



University of Melbourne Student Union

Meeting of the Disabilities Committee

Agenda

19st October 5pm

Meeting 12(18)

Location: OB Space

1. Procedural Matters

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
- 1.7 Adoption of Agenda

2. Confirmation of Previous Minutes

3. Matters Arising from the Minutes

4. Correspondence

5. OB Reports

Key Activities

2 events were run for Invisible Illness Week, an informal info session and social event, and a discussion workshop. Last collectives were also run.

We will soon start the process of making a handover document for the next Disabilities OBs, to be given out by 30th November 2018.

We have signed people up to receive training to be Anxiety Support Group facilitators.

Progress on assigned actions from last report

Invisible Illness Week events have finished.

The reports on NUS Disabilities and Accessibility Conference were sent out with the agenda for this meeting.

Budget Expenditure

1. Meeting Number	Meeting Date	Item Description	Amount Passed	Budget Line	Comment
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1	21/12/2017	Catering for Disability Collective	Up to \$50 a week	Collective	
1	21/12/2017	Catering for Anxiety Support Group	Up to \$50 a week	Collective	
11	05/10/2018	Anxiety Support Group Facilitator training	Up to \$300	Special Projects and Events	
11	05/10/2018	Catering for Invisible Illness Week	Up to \$300	Special Projects and Events	
11	05/10/2018	Speaker fees for Invisible Illness Week	Up to \$400	Special Projects and Events	

6. Other Reports

We have been looking at finances and found that we have only spent about \$4050 of the total \$30,000 budget, so there is \$25,667 left. Now that we have finished most major projects and events, we would like to discuss how to spend the rest of the budget. The motions on notice are our suggestions, which total \$24,000.

7. Motions on Notice

7.1 New budget line “Assets”

As mentioned, we have a substantial amount left in the budget, and considering that the new Disabilities Space will be open in the future, we think it is a good idea to have a budget for the Disabilities Department’s assets. Assets are non-consumable properties that remain owned by the Disabilities Department, for example, furniture for the Disabilities Space. Some assets like books might be borrowed i.e. given to students for a certain amount of time but remain the Disabilities Department’s properties and must be returned.

Motion 7.1: To create a new budget line called “Assets”, for the purpose of purchasing assets for the Disabilities Department.

7.2 Money for budget line “Assets”

Motion 7.2: To move the remaining money from all budget lines except for \$1000 in budget line “Special Projects and Events”, which is up to \$24,592, into budget line “Assets”.

7.3 Non-consumable goods for the Disabilities Space

We have been told that we need to purchase goods including furniture for the Disabilities Space as only a few things would be given from furniture reuse. Below is what we would like to get for the space:

- 2 x bookshelves – \$150/each, might get 1 or both from furniture reuse
- 2 x flyer holders - \$60/each
- 1 x computer desk – a height-adjustable, wheelchair accessible desk costs about \$1000-2500
- 1 x computer chair – can probably get from furniture reuse
- 1 x computer - \$1000-2000
- Computer accessories – ergonomic adjustable keyboard (Goldtouch Keyboard) \$180, ergonomic mouse (Evoluent Vertical mouse 4) 1 for left-handed user and 1 for right-hand user \$145/each, headphones that are compatible with hearing aids user \$53
- Programs for the computer – Microsoft Office Home & Student \$199, Adobe Creative Cloud for students and teachers \$285.89/year, speech recognition software (Dragon’s NaturallySpeaking for students and teachers) \$120, screen reader software (Serotek’s System Access) \$399
- 2 lounge chairs - \$500-700/each
- 1 x dining table – might get from furniture reuse
- 6 x dining chairs – around \$50-100/each
- 2 x couches – 2-seater sofa \$1500-3000, 3-seater sofa \$2000-4000
- 1 x fridge - \$200-300
- 1 x microwave - \$100-200
- 2 x coffee tables – might get from furniture reuse
- 1 single bed and mattress - \$300-500
- 3 weighted blankets – 5kg (for people between 35-60 kg) \$239, 7kg (people between 60-80 kg) \$249, 9kg (people 80+ kg) \$259
- Throws, blankets, pillows, cushions - \$500
- 4 x beanbags - \$200
- Sensory toys - \$200

The maximum total cost should be around \$18,500.

Motion 7.3: To pass up to \$18,500 from budget line “Assets” for purchasing non-consumable goods for the Disabilities Space once it is ready.

7.4 Books for the Department

As the Disabilities Space will have 2 big bookshelves, we would like to get more books and other printed resources for students to access.

Motion 7.4: To pass up to \$5000 from budget line “Assets” to purchase books and other printed resources for the Disabilities Department.

7.5 End of Year Celebration

We would like to hold a last event for the Disabilities Department to celebrate the end of this university year, where students can socialize and relax over food and drinks. We

plan to hold it on Monday 12 November 2018, which is 4 days before the end of exam period, to allow for as many students to come as possible.

Motion 7.5: To pass up to \$500 from budget line “Special Projects and Events” for catering for the event.

7.6 Future meeting

As there will be little opportunity for departmental activity from now until the end of our terms, we would like to suggest that we schedule future meeting based on necessity. That means that unless another Committee meeting is called before 30 November 2018, this one is the last.

Motion 7.6: That Committee meetings between now and 30 November 2018 are decided as needed.

8. Motions Without Notice

9. Other Business

10. Next Meeting

11. Close