



Agenda

Central Committee Meeting #9 – Friday 7 April 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
5. Final Reports
 - 5.1 UMSU International Summit 2017 Final Report
6. Other Business
7. Next Meeting
8. Close



Unconfirmed Minutes

Central Committee Meeting #8 – Friday 24 March 2017

Date: 24 March 2017

Time: **16 30**

Venue: William Hearn Seminar Room, Old Quad G09

Chair: Sander BREDAL

Acknowledgement of Indigenous Owners

Attendance and Official Welcome

Absent with Apologies

Exco :
Directors :
Officers : Wei Lee ONG, Jaycee LEE, Jordan VO, John HEE, Angeline WEE, Kai Ren YU

Late with Apologies

Exco :
Directors :
Officers : Wuyang QIAN, Pearly YAP

Leaving early with Apologies

Exco : Michelle LUM
Directors :
Officers : Tzeyi KOAY, Edelin ONGGO, Melia WIJAYA, Jack KHOR

Absent without Apologies

Exco :
Directors :
Officers :

Motion 1

Move that Standing Orders be adopted for CCM #8 at 16 45

Mover : Samantha WONG

Seconder : Jack KHOR

CARRIED without contention.

1. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #8 be adopted.

Mover : Josef KUEK

Seconder : Tzeyi KOAY

CARRIED without contention.

2. Matters Arising from Previous Minutes

Revise previous minutes including absent, late and leaving early with apologies.

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #7 be accepted and confirmed as a true and accurate record.

Mover : Melia WIJAYA

Seconder : Hui Qin CHAN

CARRIED without contention.

Motion 4

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

Mover: Michelle LUM

Seconder: Yuen Yuen LIN

4. Proposals

4.1 Self-Protection Workshop Semester 1 2017 Proposal

Motion 5

Move that the Self-Protection Workshop Semester 1 2017 Proposal be accepted.

Mover : Ivy ZHAO

Seconder : Ethan ZHANG

CARRIED without contention.

4.2 Night Market Semester 1 2017 Proposal

Motion 6

Move that the Night Market Semester 1 2017 Proposal be accepted.

Mover : Pearly YAP

Seconder : Michelle LUM

CARRIED without contention.

1. Final Reports

5.1 Big Day Out Semester 1 2017 Final Report

Motion 8

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

Mover : Joshua LUKITO

Seconder : Chowlen LIM

CARRIED without contention.

5.2 ISA Induction Semester 1 2017 Final Report

Motion 9

Move that ISA Induction Semester 1 2017 Final Report be accepted.

Mover : Eu Gin LEE

Seconder : Jason LIN

CARRIED without contention.

2. Other business

Motion 10

Move that CCM #8 be adjourned at 18 40

Mover : Wuyang QIAN

Seconder : Brandon LIM

Motion CARRIED



Prepared by,

Marcelo Diaz
Secretary 2016/2017
UMSU International

4. Proposals

5. Final Reports

UMSU International Semester 1 2017 Final Report
Central Committee Meeting #9 – Friday 7 April 2017

1. Introduction

This report concludes the entire UMSU International Student Summit 2017 covering the period from Week 1 to Week 4. The actual event took place on the 25th of March 2017, Saturday, 9AM to 5.30PM .

The objective of this event was to:

1. Inspire and motivate (current/aspiring to be) international student leaders to make a change in their community.
2. Understand and gain insights on the challenges faced by current or former international student leaders and how they overcame their challenges.
3. Engage with other international students in discussions and share opinions on international student issues, raise awareness on these issues and find potential solutions.
4. Equip international students with the necessary skills for career development as well as personal growth.

The following are some of the details of the event:

Coordinators	SANDER Bredal, ETHAN Zhang, YUEN YUEN Lin, TZEYI Koay, WEI LEE Ong, SAMANTHA Wong
Date	25 th of March 2017, Saturday
Time	9AM TO 5.30PM
Venue	Woodward Conference Centre, Level 10, Law Building
Participating Clubs and Organizations	<ol style="list-style-type: none"> 1. ASEAN Youth Organization 2. CISA 3. AFIS 4. FASTCO 5. MUISS (Monash University)

	6. Singapore Student Society 7. OXFAM 8. IVSUM 9. GSA 10. Taiwanese Student Association 11. MINT (Marketing Intelligence) 12. MPOZ (Malaysians Progressive) 13. Thai Student Association 14. TedxMonash 15. Melbourne University Environmental Engineers Society
Students	Approximately 82 (Includes OBs and ISAs)
OBs and ISAs	6 OBs and 10 ISAs
Club/Orgs representatives	34
Non-club representatives	32

2. Task Allocation

Coordinators: Yuen Yuen Lin, Wei Lee Ong, Tzeyi Koay, Samantha Wong, Ethan Zhang, Sander Bredal

The following are the task allocation for each organizing committee member:

Sander Bredal:

1. Providing contacts to speakers and panelists
2. Chairing the panel/discussion session
3. Overseeing the summit.

Ethan Zhang:

1. Liaise with the speakers and panelists with regards to any information/updates about the summit and the topics of their speeches or discussions.
2. Welcoming and receiving the speakers and panelists on the event day.

Yuen Yuen Lin:

1. Clubs/organizations liaison.
2. Inviting and updating the student delegates via Facebook and text messages.

Samantha Wong:

1. Purchase of thank you gifts for speakers and panelists;
2. Purchase of name tags and pens for the participants;
3. Handling the printing of the programme booklets.

Tzeyi Koay:

1. Set organisation and stage preparation
2. Stage management
3. Copywriting and Facebook

Wei Lee Ong:

1. Selection of emcees and editing of the script
2. Allocation of manpower (both OBs and ISAs) for the event day

3. Event Flow

09.00 – 09.50	Registration
09.50 – 10.00	Welcome and Opening Address Speakers: Yuen Yuen Lin
10.00 – 11.00	Keynote Speaker: Karen Poh, Founder, Meld Community, Meld Magazine Overcoming challenges
11.00 – 11.30	Morning Tea & Networking
11.30 – 13.00	Speaker: Nina Kharina, National President, Council of International Students Australia Workshop: International student leadership and affairs

13.00 – 14.00	Lunch & Networking
14.00 – 15.00	<p>Speaker: Maxine Lee, Melbourne Accelerator Program (MAP)</p> <p>Entrepreneurship skill-set</p>
15.00 – 15.30	Afternoon Tea
15.30 – 17.25	<p>International student panel & forum</p> <p>Panel: Leading navigation: international student leadership</p> <p>Forum: Career opportunities</p> <p>Chair: Sander Bredal, President, Umsu International</p> <p>Panelists:</p> <ul style="list-style-type: none"> - Sebastian Au, Germany, former President, VU – International Student Association - Mike Malicsi, President of PPIA Victoria - Sonia Lim, Vice President, MIRS - Tony Wang, former President, Umsu International - Natalia Agus, ASEAN Youth Organization of Australia

	<p>- Carine Lim, Former President of MIRS</p> <p>- Soo Jian Guan, Chairperson of MARSCA</p> <p>1) Panel with Reflections by panelists to questions</p> <p>2) Breakout session discussing specific topics with delegates</p> <p>3) Recap by panellists</p>
<p>17.25 – 17.30</p>	<p>Closing Address</p> <p>Speaker: Ethan Zhang</p>

4. Event detail and suggestions:

4.1 Logistics

4.1.1 Gifts

For the gifts, the main issue was deciding what gifts to buy for the speakers and panelists. After doing some research and discussion, the gifts were decided and the purchase went smoothly. The gifts were well received by the speakers and panelists.

Suggestions

1. For future Summits, future committee can continue partnering with Bloom R Us, the florist who provided the flower bouquets for the speakers.
2. Additionally, the future committee can consider getting gifts for panelists (travel journals were given to panelists, similar gifts can be considered for next summit).

4.1.2 Name Tags and Registration

Most of the names of the participants were printed out the day before the summit, as the attendance was confirmed later on in the week before the summit.

For the registration, there were a few participants who did not have name tags printed out for them. The registration team had to provide handwritten name tags for these participants. Moreover, some of the speakers and panelists do not have name tags printed out for them as well.

Suggestions

1. For the name tags for the participants, the participants found it slightly hard to pin the name tags appropriately. In the future, lanyards can be used in place of name tags for more convenience. However, lanyards would have to be designed much earlier beforehand (printed design for committee and participants respectively). Therefore, if lanyards were to be considered, it would be wise to plan ahead.
2. For registration, one suggestion is to confirm the participants' attendance and print out the name tags a few days in advance before the Summit.

4.1.3 Programme Booklets

We have outsourced the printing of the programme booklet from Dinkums Print & Design. All in all, the programme booklets were well-done and professional. The programme booklet incorporated the designs and color scheme that the team had in mind.

Suggestions

1. The team recommends partnering with Dinkums Print and Design for printing the programme booklets for future Summits.

4.2 Setup and Stage Management

4.2.1 Set organisation

1. The task involved corresponding with the events manager of the Woodward Centre regarding the props and managerial tasks required for our event.

4.2.2 Stage preparation

Visual representations and verbal instructions were used to convey the physical setup of the space. Initially, a significant rearrangement of the Woodward Centre was required shortly prior to the panel segment of the Summit, as the initial conceptions of the event involved a theatre set-up in the beginning of the event. Due to the infeasibility of the quick alterations, we maintained a seated table setup instead.

There were significant misinterpretations of our intentions by the events manager of the Centre. We requested the space be setup with 10 seats per table over the maximum of 10 tables that could fit into the space without obstructing the view of the lectern. However, upon our arrival the morning of the event, the setup was executed in theatre format. With the contributions of all our helpers, we were able to rearrange the setting shortly before the event.

We also asked for “8 whiteboards with markers” but the events manager informed her team that we required 8 different markers instead, without the whiteboards. The on-set team managed to locate whiteboards in the end.

Suggestions

It would be prudent to require of Woodward’s events manager a summary of the tools and setup we had requested to ensure seamless communication. Future organisers might consider an alternate location in which to hold the Summit, as despite the Woodward’s beauty and efficiency on the day, it’s long body was quite restricting. We could not utilise the entirety of conference room 1 and 2, the lounges and breakout spaces, as participants seated in the fringes would not have been able to see the speakers at the lectern. The whiteboards were ultimately unnecessary.

4.2.3 Stage management

The task involved ensuring the fluidity of events. Each segment began and ended largely on time, excluding the panel segment. However, the late finish did not appear to perturb our participants. There was a moment during the keynote speech in which our laptop was diminished of power. We were forced to interject in the middle of her speech to plug in the charger. There was also some error with the microphones, where the power was indicated to be low even immediately following the change of new batteries. There was some confusion during the set period for registration, where the simultaneous arrival of many participants necessitated a greater proportion of our resources

Suggestions

Future organisers should consider allocating a greater number of laptops and ISAs/OBs to the registration area in the beginning of the event. They should also ensure the laptop is plugged in at all times, regardless of its battery percentage. They should also carry packs of AA batteries wherever they go and oversupply microphones.

It might also be appropriate to reduce the time given to the introduction of the panelists to ensure adequate time for the discussion and summary. It is also advisable for the organizers and emcees to have allocated time limits for presentations and question and answer sessions in order to keep within time frame.

4.3 Copywriting and Facebook

The task involved generating the descriptions for Facebook and creating visual marketing material for the speakers.

Suggestions

We strongly recommend the Education and Welfare team be granted custody of the Summit event page, rather than it being sourced to the Communications department. It would have streamlined the process for us by enabling us to quickly edit and post whatever was necessary and saved the Communications team the labour. The lapse in the time between the point in which we created the material and it was posted on Facebook required that we hasten our completion of the necessary material, thereby increasing the rate of errors.

Both E&W and Comms were faced with some obstacles in communication due to the complexity of the event and the sheer volume of information. We needed to convey the information to each other before forwarding it to Comms, who needed to confirm with us before we reconfirmed with them, who then needed to share it with the public. It was an arduous and ineffective process. However, it is advisable for both teams to communicate as to what kind of strategies should be allocated with regards to publicizing this event. A strategy plan for the summit is highly recommended, considering the complexity of the event.

4.4 Volunteering

4.4.1 Selection of emcees and editing of the script

Due to shortage of time, the emcees selected were those who emceed for Professional Mingle 2016 Semester 2. However, one of them could not attend the Summit, therefore an emcee for Festival of Nations 2016 was chosen as a replacement. Script writing was slightly challenging as there were no previous references.

Suggestions

Allow other ISAs or OBs who show interest in the Summit to have a chance to be an emcee by conducting auditions if sufficient time is allowed for. Therefore, a much earlier planning is required to confirm this, in case circumstances such as the above (emcee pulling out) occurs. It is thus advisable for an officer from E&W to be present during interviews for ISA recruitment to scout for potential emcees.

4.4.2 Allocation of manpower

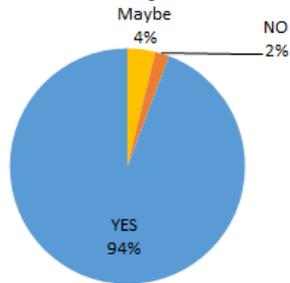
A site visit and briefing session was undertaken a week before the event with the ISAs who signed up for the event to ensure that they were familiar with the venue and event flow. The task allocation for each ISA and E&W OB was clearly defined and executed accordingly.

Suggestions

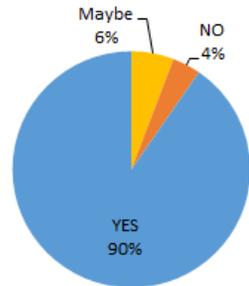
Rehearsals and a clear briefing should be given to volunteers so as to enable a smoother flow of event. Encourage the ISAs to be more involved in the discussions, especially during the times where there are no tasks at hand.

5. Feedback from student delegates

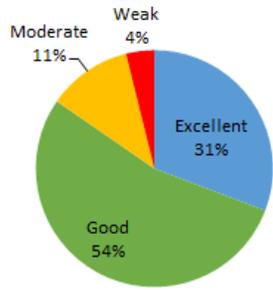
**Would you recommend future UMSU
INTL events to your friends**



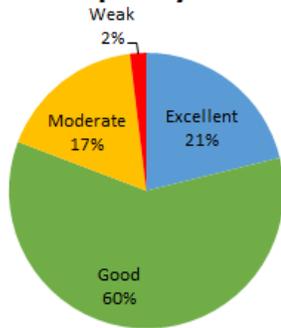
**Would you participate in a similar
event next time?**



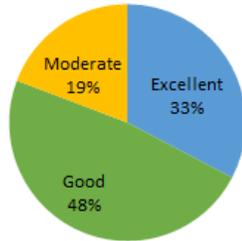
How were the quality of speakers offered?



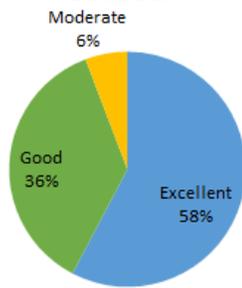
How were the quality of discussions?



How engaging and interactive was the summit?



How was the quality of refreshments served?



5.1 Potential Topics from delegates

Potential Topics	Sum of Count
Career	16
Cultural barrier	4
Future planning	5
Helping/supporting intl students	5
Immigration	1
LGBTI	1
Overcoming problems faced by intl students	7
Politics	1
Skill development	3
Student leadership	3
Student welfare	3

5.2 Student Comments:

- Event is too long (mentioned 5 times)
- Theme is too broad (and unclear).
 - “Objective of the the summit is too broad for a one day event. Next time can focus on just one topic”
 - “It would be good to streamline the theme of the summit. I came with the impression that this summit would solely be focused on international students and particularly on advocacy and welfare, However, I felt that it was more business oriented with the multiple networking sessions and talk on MAP, perhaps it would be better to have a clearer agenda in the future.”
 - “Some speakers' topics went out of theme/ aims”
- More time for discussion
- More diversity with regards to student delegates

6. General Problems

1. Theme is too broad (or unclear).

Potential causes:

A. The theme of the summit was adjusted at the beginning of week 3. Besides leadership navigation, we included the career opportunities as the theme for the panel/forum session.

The rationale of behind the changes was that career development is the major key issues that student delegates are concerned about. Also, as during publicity students showed more interest when we told them it is related to their career, we hoped that by introducing a career element in the summit we can attract more students to attend.

B. Inconsistency between the programme booklet and the actual topics in each session.

Although we have told the speakers what topics we would like them to touch on one three weeks before the summit, all of the three speakers confirmed their topics very last minute due to their busy schedule. However, the programme booklet needs to be ready to print one week before the summit. Therefore, when designing the programme, there was an uncertainty of what and how the speakers would present in their speeches.

Recommendation:

- A. Set up one specific theme for the summit. The topics could be based on the feedbacks mentioned previously or based on the response in International Student Survey.
- B. Research more on the speaker's' background select the suitable ones who have relevant experiences. Communicate with the speakers more and meet them in person to discuss about the topics if possible. Also, let them know about the topics of other speakers to better bridge the sessions.
- C. Discussions and having a clear goal in mind of what is to be achieved from the summit would aid in setting a theme as well. Since this is the first time UMSU International has conducted such an event, the ultimate aim of the summit was a bit hard to grasp during discussions. Research on other conferences/summits is highly recommended to give future committee a better idea of what kind of summit they want to conduct, and how to conduct the summit.

2. **Low number of registration before week 3.**

Potential causes:

A. Late start of publicity. Publicity only started in the late week 2, due to the change of target audience.

At the early stage of planning, the type participants we wanted was mostly executive committee members from various clubs and organization. However, due to low number of responses from the clubs and organizations, we decided to start physical publicity and expand the target audience to the engaged students who are interested in international student affair. It only left us with less than 2 week to publicize.

B. Students are uncertain about what a student summit looks like.

Majority of the university students have never attended a summit/conference before and do not have a clear idea of what a student summit looks like. Also, the description given on the Facebook page was too formal and generalised. It's hard to attract students to our event if they have no idea about the event itself.

C. The theme was not "attractive" to students; branding of the event was poor.

As the theme of the summit was initially student leadership, there was not a lot of reception based on this theme. Although career development was added on afterwards, students who attended the event was however interested in leadership instead. International student affairs was the central focus of both themes, which limited our target audience to solely international students. The aim of the summit ultimately had to be altered to fit to students' needs, however this caused the summit to appear too messy.

Recommendations:

- A. If still targeting general engaged students, it's better to discuss with Comms team about the publicity strategy and start publicity can start during O-week. If focusing more on the current student leaders, it still would be a great idea to talk to them in person during Head of Clubs. As different type of participants would have different expectation about the summit, the organising team needs to take it into account when finalising the theme and topics.
- B. It is also advisable for the E&W committee members to liaise with Partnership and Sponsorship department with regards to contacting the committee members (if they are the target audience of the event). Although contacting members of organizations via email is more professional, future committee should take into account the length in time that members reply to email. Getting personal contact numbers and arranging for meetings with respective committee members of organizations would have been a better way to communicate with the participants. It allows for the future committee to explain the aim of the summit and the "attraction points" of attending the summit to organizations. If this strategy were to be implemented, future committee will have to take into account how many organizations they plan to contact and plan ahead when to set up meetings with respective organizations.
- C. With the aid of a promotion video, it would be easier to convey the idea of a student summit to students. Facebook event description needs to be clearer, and more specific about the theme and topics.
- D. A publicity strategy is recommended for this event. Liaising with Communications department as to which publicity strategy would work more efficiently and effectively can ensure a better build up towards the event, as well as consistent exposure about the event.

7. Expenditure

Venue (Includes morning/afternoon tea and lunch; counted per pax)	\$9,800.00 (\$80 per person, with 120 attendees; additional \$150 per hour for after hours charge; \$50 WiFi service)
Videographer hire	\$1,100.00
Appreciation gifts for speakers	\$574.34 (3 floral bouquets: \$225; 1 bottle of wine with flower decoration: \$115; 8 travel journals and 8 passport holders: \$234.34)
Program booklet	\$1260.00
Card holders and pens	\$123.45
Total	\$12,283.45
Budget provided	\$14,700.00



8. Conclusion

Overall, despite there is a lot of improvements that need to be made, UMSU International Student Summit 2017 was a success. Based on the survey form, over 80% of the participants rated the quality of speakers and discussions as good and excellent. Also, over 80% of the participant considered the summit has good or excellent interaction and engagement. Although there was an initial lack of participation from students, we managed to gather considerable number of engaging participants to form interactive discussions. Although there was a lot of confusion from the discussion and planning of event, to the publicizing of event, even up till the event day, still given that this is the first time an event like the Summit is being organized by the Education and Welfare Department, also probably the first time being organized by an university student body, we should be proud of making it happened and making it successful. With this first Summit as reference, we hope that the future committee would learn and use this report as a basis to create a more cohesive Summit/Conference. On behalf of the Education and Welfare team, we would like to extend our gratitude to each and every department that have helped out to make this event a rather successful one, despite the mishaps. We would also like to thank the Executive Committee for providing feedback and guidance for this event.

This concludes my UMSU International Summit Semester 1 2017 final report. Please feel free to approach me or anyone in Education & Welfare department should you have any questions or comments.

Prepared by

Education & Welfare Department 2016/2017

UMSU International

6/4/2017



6. Other Business

7. Next Meeting

Friday 28 April 2017