

## **MELBOURNE UNIVERSITY SPORT ADVISORY BOARD**

### **MEETING 3/2025 – Thursday 21 August 2025**

The minutes of meeting of the Melbourne University Sport (MU Sport) Advisory Board held at 9:30am on Thursday 21 August 2025 in the Ernie Cropley Pavilion

#### **PRESENT:**

Mr Ian Marshman (Chair)  
Ms Kitty Chiller  
Mr James Hardiman  
Ms Stephanie Spence  
Dr Catherine Burnheim

#### **APOLOGIES:**

Mr Tim Lee (Director)  
Ms Rosemary Bissett  
Jesse Gardner-Russell  
Ms Jess Vinnicombe  
Mr Rod Warnecke

#### **IN ATTENDANCE:**

Ms Jo Massoud (Secretary)  
Mr Alex Affleck  
Ms Jen Eslick  
Mr Aaron McNaughton  
Ms Tayla White  
Ms Toni Sutherland (Minute taker)  
Ms Cassandra Eason (Executive Assistant)  
Mr James Armit  
Mr Lindsay Bick

## **1. WELCOME, APOLOGIES AND INTRODUCTION**

### **1.1 Welcome**

The Chair opened the meeting with the Acknowledgment of Country, welcomed board members and staff present as well as members of the University's Enterprise Performance Group (EPG).

### **1.2 Apologies**

Apologies were noted.

### **1.3 Minutes from the previous meeting**

The minutes of the previous meeting (No 2/2025) held on Thursday 22 May 2025 had been confirmed via circular resolution.

### **1.4 Business Arising/Action Item Updates**

The Chair spoke to his sadness to hear that Mr Tim Lee, Director MU Sport, also referred to as "Mr MU Sport" had notified all those present of his impending departure from the organization in late September. The Chair believed Mr Lee to have been a great advocate for, and representative of, MU Sport for the previous sixteen years and had shown an extraordinary commitment to the University and great leadership for the MU Sport team.

## **2. MATTERS FOR DISCUSSION**

### **2.1 Transition Program – Partnership and Engagement Opportunities Workshop**

Dr Catherine Burnheim added her appreciation of Mr Lee's leadership of, and service to, MU Sport, and noted that he had done a great job steering the ship through the Governance and Operating model Review and that sixteen years in the role of Director was an impressive track record. Mr Lee's upcoming farewell event would be a great and fitting send off.

Dr Burnheim then gave a brief summary of the transition of MU Sport to Student and Support Services (SASS): where it was currently, and where it was headed, and that the team that is to plan and implement the transition, the EPG, has been onboarded. Dr Burnheim acknowledged the additional workload of those providing input to the EPG on top of their day-to-day operations.

Dr Burnheim then introduced Mr James Armit as the EPG's Transition Lead, who will guide the meeting's workshop theme: The ways to ensure beneficial ongoing connections with MU Sport stakeholders.

Discussions were had between Mr Armit, Dr Burnheim and Members of the Advisory Board regarding the role of the MU Sport Advisory Board, and the future expectations of, and engagement with, the MU Sport Advisory Board members. Further information was also requested by the Chair regarding the effective management and guidance of staff in the absence of the Director, Mr Lee.

Mr Armit then guided the workshop focusing on building on MU Sport's existing partnerships, relationships and collaborations, with emphasis on strategic alignment and infrastructure, student needs and interests, collaboration and financial sustainability.

The second part of the workshop then focused on partner mapping and visioning. Discussed was the importance of confirming MU Sport's vision and values were confirmed before integration with SASS.

Mr Armit and Mr Bick then departed the meeting.

#### **Action**

*Mr Armit to collate and distribute the workshop outcomes to the MU Sport Advisory Board and MU Sport management team via the Secretary.*

## **3. MATTERS FOR NOTING**

### **3.1 Advisory Board Update**

In the absence of the Director, Ms Jo Massoud presented an update on the organisations focus for quarter three's strategic tasks and significant items.

### **3.2 Sport Precinct Refurbishment Update**

Acting Facilities Manager Ms Jen Eslick introduced the update on the Sport Precinct Refurbishment project. Project and Partnership Lead Mr Ken Barton then provided details of the project's history, the current project team and anticipated timelines, as well as the project's scope and an update on the stakeholder decanting plan.

#### **Resolution**

*The Board noted the Advisory Board Update which included the Sport Precinct Refurbishment Update.*

## **4. OTHER BUSINESS**

## **5. MEETING FINALISATION**

### **5.1 Meeting Close**

The Chair thanked all who attended and concluded the meeting.

The meeting closed at 11.30am.

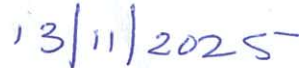
**5.2 Next Meeting**

The next, and final meeting of the year for the MU Sport Advisory Board will be on Thursday 13 November 2025, 6:00-8:00pm.

Signed by the Chair as a true and accurate record:



Chair, Mr Ian Marshman



Date

**MELBOURNE UNIVERSITY SPORTS ADVISORY BOARD****ACTION SHEET 3/2025– 21 August 2025**

<b>Minute no.</b>	<b>Item Title</b>	<b>Actions</b>	<b>Person/s Responsible</b>
3/2025 2.1	Transition Program – Partnership and Engagement Opportunities	That the Advisory Board is provided with the notes from the group workshop	Mr James Armit