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Description automatically generated**University of Melbourne Student Union**

**Agenda of the Creative Arts Committee - Meeting 12(22)**

**6PM AEST, Wednesday 10th August 2022**

**Location: Zoom**

**https://unimelb.zoom.us/j/85608451179?pwd=MVJ5V0s5S0hpWEd4TThldTdtWDgydz09**

**Password: 090666**

**Agenda**

1. **Procedural Matters** 
   1. Meeting opened at 6:23pm AEST
   2. Election of chair

**Motion:** That Prerna Aggarwal is to be elected Chair.

**Mover**: Prerna Aggarwal **Seconder**: Atticus Corr

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

* 1. **Acknowledgement of Country**

So acknowledged

* 1. **Attendance**

Marcie Di Bartolomeo, Prerna Aggarwal (can only stay until 7:00pm) Atticus Corr, Leslie Ho, Leah Bourne, Abbey Crowley

* 1. **Apologies**

Jemilla Lister

* 1. **Proxies**

Kavi Ramdass to Abbey Crowley

**Motion:** To accept the proxies

**Mover**: Prerna Aggarwal **Seconder**: Atticus Corr

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

* 1. **Membership**

Nahean Tanisha Khan has resigned from the Creative Arts Committee

* 1. **Adoption of Agenda**

**Motion:** That the agenda be adopted as presented.

**Mover**: Prerna Aggarwal **Seconder**: Leah Bourne

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Confirmation of Previous Minutes**

**Motion:** That the minutes sent with the agenda to be confirmed as a true and accurate representation of the last committee meeting 11(22).

**Mover**: Prerna Aggarwal **Seconder**: Leslie Ho

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Matters Arising from the Minutes**
2. **Conflicts of Interest Declaration**

Prerna Aggarwal—Rahul, and Annese’s Tastings Production Coordinator application

Marcie declared a conflict of interest with Annese’s Tastings Production Coordinator application

Leslie Ho declared a conflict of interest with Annese’s Tastings Production Coordinator application

Abbey declared a conflict of interest with Jade and Annese’s Production Coordinator application

1. **Correspondence**

* People & Culture and Arts & Culture departments for recruitment process for Tastings Production Coordinator
* CME for Tastings design suite, program and banners
* Tastings Production Team regarding production and artist meetings and communications

1. **Creative Arts Office Bearers’ Reports**

Prerna: Creative Arts has been busy with Tastings and Collective

* Had a catering issue with Schnitz so been working with Prontos for catering
* Been picking up food for collective
* Had an artist meeting with the Tastings artists, and a production meeting with the production team (couldn’t be at the production meeting—was picking up food for collective)
* Been looking for Tastings Production Coordinator still
* Leslie facilitated last collective, many thanks to them for doing that

Marcie: been living and breathing Tastings, even while sick and working from home

* Chaired a production meeting with production team and UHT’s production coordinator Connor
* Has created new FB group and discord server for Tasting artists (discord server will eventually be launched for Creative Arts collective)
* Has launched the Arty newsletter, a weekly Creative Arts newsletter, that has been promoting Creative Arts, UHT and GPG events and opportunities, and callouts from Tastings artists
* Has also launched the Tastings newsletter to keep Tastings artists up to date, and able to work on their projects without much complication
* Has done a deep-dive into previous Tastings and Mudfest resources (dating back all the way to 2019), to find resources to help onboard Tastings production team
* Has also seen the first UHT show in the new Union Theatre Newman’s Legally Blonde production in the capacity of UHT awards committee: marvellous production in a great new space
* While sick, been facilitating the Zoom portion of collective, and managing social media for collective remotely—very grateful as well to Leslie for facilitating collective in-person when myself and Prerna couldn’t be there in-person this week
* Overall been sending a bunch of emails and doing best to stay on top of Tastings workload to ensure Tastings can keep moving forward in its timeline towards the September festival without complications

**Motion:** To accept the office bearer’s report en bloc

**Mover**: Leah Bourne **Seconder**: Abbey Crowley

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Other Reports**

* Tastings Production Coordinator applications
* Tastings Production Coordinator Position Description
* Creative Arts Role & Responsibility Statement

1. **Operational Business**
   1. **Tastings Production Coordinator Applications Review**

Jade’s application:

* Prerna likes how much experience Jade’s got
* Leah thinks application is good, got lots of details, plus good opportunity for professional development, considering how the application details how Jade is pursuing a professional career in the arts industry
* Leslie thinks the application is strong and detailed
* Marcie agrees, recommends for Jade to be short-listed

**Motion:** To suspend the standing orders and move to discussion of Item 9 Motions on Notice

**Mover**: Prerna Aggarwal **Seconder**: Marcie Di Bartolomeo

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

After Item 9 Motions on Notice was reviewed:

**Motion:** To suspend the standing orders and move back to Item 8.1: Tastings Production Coordinator Applications Review

**Mover**: Prerna Aggarwal **Seconder**: Marcie Di Bartolomeo

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Prerna gives the committee a few minutes to collect their thoughts on the remaining Tastings applications, and their recommendations for the shortlist.

Leah recommends Jade's application; details, passion, details of experience and how applicable and relevant the experience is to the role, and how beneficial this opportunity could be to her for her professional development and her passion and interest in pursuing a career in this field.

Abbey recommends Noelle; graduated from Masters of Arts & Cultural Management, strength of listening in regards to a management position, strengths of experience overall, and relevancy of stage management.

Atticus recommends Jade and Rahul; agrees with comments stated on Jade’s application so far, and comments how Rahul has experience with Bollywood club, and could benefit a lot from this opportunity.

Leslie agrees with Leah’s comments on Jade’s application, and notes how Jade has what it takes to handle entire Tastings festival project.

Prerna notes that Jade, Noelle and Rahul were her choices for the shortlist.

Marcie notes that Jade, Noelle and Calysta were their choices for the shortlist.

From this discussion of applications, a shortlist was made consisting of Jade, Noelle, Calysta and Rahul from the applications that were sent in. These applicants will be contacted for interviews. There will also be further conversations with Arts and Culture coordinators regarding these shortlisted applicants to help with the recruitment process.

* 1. **Creative Arts Department Role & Responsibility Statement Feedback**

**Motion:** To suspend the standing orders and cede the chair to Marcie Di Bartolomeo

**Mover**: Prerna Aggarwal **Seconder**: Abbey Crowley

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

Prerna leaves at 7:01pm

Marcie prefaces this item by saying that this statement will be very useful going forward for the Creative Arts Department, and will have a significant impact on the Department, and will guide future terms of Creative Arts Officers and committees.

Marcie opens the floor for committee’s feedback on the statement, and asks if the statement if it aligns with the committee’s expectations of their role as Creative Arts committee members

* Leah asks about the Southbank components of the statement, and if that’s new
  + Marcie notes there is description in the UMSU constitution about additional Southbank members on the Creative Arts committee but hasn’t been actively implemented just yet, and hopes this statement will help ensure there is more Southbank representation on the Creative Arts committee
* Marcie also notes that regarding workload, they typically do more than the recommended 15 hours a week—typically 30+ in a given week, and hopes this document will ensure more accountability and transparency over what a role entails in terms of workload
  + Leah agrees, nothing they had a similar experience with the UMSU Host program, where they worked more hours than was advertised, would appreciate the transparency regarding what is expected of them
* Leah also communicates that
  + An opening paragraph highlighting what CA dept does—even an opening sentence or two (or a one sentence mission statement detailing what the Creative Arts Department is trying to achieve as a whole) would be good to communicate what opportunities students can get involved in
  + Including more descriptors on the specific aims and objectives, purpose, structure and function of the Creative Arts department—how the Creative Arts department for instance provides grants and opportunities through collectives and festivals for students to create own works and gain valuable experience in the arts industry
  + And also an UMSU Flowchart visually showing what UMSU is, what student representatives are, how they can help you out, how to get involved in student representation, and having infographics to communicate this information in a more accessible way
  + Currently the statement reads very dry like a legal document, very difficult to follow at times, would be good to have a plain language version as well
* Marcie agrees, noting that while those already familiar with the Creative Arts Department will likely be able to read through the document without many questions, someone new to UMSU will likely not know what the Creative Arts department is, or how it differentiates itself from a club running under Clubs & Societies, or a theatre group running under Union House Theatre. Having more descriptors noting what the Creative Arts Department is all about, how it fits into the UMSU framework and what opportunities it can provide students will be beneficial

Atticus agrees with Leah’s feedback:

* Statement needs to be clearer for visual learners
* Text can be overwhelming, and a struggle to understand
* Statement as it is can be difficult to explain for newcomers
* Visual aids would, and maket the document more accessible

Marcie notes that feedback is open after this meeting for another week or so for any additional feedback, and then Marcie will compile the feedback and send it over to Ciara, and the updated statement will be distributed in the next council agenda after that (for September 2nd council).

1. **Motions on Notice**

Prerna notes that we need to approve this in order to remunerate Tastings Production Coordinator.

**Motion:** To approve $2000 from the Tastings budget line for the remuneration of the Tastings Production Coordinator.

**Mover**: Marcie Di Bartolomeo **Seconder**: Leah Bourne

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

**Motion:** To approve $400 from the Special Projects & Events budget line to help cover the costs of two new Creative Arts standee banners that will be used for Creative Arts events.

**Mover**: Marcie Di Bartolomeo **Seconder**: Abbey Crowley

CARRIED / NOT CARRIED / CARRIED WITHOUT DISSENT

1. **Motions Without Notice**
2. **Other Business**

No other business

1. **Next Meeting**

Next meeting will be Wednesday 24th August 6pm AEST

1. **Close**

Meeting closed at 7:17pm AEST