

**University of Melbourne Student Union**  
**Meeting of the People of Colour Committee**  
**Unconfirmed Minutes**  
**5:00pm, Friday the 11<sup>th</sup> of December 2020**  
**Meeting 1(21)**  
**Location: Online via Zoom**

**Meeting opened at 5:14pm by Mohamed Hadi.**

**1. Procedural Matters**

**1.1. Election of Chair**

**Motion 1: Mohamed Hadi be elected as chair.**

**Mover:** Mohamed Hadi

**Seconded:** Mayank Gurnani

*CARRIED WITHOUT DISSENT*

**1.2. Acknowledgement of Indigenous Owners**

*So acknowledged.*

**1.3. Attendance**

*Emily AlRamadhan, Mohamed Hadi, Mayank Gurnani, Sian Tija Hennessy, Emily Kaji, Myo Mon San, Vignesh Krishnan, Vishal Chopra*

**1.4. Apologies**

*Hiba Adam.*

**1.5. Proxies**

*Hiba Adam proxies to Mayank Gurnani.*

**1.6. Membership**

*No changes.*

**1.7. Adoption of Agenda**

**Motion 2: That the agenda, as presented, be adopted.**

**Mover:** Mohamed Hadi

**Seconded:** Sian Tija Hennessy

*CARRIED WITHOUT DISSENT*

**2. Confirmation of Previous Minutes**

*No previous minutes.*

**3. Conflict of Interest Declarations**

*No declarations presented.*

**4. Matters Arising from the Minutes**

*No previous minutes.*

**5. Correspondence**

*No correspondence.*

**6. Office Bearers' Reports****Introduction: 2020 Wrap up**

From Day 1, we've hit the ground running! For the past week and a half, we've been attending inductions and attempting to wrap up the year with the publication of Myriad, the department's annual magazine, and use a portion of the remaining money from the 2020 budget in anticipation of the year to come.

**Myriad: Issues, outcomes, and payments**

Unfortunately, when it came to Myriad, we've faced a few problems. We've met with the editors of and learnt that the publication has a very low number of submissions due to the lack of advertising by our predecessors, and so we've decided to briefly extend the deadline of submission to the 14th of December. We have also shared to Facebook media collective channels and updated Myriad's sub editors and collective on the situation. Due to the aforementioned reasons, this year's edition of Myriad will be in a 'zine format. Furthermore, the editors have not been paid by the previous office bearers. We've met with Goldie Pergl to discuss this issue and managed to avert this crisis and sort out their contracts; all that is needed is to pass the money to pay for their remuneration

**2020 Budget: Summer Welfare Packages project**

Aside from Myriad, we are also focusing on utilizing the remaining money from the 2020 budget for several reasons. Firstly, we are collaborating with the Welfare department to create welfare packages for those affected by the pandemic. The 'Summer Welfare Packages' project will consist of 150 personalised packages that will be sent throughout Australia to University of Melbourne students. We have made contact with the Design and Communications team to publicize the packs via multiple social media channels with a form for the students to fill in. UMSU Welfare will be purchasing the items for the packages and paying for it while we, UMSU People of Colour, are paying for the pre-paid mailers, recyclable protective packaging, and the labels. A team has been assembled for the packing process and the post-office drop off.

**2020 Budget: Subscriptions**

Secondly, given our plans for an initiative to create a People of Colour newsletter, we would like to purchase yearly subscriptions for MailChimp and Canva. The aim of the newsletter is to keep the People of Colour community at the University of Melbourne updated about our events and initiatives among other things. The details of this project have not been finalised as of yet, given that we are currently focusing on closing this year's budget.

**2020 Budget: The Office**

Finally, we're looking into buying a few supplies for our office space for when we're able to go back into the union. The items we plan to purchase for our office are subcategorized into the following categories: office supplies, community engagement, and aesthetic. The aesthetic category will cover items that will make the space more welcoming.

**6.1. Accepting the office bearer report**

**Motion 3: To accept this office bearer report, and retroactively accept all hitherto submitted reports.**

**Mover:** Mohamed Omer

**Seconded:** Vignesh Krishnan

*CARRIED WITHOUT DISSENT*

**7. Motions on Notice****7.1. Remunerating Myriad editors**

The previous office bearers have failed to pass a motion in council to remunerate the three Myriad editors with the promise of \$500.00 with 9.5% superannuation per editor.

**Motion 4: To pass \$1642.50 from the 'Myriad' budget line to remunerate Myriad editors (\$547.50 each).**

**Mover:** Emily AlRamadhan

**Seconded:** Vishal Chopra

*CARRIED/NOT CARRIED/CARRIED WITHOUT DISSENT*

**Discussion:**

- No substantial discussion made.

**7.2. Remaining 2020 UMSU People of Colour Budget – Summer Welfare Packages**

We are collaborating with UMSU Welfare to provide personalized Summer Welfare Package to students of the university within Australia who have been most impacted by the restrictions around travelling during the COVID-19 pandemic. The items in the Summer Welfare Packs will come from Flora and Fauna and will be personalised to the student's needs. The items will include a range of the following (depending on preferences): tea or coffee, chocolate or lollies, vegan mac 'n' cheese or vegan soup, banana chips or protein bar, hygiene products, stick deodorant, hair shampoo or body soap. While UMSU Welfare will pay for the contents of these packages, UMSU People of Colour will buy the pre-paid mailers [\$2273.25 for 150 packs], eco-friendly protective packaging [\$110.40], and the labels [\$47.92 for 4 packs of 40 labels], to be sent to Hue Man Dang of UMSU Welfare's house for packing.

**Motion 5: To pass up to \$2440.00 from the ‘Special Events’ budget line to fund the purchasing of the mailing items for the Summer Welfare Packages.**

**Mover:** Emily AlRamadhan

**Second:** Mayank Gurnani

*CARRIED WITHOUT DISSENT*

**Discussion:**

- Further information was provided including, but not limited to, the suppliers of the products.
- Comment by Sian Tija Hennessy to incorporate using Aboriginal place names, made as an amendment to Motion 6.
- Amendment made by mover to change value from \$2431.57 to up to \$2440.00.

**7.3. Remaining 2020 UMSU People of Colour Budget – Summer Welfare Packages Selection**

Given the limited number of packages being distributed, our department, alongside UMSU Welfare, must select the recipients of the packages based on how they’ve been impacted by the COVID-19 pandemic. Therefore, the questionnaire will include the following questions:

- Personal Detail Questions
- Do you have any allergies?
- Do you have any dietary requirements?
- How have you been affected by COVID? (Living situation, finance, health, employment, education)
- How are you celebrating your break?
- Personal Preferences for Packages Questions

**Motion 6: For UMSU People of Colour and UMSU Welfare committees to select the recipients of the Summer Welfare Packages in accordance with the UMSU Travel and Conference Policy.**

**Mover:** Emily AlRamadhan

**Second:** Mayank Gurnani

*CARRIED WITHOUT DISSENT*

**Discussion:**

- Amendment proposed by Sian Tija Hennessy and approved by mover and seconder to incorporate using Aboriginal place names into the Personal Detail Questions.
- Mayank Gurnani asked about the items and how the packages will be personalized, and Emily AlRamadhan explained that the item ranges referenced in Item 7.2 would be included in the Personal Preferences section with the options to choose option 1, option 2, no preference, or none.
- Mayank Gurnani asked about the social media rollout and Emily AlRamadhan explained that the form made by Comms will be posted on UMSU Welfare and UMSU People of Colour pages that each department can access.

- Emily Kaji asked about further information on the Personal Detail questions that will be presented, Emily AlRamadhan explained that the questions range from the recipients name, student ID, and student email to their postal address.
- A request was made by Sian Tija Hennessy to include Aboriginal place names into the Personal Detail questions alongside the postal address request.

#### 7.4. Remaining 2020 UMSU People of Colour Budget – Subscriptions

There are plans to initiate a newsletter for the UMSU People of Colour department and so user-friendly design and communication platforms are essential. Aside from being used solely for the newsletter, these platforms will be used for Myriad and general publicity. Therefore, we require a yearly subscription of MailChimp [\$624.00 per year] and Canva [\$167.88 per year].

**Motion 7: To split the proposed motion in Item 7.4 into two different motions, one motion to pass up to \$170.00 from the ‘Myriad’ budget line for a yearly subscription of Canva Pro and another motion to pass up to \$200.00 from the ‘Myriad’ budget line for a 6-month subscription of MailChimp.**

**Mover:** Emily Kaji

**Seconded:** Emily AlRamadhan

*CARRIED WITHOUT DISSENT*

**Motion 8: To pass up to \$170.00 from the ‘Myriad’ budget line for a yearly subscription of Canva Pro.**

**Mover:** Emily AlRamadhan

**Seconded:** Emily Kaji

*CARRIED WITHOUT DISSENT*

**Motion 9: To pass up to \$200.00 from the ‘Myriad’ budget line for a 6-month subscription of MailChimp Essentials up to 1.5k.**

**Mover:** Emily AlRamadhan

**Seconded:** Mayank Gurnani

*CARRIED WITHOUT DISSENT*

#### **Discussion:**

- It was explained by the officers why subscriptions to these platforms would be essential.
- It was explained by the officers that the decision to purchase a subscription to MailChimp was based on a plan that they deemed inappropriate and have since changed to a cheaper MailChimp plan. Additionally, it was explained by Emily AlRamadhan that the \$200.00 for a 6-month subscription of MailChimp is a result of the prices being in USD and there must be a consideration of volatile conversion rates.

- Mayank posed a question as to who would have access to the Canva subscription, and it was explained by Mohamed Hadi that the officers and the editors of Myriad would have access.
- Mayank asked about how an audience would be built for MailChimp, Mohamed explained that there would be an option to sign up at events such as SummerFest.
- There was a discussion as to why the Essentials plan up to 1.5k subscribers was chosen, Emily AlRamadhan explained that it would be beneficial especially for the option to have 3 different audiences, email templates, and the custom branding; additionally, 500 subscribers was the only other option and that 1000 subscribers was the minimum amount that the officers planned on reaching.
- Vishal Chopra proposed an amendment to only purchase a 6-month subscription rather than a yearly subscription.

### 7.5. Remaining 2020 UMSU People of Colour Budget – Office Items

We may not be able to visit our office in person for a short while, but until then we need to prepare to move into the place and be able to make it welcoming in a short period of time in anticipation of the students who will visit the space. We have plans to purchase regular office supplies, articles to be used for community engagement, and aesthetic decorations. Regular office supplies [\$95.82] will cover any supplies used for record management and ensuring that we are able to complete our tasks; Community engagement articles [\$261.60] will consist of games including puzzles, playing cards, and board games; Aesthetic decorations [\$111.49] will be limited to plants and plant pots up until we can see the space.

**Motion 10: To pass up to \$500.00 from the ‘Collectives’ budget line for expenses relating to the office.**

**Mover:** Emily AlRamadhan

**Seconder:** Vignesh Krishnan

*CARRIED WITHOUT DISSENT*

#### **Discussion:**

- It was explained by the officers that community engagement articles consisted of games this year and that some of the games may not be suitable for certain audiences and that a content warning will be placed on these games and mentioned when they will be used.
- The officers also provided a list of the games that they were planning on purchasing, including their reasoning behind these games. The committee agreed to most of these games. Sian Tija Hennessy and Emily Kaji raised their concerns with the proposal of Cards Against Humanity which led to the committee making a decision to purchase the Monopoly Deal card game and a Chess set to replace it instead.
- Vishal Chopra questioned the viability of having plants in the office place, and it was explained by Mohamed Hadi that the People of Colour office at UMSU had plenty of natural light entering through windows.

## 8. Motions Without Notice

**Motion 11: To direct the UMSU People of Colour office bearers to compile a list of book recommendations by BIPOC authors and on BIPOC issues to be distributed on UMSU People of Colour Department social media.**

**Mover:** Sian Tija Hennesy

**Seconder:** Vignesh Krishnan

*CARRIED WITHOUT DISSENT*

## 9. Other Business

### 9.1. Informal Committee Group

- There was a discussion as to what would be a suitable social media platform for the committee to have a group where all members would be present.
- Although the group decided on Facebook messenger, Vishal Chopra has noted that he does not check messenger as often and it is not as accessible for him.

## 10. Next Meeting

*TBC.*

## 11. Close

**Meeting closed at 6:40pm.**