (Jim Potter Room)

Chair: Sander BREDAL

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. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
4. Proposals
 - 4.1 Self-Protection Workshop Semester 1 2017 Proposal
 - 4.2 Night Market Semester 1 2017 Proposal
5. Final Reports
 - 5.1 Big Day Out Semester 1 2017 Final Report
 - 5.2 ISA Induction Semester 1 2017 Final Report
6. Other Business
 - 6.1 AGE Update
7. Next Meeting
8. Close



Unconfirmed Minutes

Central Committee Meeting #7 – Friday 10 March 2017

Date: 21 October 2016

Time: **16 30**

Venue: PAR-Old Physics-G16 (Jim Potter Room)

Chair: Sander BREDAL

Acknowledgement of Indigenous Owners

Attendance and Official Welcome

Absent with Apologies

Exco :
Directors :
Officers : Wu Yang QIAN, Edelin Onggo, Melia WIJAYA, Samantha WONG, John HEE, Angeline LAYADI

Absent without Apologies

Exco :
Directors :
Officers :

Motion 1

Move that Standing Orders be adopted for CCM #7 at 4:38

Mover : Samantha WONG

Seconder : Daniel Tan

CARRIED without contention.

1. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #7 be adopted.

Mover : Jordan VO

Seconder : Josef KUEK

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #6 be accepted and confirmed as a true and accurate record.

Mover : Joshua LUKITO

Seconder : Eu Gin LEE

CARRIED without contention.

Motion 4

Move that Miss Angeline LAYADI be granted observer status and speaking rights.

Mover: Daniel TAN

Seconder: Yuen Yuen LIN

4. Proposals

4.1 ISA Induction Semester 1 2017 Proposal

Motion 5

Move that the ISA Induction Semester 1 2017 Proposal be accepted.

Mover : Ivy ZHAO

Seconder : Hui Qin CHAN

CARRIED without contention.

4.2 Big Day Out Semester 1 2017 Proposal

Motion 6

Move that the Big Day Out Semester 1 2017 Proposal be accepted.

Mover : Melia WIJAYA

Seconder : Jordan VO

CARRIED without contention.

4.3 UMSU International Summit 2017 Proposal

Motion 7

Move that the UMSU International Summit 2017 Proposal be accepted.

Mover : Joel LOH

Secunder : Ethan ZHANG

CARRIED without contention.

1. Final Reports

5.1 Heads of Clubs Semester 1 2017 Final Report

Motion 8

Move that the Heads of Clubs Semester 1 2017 Final Report be accepted.

Mover : Kai Ren YU

Secunder : Jack KHOR

CARRIED without contention.

5.2 UMSU Summerfest Semester 1 2017 Final Report

Motion 9

Move that the UMSU Summerfest Semester 1 2017 Final Report be accepted.

Mover : Kai Wen LOO

Secunder : Michelle LUM

CARRIED without contention.

2. Other business

Motion 10

Move that CCM #7 be adjourned at 19 56

Mover : Chowlen LIM

Secunder : Jason LIN

Motion CARRIED.

Prepared by,

Marcelo Diaz
Secretary 2016/2017
UMSU International

4. Proposals

Self-Protection Workshop Semester 1 2017 Proposal Central Committee Meeting #8 – Friday 24 March 2017

1. Introduction

The following are the details for the workshop:

Date: 6th of April 2017

Time: 10:00AM - 2:00PM

Venue: South Lawn/Grand Buffet Hall/North Court

2. Objectives

This workshop is proposed in light of robberies, thefts, gang fights in the city centre, with mostly university students as targeted victims. It is also a continuation of the first workshop which received good reviews from participants. The objective of this workshop is to equip all participating university students with the necessary knowledge and information (i.e. security contacts, basic self-defense knowledge) which will assist them better when facing such dangerous situations.

3. Overview

We are aiming to make this workshop as informative as possible. The workshop will be split into sessions to accommodate for the different schedules of students. After each training session, there will be a new registration for a new session. Melbourne University Taekwondo or Aikido club will be teaching basic moves for protecting oneself (such as joint breaks, pressure points etc.). Victoria Police (tbc) will start the event with a short talk related to safety around campus and Melbourne to raise awareness, also to provide students with more sense of awareness and knowledge when encountering such situations. Martial Arts Academy will lead with exercises such as Tai Chi and introduce Wing Chun to participants. We are targeting an overall of 120 participants (40-60 participants per session), with approximately 6 coaches from MUTKD/Aikido Club and 7 coaches from MAA to assist. The layout will be at South Lawn/Grand Buffet Hall/North Court. Online registration will be available to gauge interest from students and for future reference in estimating student interest. Registration will be available during the event as well if there is a lack of interest. Drinks and light snacks will be provided to participants and coaches after each session of the workshop. Publicity will begin in Week 5.

4. Summary of Events

The Self-Protection Workshop will be held by UMSU international, MUTKD, (potentially Aikido Club) and MAA.

1 table and chair will be needed for registration purposes, and 1 long table will be needed to place the refreshments.

Participants will be required to sign a liability form during registration.

5. Task Allocation

Coordinators: Yuen Yuen Lin, Edelin Onggo, Wu Yang Qian, Melia Wijaya.

The planning and contacting of the respective participating clubs and association will be handled by Yuen Yuen, Edelin, Wu Yang and Melia. A separate poster will be created to be digitally emailed (in partnership with Clubs and Societies and/or Partnership & Sponsorship team) and put up offline (in coordination with Communications team).

6. Timeline

Week 5

- Online Registration Opens (RSVP)
- Publicity for Self-Protection Workshop

6th April

- Event

7. Event Schedule

10.00 - 10.15 Registration and signing of liability forms for first session

10.15 - 10.30 Victoria Police Talk

10.30 - 11.10 Exercises by MAA

11.10 - 11.20 Break (Light refreshment provided), first session ends

11.20 - 11.30 Registration and signing of liability forms for second session

11.30 - 12.00 Introduction to joint breaks, pain limit and signals

12.00 - 12.10 Break (Light refreshment provided), second session continues

12.10 - 12.30 Joint break execution exercise

12.30 - 12.40 Break, second session ends

12.40 - 12.50 Registration and signing of liability forms for third session

12.50 - 13.20 Wing Chun by MAA

13.20 - 13.30 Break

13.20 - 13.50 Exercises by MAA or Aikido or Taekwondo Club

13.50 - 14.00 Presenting coaches with certificates and gifts, refreshments

8. Budget

We will have \$1000 for the Self Protection Workshop. The following is the breakdown of the budget:

Food and Drinks	\$600
Incentives for coaches	\$400

9. Conclusion

This concludes our proposal. Please feel free to approach us if you have any questions or suggestions.

Feedback is welcomed.

Prepared by,

Yuen Yuen LIN

Education and Welfare Director 2016/2017

UMSU International

Night Market Semester 1 2017 Proposal
Central Committee Meeting #8 – Friday 24 March 2017

1. Introduction

Date: Thursday, 13th April 2017

Time: 6pm - 10pm

Venue: Concrete Lawn

Theme: Night Market 2017: Egyptian Night

Target Audience: 7 000 people

2. Objectives

- 2.1. To promote the awareness and importance of multiculturalism and cultural diversity among students.
- 2.2. To bridge cultural differences and encourage students from various nationalities to participate in an event and interact among each other.
- 2.3. To conduct an event on a scale large enough to engage the attention and interest of all students within and outside of the university, thus gaining awareness for UMSU International as a whole.

3. Timeline

Week 5 (27th April – 2nd April)

- Finalise food stall, equipment, food club meetings
- Train emcee
- Haunted House Team commence
- Decoration Team commence
- Games club meeting
- Finalise layout
- Task allocation (env team and kitchen team)

1. Week 6 (3rd April-9th April)

- Equipment collection
- Testing & tagging of all equipment
- Task allocation (OBs and ISAs)
- Food team shopping
- City Council Meeting
- Pre-event briefing to stall owners
- Collection of water cans and oil cans
- Finalise food voucher

2. Week 7 (10th April- 13th April)

- ISA and OB briefing
- Finalise programme booklet and map
- Prepare folders for each sections
- NIGHT MARKET (13th April)

4. Summary of events

4.1 Food Stalls

Coordinators: Eu Gin LEE, Josef QUEK, Angel Wee

Food stalls will be set up by Clubs and Societies within the University of Melbourne. They will be selling food originating from various countries. This year, Night Market 2017 will host 21 food stalls.

4.2 Performances

Coordinators: Pearly YAP, Ivy Zhao

Performances will be kick-started with an opening ceremony where the UMSU International executive committee will accompany the VIPs from the entrance of Union House to the stage. There will be opening speeches from the UMSU International President and the VIPs. After this, a string of performances will be presented by different individuals and groups from various backgrounds. The highlight of this year includes fire show, LED light rowing performances and bands.

4.3 Decoration

Coordinators: Zhao Chii Lee

The settings of Night Market 2017 will be constructed and decorated based on the theme “Egyptian Night”. A huge backdrop will be drawn and decorative lights will be placed around the venue. A team of 16 ISAs is formed to allow them to showcase their creativity in decorating.

4.4 Games

Coordinators: Kai Ren YU, John HEE

There will be 2 games club stall placed in the Concrete Lawn together with the food stalls. For this year, we will be having a haunted house consisting of 21 ISAs. It is a good chance for them to develop their planning skill. The haunted house will take place in Members Lounge and it would be based on the theme “Egyptian Night”.

4.41 Camel ride

We will be hiring 2 or 3 camels and place it in North Court. A pathway will be created for the ride. Participants will have to chance to take pictures and ride on the camels. There would be someone from the company to supervise the camel.



4.5 Projection

Coordinators: Kai Wen Loo, Chowlen Lim

Inspired by the idea of White Night, we are planning to have a projection on the face of MSD. AV Melbourne will be in charged of the projection and mapping while Sarah Tan who designed the projection in the latest White Night on RMIT building will be in charged of designing for our Night Market projection.

4.6 Henna and photo booth

Coordinators: Kai Wen Loo

We will be hiring 3 henna as it was well-received from the past events. Also, Hui Qin (UMSU Intl OB) will be doing calligraphy in relation to our theme. There will also be a photobooth. All of these will be free for the participants and located in Concrete Lawn.

4.7 Lucky Draw

Coordinators: Daniel TAN, Cecelia WIDJOJO

Partnership and Sponsorship Department will look for prizes for the lucky draw. At this moment, we have Skydive as our sponsor.

4.8 VIPs receptions

Coordinator: Chowlen Lim

Invitations have been sent out to the VIPs. Excocs will be with the VIPs prior and after the opening ceremony.

4.9 Appreciation Dinner

Coordinator: Annie Liew

The Night Market Appreciation Dinner intends to appreciate the effort of UMSU International's Office Bearers and ISA volunteers who helped in all aspects of planning and execution of the event. The date for this dinner is set for 25th of April at 6.30pm. We are expecting 32 OBs and 100 ISAs to attend this dinner.

5. Publicity Proposal

1. Introduction

This is an outline of how Night Market will be publicized. Please note that unforeseen circumstances (such as sudden requests, technical issues, delay in certain materials etc.) will alter the strategy. Posting dates by organizations, clubs and societies can't really be finalized due to the fact that we can't access their timeline and response times also varies.

2. Overview of strategy

2.1. Goals & Objectives

2000 Facebook event responses

Target Audience: General Public

2.2. Duration of strategy

27/03/2017 - 13/4/2017 (Week 5 till Night Market)

2.3. Key messages

An event that embraces cultural diversity through unity, food, performances and games.

3. Materials

- Flyers

- Posters

- Facebook Banners & Covers

- Electronic Display boards (union house only)

- Instagram Photo

- Past Night Market Photos

- Costumes

- Old Promotional video from last year

- A possible buzzfeed-ish inspired video by interviewing OBs and ISAs why people should come to night market.

4. Overview of Online Strategy

Medium Action Commences Duration

Website Event page Week 5 Monday 2 Weeks 4 Days

Facebook Event page Photo posts Status update Club photos Sponsors Performances Week 5 Monday 2 Weeks 4 Days

Instagram Flyer photo Photo posts Status update Club photos Sponsors Performances Week 5 Monday 2 weeks 4 Days

Twitter Event Tweet Photo tweet Week 5 Monday 2 weeks 4 Days

Status tweet Club photos tweet Sponsors tweet Performances tweet

Newsletter Event shout-out Week 6 issue -

Frequency of posting will gradually increase to build hype.

5. Publicity Strategy

5.1. Meet & Greet

M&G week 5, flyers and word of mouth (may feature clubs and societies participating in Night Market)

M&G week 6, flyers and word of mouth (may feature clubs and societies participating in Night Market)

5.2. Publicity

8 ISAs required for each hour, publicity starts from 11am to 2pm. If ISAs show positive response towards publicity, open up the slots to allow 10 ISAs per hour. There will be 4 days publicizing FONs and 1 day allocated for Central Australia Trip. Duties will be involving poster runs and chalking.

Week 5

Day Location Job

Monday Union House, Bailieu Flyers

Tuesday MSD, Monash Road Flyers

Wednesday Main Campus Poster run and MnG

Thursday FBE & Law Flyers

Friday Baillieu, Arts West Flyers

Week 6

Day Location Job

Monday South lawn, Wilson hall, Monash road Chalking & poster on the floor

Tuesday FBE & Law flyers

Wednesday Main Campus Poster run and MnG

Thursday Union House and Bailieu flyers

Friday MSD, Monash Road flyers

Week 7

Day Location Job

Monday South lawn, Wilson hall, Monash road Chalking & poster on the floor

Tuesday Union house, south lawn, bailieu Flyers

Wednesday MSD, Moansh road Flyers

Thursday Union House flyers

If weather is bad, flyers will be given out in Union House

If weather is bad, poster runs and chalking will be canceled as well!

6. Media Partners

6.1. UMSU outlets

Facebook – Share our event on week 6

Newsletter – Week 5 and Week 6

6.2. Student Accommodations (Jason)

- Student Village

- Urbanest Berkeley

- College Square Lygon

- College Square Swanston

- UniLodge Swanston

- UniLodge Bouverie

- Arrow on Swanston

- Urbanest La Trobe

- CMC

- Trinity College

- CSA

6.3. Clubs, organizations, partners, sponsors

Organisations/clubs Mediums

GSA (Graduate Students Association) (HQ) Facebook event share, Newsletter, Instagram shout

AFIS (Australian Federation of International Students) Facebook event share, Newsletter, Instagram shout

CISA (Council of International Students Australia) Facebook event share, Newsletter, Instagram shout

Qnect (Daniel) Facebook event share, Newsletter, Instagram shout

Meld Magazine Facebook event share, Newsletter, Instagram shout

MBS (Melbourne Business School) Facebook event share, Newsletter, Instagram shout

GSA (Graduate Students Association) Facebook event share, Newsletter, Instagram shout

Farrago Facebook event share, Newsletter, Instagram shout

Parkville Station Facebook event share, Newsletter, Instagram shout

City of Melbourne (Gary) Facebook event share, Newsletter, Instagram shout

That's Melbourne Facebook event share, Newsletter, Instagram shout

AYO Facebook event share, Newsletter, Instagram shout

MPOZ (Malaysian Progressiveness in Australia) Facebook event share, Newsletter, Instagram shout

ALL BLUBS AND SOCIETIES PARTICIPATING! Facebook event share, Newsletter, Instagram shout

6.4. Other

- Facebook Boost
- University notice board
- Stop 1, giving out flyers or using electronic notice board

7. Budget

\$2500 will be allocated for publicity which will include professional printing, getting costumes to attract people and Facebook Boost.

6. Budget

The budget allocated for Night Market 2017 is \$69,500.

Item	Proposed budget
Decorations <ul style="list-style-type: none"> • Oil pastels • Brush • Paint • Cardboard • Transport of Material 	\$1000
VIPs <ul style="list-style-type: none"> • Reception • Parking 	\$500 \$200
Performances <ul style="list-style-type: none"> • Emcee props • Opening props • Internal performers • External performers • Token of Appreciation 	\$3500
Food <ul style="list-style-type: none"> • Food coupons (\$1/\$2) • Hygiene equipment (gloves, garbage bags, detergent, hairnets and etc.) • Oil funnels • Food premises registration 	\$1000 \$800
Equipment Hire <ul style="list-style-type: none"> • Marquees • Gas stoves • Bainmaries • BBQ pits • Gas tanks and cage • Hot water urns 	

<ul style="list-style-type: none"> • Fire Blanket • Fire Extinguisher • Tables & Chairs • Stage & PA system & light (AV) • Testing and Tagging (AV) 	\$38900
Publicity <ul style="list-style-type: none"> • Posters • Flyers • Lucky Draw tickets • FB Advertisement • Costumes 	\$1500
Miscellaneous <ul style="list-style-type: none"> · Security · Cleaning Services · Fire fighter · St.John Paramedic 	\$1000
Games <ul style="list-style-type: none"> · Camel · Haunted House 	\$2000 \$500 \$1700 \$400
Special <ul style="list-style-type: none"> · Henna Booth · Photobooth · Videographer · Projection 	\$4000
Lucky Draw	\$500
Appreciation Dinner	\$500
Subtotal	\$72000
Revenue from eq hire	(\$2500)
TOTAL	\$69500

7. Conclusion

This concludes my proposal. Please feel free to approach me if you have any queries or suggestions.

Prepared by:

Kai Wen LOO

UMSU international

Cultural and Social Director

2016/2017

5. Final Reports

Big Day Out Semester 1 2017 Final Report Central Committee Meeting #8 – Friday 24 March 2017

1. Introduction

UMSU International's Big Day Out was an event that was aimed at providing the International Student Ambassadors (ISA) with an opportunity to interact with the Office Bearers. The event was held on Parkville Campus on the 18th of March. There was a total of 77 participants (52 ISAs, 25 OBs) excluding the event organizers and helpers that were present. Food and various games were provided.

2. Event Layout

10:30 am - 11:00 am	Meet at South Lawn and ISA registration
11:00 am - 12:00 pm	Introduction and Ice-Breaking Games
12:00 pm - 1:00 pm	Lunch
1:00 pm - 2:30 pm	Finding mentor and heading to station to begin race
2:30 pm	Meet up at University Square for relay competition
2:30 pm - 3:15 pm	Relay game at University Square
3:15 pm - 3:30 pm	Calculate points and mingle
4 pm	Announce Winner and giving out prizes!

3. Budget and Expenditure

The budget allocated for Big Day Out was \$900

Expenses	
Item	Amount (\$)
Food and Drinks (Domino's Pizza)	\$338.9
Game Items and Equipment	\$60.23
Prizes(Subsidized Dinner Vouchers)	\$300
Total Expenses	\$699.13

4. Problems

- i. Some games went on longer than expected such as Battleships, so we had to set time limits for the game after the first round.
- ii. As mentioned before, due to some games taking longer than expected, we had to extend the overall duration of the event by about 45 mins.
- iii. It was brought to our attention that the scoring methods for some games were a bit harsh where winners get points and losers get zero.
- iv. Due to graduations taking place on that day, we had to move the relay game from South Lawn to University Square to avoid crowds.

5. Recommendations

- i. It is best to set time limits for team based games as it would ensure that other teams could have more opportunities to play.
- ii. We could improve the scoring method by allowing both the winners and losers to get points, where the winners will get twice as many points as the losers.

6. Conclusion

Overall, the event was very successful considering that the usual time frame for preparing for this event has been reduced by a week. Despite that there were a few small issues; both ISAs and OBs had a great time. On behalf of the Human Resources Department, I would like to thank the OBs who attended the event and the ISAs who contributed to plan for this event. Please do not hesitate to approach me with any suggestions to the contents of this report.

Prepared By

Joel Loh
Human Resources Director 2016/2017
UMSU International

ISA Induction Semester 1 2017 Final Report
Central Committee Meeting #8 – Friday 24 March 2017

1. Introduction

This report covers the ISA induction that was held on 15th of March 2017

2. Event Details

* The ISA induction was held on 15th of March 2017 from 6 pm – 8.30 pm at Electrical Engineering (Room 106), Brown Theatre.

* The purpose of the induction is to allow the newly accepted ISAs to have a better understanding of the structure of UMSU International, the role as an ISA and the requirements along with expectations from the program.

* The event also provided an opportunity for the ISAs to not only interact with the OBs, but also amongst themselves.

* Of the 60 accepted ISA applicants, there were 58 who showed up.

* Light refreshments and drinks were provided after the Induction.

3. Expenditure

The allocated budget for this event was \$450.

Food and Drinks (Subway) \$347

Venue and Equipment Bookings \$90

Total spent : \$437

4. Recommendations

* Best to set the induction time to be half an hour earlier than the actual induction start time to provide more leeway for people to arrive late.

* The space outside the theatre where ISAs and OBs socialized was narrow and crowded the doorway. A different venue should be booked to facilitate better interactions with more space.



5. Conclusion

All in all, the event was a major success. This concludes my report. And on behalf of our department, I would like to thank everyone for being so supportive for the event. Please do not hesitate to approach me with any suggestions to the contents of this report.

Prepared By

Liew Annie

Human Resources Officer 2016/2017

UMSU International

6. Other Business

UMSU International Annual General Elections 2017 Update Central Committee Meeting #8 – Friday 24 March 2017

1. Introduction

This update outlines the dates for various matters pertaining to the UMSU International 2017 Annual General Elections (AGE).

2. Dates and Details

2.1 Start and end of nomination period

Nominations will open at **5pm on Friday 24th March** and close at **5pm on Thursday 13th April**.

This allows an additional Nomination window from the 14th April to the – 21st April, in the event of uncontested positions

2.2 Candidate Information Session

A Candidate Information Session will be held from **12-2pm on Wednesday 29th March 2017**, to inform potential candidates of the responsibilities and the nature of work involved in the various positions. All Executive Committee members and Directors are expected to be present in this session to give short presentations and answer any enquiries.

2.3 Policy Speech Session

A Policy Speech Session will be held **from 12-3pm on Wednesday 26th April 2017** for election candidates to give speeches for the roles. A short Q&A session will follow. The 2016/2017 UMSU International committee members are highly encouraged to attend this, to question the respective candidates running for their current positions. Any international students are allowed to sit in the Policy Speech Session.

2.4 Voting Sessions

The UMSU International Annual General Election (AGE) 2017 is scheduled to be held from **11-4pm on Tuesday 2nd May 2016 to Thursday 4th May 2017**.

3. Venue

Confirmed venues:

- 1.Candidate Information Session – Old Arts 107, William Macmahon Ball Theatre
- 2.Policy Speech Session- Baldwin Spencer 101 Theatre
- 3.Voting Sessions –FBE building UMSU Info desk, Union House Theatre Bar

4. Appointment of Returning Officer(s)

The appointed returning officers are:

Marcelo DIAZ

Michelle LUM

Yu Kong LOW

Those appointed should familiarise themselves with the rules and requirements outlined in Section 8 and Section 21 of the UMSU International Constitution.

5. Appointment of Dispute Committee

The appointed dispute committee:

Chowlen LIM

Sander BREDAL

Ethan Jiaxi ZHANG

Those appointed should familiarise themselves with the rules and requirements outlined in Section 8 and Section 21 of the UMSU International Constitution.

6. Appointment of Elections Officers

All members of the UMSU Central Committee that are not running for the 2017 Annual General Elections will be required to take part as election officers.

Dispute Committee Members, Returning officers and Elections Officers are not allowed to nominate or support any candidates in any form.

7. Change in Electoral Regulations

I would like to propose a change to the electoral regulations of Section 6, subsection 2, in accordance to the ratified Regulations on 7th March 2017, which states that any " Non-International Students who hold Australian Permanent Residency or New Zealand Citizenship but not Australian Citizenship are eligible to stand for any position in the elections, except UMSU International President."

Prepared by,

Marcelo DIAZ

Secretary 2016/2017

UMSU International

7. Next Meeting

Friday 7 April 2017