



**University of Melbourne Student Union  
Meeting of the Education Committee  
Agenda  
Thursday, 16/2/2023 18:00  
Meeting 3(23)  
Location: Zoom**

<https://unimelb.zoom.us/j/83449672043?pwd=YkJyaVdOZnNpcE81SjFvcnBOVU00UT09>

**Password:** education

**Meeting opened at 18:05.**

**1. Procedural Matters**

1.1. Election of Chair

Motion: That Carlos be elected as Chair

Mover: Mary Kin Chan

Seconded: Lachie Mutimer

CARRIED

1.2. Acknowledgement of Indigenous Custodians

So acknowledged.

1.3. Attendance

Mary Kin Chan, Carlos Lagos Martin, Taj Takahashi, Tom Xie, Heather Maltby, Lachlan Mutimer, Divya Rajagopalan, Anita Keng

1.4. Apologies

1.4.1. Apologies received from Akanksha Agrarwal.

1.4.2. Apologies received from Rahul Mittal.

1.5. Proxies

None.

1.6. Membership

1.6.1. Anita Keng has been ticket appointed to the Education Committee

1.6.2.

Motion: To welcome Anita to the Education Committee  
Mover: Carlos Lagos Martin                      Seconded: Lachie Mutimer  
CARRIED

1.7. Adoption of Agenda

Motion: To adopt the Agenda as presented  
Mover: Carlos Lagos Martin                      Seconded: Divya Rajagopalan  
CARRIED

**2. Confirmation of Previous Minutes**

2.1. Minutes 2(23)

Motion: To accept the previous minutes as a true and accurate record of meeting 2(23)  
Mover: Carlos Lagos Martin                      Seconded: Mary Kin Chan  
CARRIED

**3. Conflicts of Interest Declaration**

None.

**4. Matters Arising from the Minutes**

None.

**5. Correspondence**

None.

**6. Office Bearer Reports**

6.1 Taj

Taj noted his attendance for APC and SPC meetings last week, also worked on some correspondence from the meetings, nothing much to report.

6.2 Mary Kin

Mary Kin noted that since the last meeting she had been planning for summerfest. The finalised activity is a pottery workshop which will be held during the afternoon on Friday 24th Feb. There will be two sessions: 3-4pm and 4:15-5:15pm. She

encourages Committee members to come say hi or enjoy the rice paper rolls (because getting the invoice for the rolls was a nightmare). She also noted that she has just attended the first Academic Board meeting of the year but was not prepared to debrief to Committee members just yet.

### 6.3 Carlos

Carlos further updated the Committee on summerfest - the provider has been sorted out. He called for two Committee members as volunteers, especially if they hold a Safe Food Handling certification.

Carlos noted that the **Victoria Education Network** has been created by NUS Education Officer Xavier Dupe, he encourages Committee members to join this student activism group.

In terms of campaigns, Carlos is currently drafting an action & communication plan for the Universities Accord for submission in semester 1. He was informed by CME that Meta will take down posts that advertise political content, but we can work around the wording of our campaign outreach social media posts.

Heather asked what the Ed Department will actually do as part of campaigning during the National Day of Action.

Carlos replied that he will hand out flyers, help Emma and James, and publish social media posts.

Motion: To accept the Office Bearer Reports en bloc

Mover: Carlos Lagos Martin

Seconded: Divya Rajagopalan

CARRIED

## 7. Other Reports

None.

## 8. Operational Business (Motions on Notice)

### 8.1. Summerfest cost breakdown report

Mary Kin reported on the actual expenditure for summerfest as of 16th Feb 2023 as follows:

Item	Value (AUD)	Order status	Contract?
Pottery	300.00	Y	
Speakers	40.00	Y	Y
Food	548.00	Y	
<b>Total spent</b>	<b>888.00</b>		
Remaining	1152.00		
Promo material	Value (AUD)	Printed?	Collected?
Flyers**	390.50	Y	Y
KYU		N	
KYR	2050.00	Y	Y
**excess funds remaining	2609.50		

Divya questioned where the invoicing issue was (previously referred to in Mary Kin's OB report). Mary Kin replied that it was related to food but this has been resolved, it just took a very long time.

Motion: To note the summerfest expenditure report.

Mover: Carlos Lagos Martin

Seconded: Taj Takahashi

CARRIED

## 9. General Business (Motions on Notice)

None.

## 10. Other Business (Motions without Notice)

### 10.1. Student Representative Network (SRN) nominations

Mary noted that the SRN is composed of student representatives that sit on various university committees. The previous EdAc OBs have worked on the first round of applications and selected representatives for a few positions but 15 of them remain unfilled. Therefore a second round of applications was open in January. Ed Ac has selected 5 students to fill 6 student rep positions.

Motion: To approve the nomination of proposed SRN candidates.

Mover: Mary Kin Chan

Seconded: Taj Takahashi

FAILED

### 10.2. Smartsheet update

Carlos noted that there was a mistake in updating the revised budget figures on Smartsheet after the budget council & 1(23) Education Committee. The total budget for the committee-approved budget rationale and Smartsheet are the same, but the allocations for general promotion and orientation expenses are different. It was also noted in item 6.1 and 8.1 of 1(23) Education Committee that more funds should be put towards student activism rather than freebies. Hence the smartsheet should be updated to match the figure with the budget rationale.

10.2 Motion to change smartsheet to reflect the approved Education Budget:

- “Promotion-General” under “Promotion expenses” should be 3000\$ as opposed to 2600\$ listed
- “Orientation” under “Events” should be \$2040 as opposed to \$2440 listed

Education Budget		Smartsheet	
Summerfest promotion	3000	Promotion expenses	2600
General (inc programs genera	400	Consumables and Sup	100
Education Publications	4000	Printing external -Publ	4000
Merchandise and Freebies	1000	Printing external - Me	1000
Grants	17000	Grants	17000
Campaign outreach	3300	Events - Campaigns	3300
SEM 1 BBQ	1925	Events - Food and bev	1925
Summerfest and Winterfest	2040	Events - Orientation (S	2440
		Programs - General	300
Arts comp	3465	Programs - Entertainm	3465
Education Cpllective	2400	Programs - Collectives	2400
Workshops	2000	Programs - Access and	2000
	40530		40530

Mover: Carlos Lagos Martin

Seconded: Divya Rajagopalan

CARRIED

10.3 Motion to approve spending and delegate \$2194.5 within Tag “Publications”. under account number 03-60-620-3713 “Printing External “

2194.5\$

of 4000\$

= 1806\$ remaining for “Publications” budget

Purpose: The cost of printing Know Your Rights booklets - decision made to publish Know Your Rights earlier in the year to have updated Education Department information.

Mover: Divya

Seconder: Lachie

CARRIED

10.4 Motion to approve spending and delegate \$1500 within Tag  
"Orientation" under account number 03-60-620-3840 "Events"

1500\$

of \$2040

= 540 remaining for "Orientation"

Purpose:

Pottery Provider instructor and materials: 300\$

Pottery oven: 100-150\$

Food expenses: 548\$

Speakers: 40\$

Other potential costs (extra materials): ~50\$

Mover: Lachie

Seconder: Divya

CARRIED

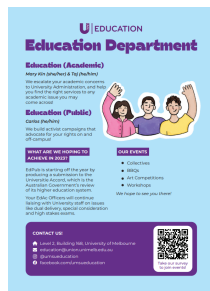
10.5 Motion to approve spending and delegate \$390.5 within Tag  
"Promotion-General" under account number 03-60-620-3231 "Promotion  
expenses"

390.5\$

of 3000\$

= 2609.5\$ remaining for "Promotion expenses"

Purpose: Summerfest flyers that outline Education Department information  
and relevant contacts



Mover: Tom  
Second: Lachie  
CARRIED

10.6 Motion to approve spending and delegate \$550 within Tag “Campaigns” under account number 03-60-620-3840 “Events”

**550\$**

of 3300\$

= 2750\$ remaining for “Campaigns”

Purpose:

Purpose: Costs associated with advertising for people to come along to Education Department events, and to reach to students to share their experiences and collate for Universities Accord; for example, people’s experiences with cost of living crisis, housing crisis, lack of youth allowance etc. For the month of March.

Mover: Anita  
Second: Lachie  
CARRIED

10.7 Motion to approve spending and delegate \$400 within Tag “Collectives” under account number 03-60-620-3839 “Programs”

**400\$**

of 2400\$

=2000\$ remaining for “Collectives”

Purpose: Catering for collectives for March - just food like Pizza - 100 dollars per session as specified in Budget proposal

Mover: Divya  
Seconder: Lachie  
CARRIED

10.8 Motion to approve spending and delegate \$1000 within Tag "Access and Inclusion" under account number 03-60-620-3839 "Programs"

**1000\$**  
of 2000\$

= 1000\$ remaining for "Access and Inclusion"

Purpose: The cost of workshops; catering, cost of session for Semester 1

Young Workers Centre - free (\$1000 covering catering, paying for people who are organising the event)

Migrant Worker Centre

Mover: Divya  
Seconder: Lachie  
CARRIED

10.9 Motion to approve spending and delegate \$1806 for Tag "Publications" under account number 03-60-620-3713 "Printing External "

**\$1806**  
of 4000\$

= 0 left for "Publications"

Purpose: this is for printing Know Your University booklets

Mover: Lachie  
Seconder: Tom  
CARRIED

## 11. Next Meeting

Will be liaised through When2Meet but also flexible to changes.

## 12. Close

**Meeting closed at 6:49pm.**