

MELBOURNE UNIVERSITY SPORT BOARD

MEETING 5/2010 – 7 December 2010

The Minutes of meeting 5/2010 of the Melbourne University Sport Board held on Tuesday, 7 December 2010 at 6.00pm in the Leather Room, University House.

PRESENT: Mr Geoff Rees (Chair)
Mr James Sutherland
Mr John Dewar (Provost)
Prof Mark Hargreaves
Ms Genevieve Grant

IN ATTENDANCE:
Mr Tim Lee (Director)
Mr Paul Sheahan
Mrs Julie Caundle

APOLOGIES:
Dr Lynne Williams
Mr Mitch Anderson

1. WELCOME, APOLOGIES AND INTRODUCTION

- 1.1. **Welcome**
The Chair welcomed members to the meeting and noted that Professor Margaret Abernethy, Dean of the Faculty of Business & Economics would take up the position on the Board in 2011 as an Internal Board member replacing Helen Hayes.
- 1.2. **Apologies**
The Chair accepted the apologies.
- 1.3. **Minutes from previous meeting**
Previous minutes were passed as a true and accurate record.
- 1.4. **Confirmation of Circular Resolutions**
There were no circular motions.
- 1.5. **Business Arising/Action Item Updates**
There was no business arising.

2. MATTERS FOR DECISION

- 2.1. **October Financial Report**
The Director reported on the October Financial statements. Currently tracking ahead of budget. End of year figures would be tabled at the first Board meeting in 2011.

3. MATTERS FOR DISCUSSION

3.1 Director's Report

The Director presented to the Board a report of the highlights and major achievements for 2010.

Review of 2010

- Strategic Plan for Sport developed and presented to stakeholders.
- New Board members (transition).
 - Maggie Abernethy.
 - New Student.
- Budget Performance.
 - Three year plan post staff cuts (break even by 2012).
 - Stabilise operations after cost cutting.
- Sport Capital Improvement Plan.
 - Consultant to be engaged early 2011.
 - Boat Club Development progressing.
 - Pavilion Projects (additional \$1.4m to project).
- Advancement Strategy developed and approved and now in the process of implementation.
 - Cricket Club launch 16th December.
- Uni Games – maintained numbers but performance not at previous levels.
- Indigenous Games winner 2010 in Newcastle and host in 2011.
- 2nd Annual Boat Race Melbourne University vs Sydney University.
- Review of Elite Athletes and Performers Policy to include an entry boost.
- Appointment of Director of Rowing Alex Henshilwood.
- Logo review.
- New Fitness Centre proposal south of Grattan Street.
- Increased College engagement.

The Strategic Plan was tabled and it was noted that it had been sent to Senior Management within the University and tabled at the last Council meeting.

The Director continued with the presentation highlighting major actions for 2011 outlined in the Strategic Plan.

Strategic Focus for 2011

Participation

- Engage in the University Strategic planning processes and relevant committees and groups to promote the benefit of sport and regular physical activity.
 - Positioning of Sport.
 - Strategic positioning.
- Ensure the provision of first class sporting and recreational facilities that increase participation and support quality performance.
 - Capital Improvement Plan.
 - Melbourne City Council.
 - Develop relationships to access best available facilities.
- Programmes.
 - College, campus and club sport.
 - Fitness Centre Strategy (College and Grattan Street).

Performance

- Expand the high performance program for student athletes including career support, scholarships and rehabilitation and training services.
 - Athlete recruitment 'best and brightest'.
- Increase participation of clubs and teams in high level state, national and international sporting competitions including current and future university competition competitions.
 - Sydney v Melbourne Uni competitions (expand programme).
 - Uni Leagues. Sport Commission review. Position UoM for 2012.
 - Is this going to be club based current, representative sport based or another model?
- Conduct talent identification programmes in secondary schools in support of University, club and team recruitment.
 - Liaise with schools directly.
 - Promote and conduct parent information sessions.

Profile of Sport

- Liaise with faculties and departments to ensure that sport supports student recruitment activity and enhances the profile of the University.
 - Strategic positioning (the biggest rock).
 - Aligning sport as a key student recruitment opportunity.
- Brand awareness.
 - Important component of strategic positioning to be improved with the appointment of Marketing Manager.

Financial and Physical Resources

- Ensure ongoing University funding and reduce the impact of depreciation and maintenance costs on the annual operating budget.
 - Position the organisation to make a case for support when and if the fee returns.
 - Manage costs of providing and maintaining facilities.
- In collaboration with the Advancement Office develop and implement a strategy to encourage the sporting alumni to support club and general sport activity.
 - Commence with the Cricket club launch.
 - Major event in early part of 2011. Olympians function etc.
- Ensure business planning and budgeting processes effectively increase returns on programmes, facility use and commercial activity to broaden the revenue base.
 - Continue to maximise current opportunities to generate our own income.
 - Limited by campus population, facilities access and local community demand.

Governance and Management

- Ensure that the Board is effective in championing sport within the University and that sub committees and working parties operate effectively.
 - Consider how the board can be more effective.
 - Training or engagement activity.
 - Strategic approach to the board composition.
- Increase professionalism of clubs through improved communication and management systems and the appointment of professional staff to support strategic development.
 - Appoint and support club managers, review of support systems, developed shared services model (website, database, payroll, financial services).

- Consider organisational structure to provide greater autonomy.
- Support Melbourne University Sport Association(MUSA) as the club representative body.
 - Engage with contemporary representatives.
 - Establish sub committees.
 - Service Agreement.

People Management

- Develop a Service Charter that enhances the reputation of sport to the broad range of customers and clients.
 - Build organisational capacity.
- Develop staffing plan to ensure that the staffing resources are allocated in line with the strategic and operational plans.
 - Increase staff levels and maintain staff to achieve objectives and build capacity – Sport Programmes Officer (cost recovery) and Marketing Manager.
- Volunteer support program.
 - Succession planning for board, sub committees and sport association.

The Director thanked the MUS staff, volunteers and the Board for their endeavours during the year.

4. MEETING FINALISATION

As this was her last meeting the Chair thanked Genevieve Grant for her contribution on the Board and wished her well in her future endeavours. Genevieve was presented with flowers and a pen set as a sign of appreciation.

Genevieve thanked the Board and the staff at MUS for the support during her term on the board.

The meeting closed at 7.30pm and was followed by dinner.

Signed by the Chair as a true and accurate record:

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Mr Geoff Rees

8/4/2011
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Date

MELBOURNE UNIVERSITY SPORT BOARD

ACTION SHEET 5/2010 – 7 December 2010

Minute no.	Item Title	Action	Person/s Responsible	Current Status
MUS Board 4/10 3.1	Elite Performers Policy	Circulate the policy to board members	Director	Director's Report
MUS Board 4/10 3.2.1	Fitness Centre Retention/Usage Plan	Develop off peak usage strategies	Director	Defer
MUS Board 4/10 3.2.2	MUSA Meeting	Distribute the notes of the MUSA meeting	Director	Director's Report
MUS Board 4/10 3.2.2	Club Risk Management	Conduct risk assessments on club activities/facilities	Director	Defer
MUS Board 4/10 4.1	Develop Strategic Budget	Prepare a budget against the strategic plan	Director	Defer
MUS Board 4/10 5.2	FISU Conference Report	Paul Rogers to Report on Conference	Director	Defer
MUS Board 4/10 5.3	Student Member	Replace student member Ms Grant	Director/Board	Director's Report
MUS Board 4/10 5.4	Strategic Planning Sessions 2011	Add two strategic planning sessions for the board in 2011	Director	Completed