

**MELBOURNE UNIVERSITY SPORT BOARD**

**MEETING 1/2010 – 11 March 2010**

The Minutes of meeting 1/2010 of the Melbourne University Sport Board held on Tuesday, 11 March 2010 at 6.00pm in Conference Room 2, Old Physics.

**PRESENT:** Mr Geoff Rees (Chair)  
Prof John Dewar (Provost)  
Dr Mitch Anderson  
Ms Genevieve Grant  
Prof Mark Hargreaves

**IN ATTENDANCE:**  
Mr Tim Lee (Director)  
Mr Paul Sheahan  
Mr Jean-Luc Garlick (Secretary)

**APOLOGIES:**  
Mr James Sutherland  
Dr Lynne Williams  
Ms Helen Hayes

**1. WELCOME, APOLOGIES AND INTRODUCTION**

- 1.1. Welcome**  
The Chair welcomed the members to the meeting.
- 1.2 Apologies**  
The Chair accepted the apologies and noted that Ms Helen Hayes had resigned from the University and hence her position on the Board as well. The Director agreed to prepare an expression of interest document for her replacement and that the Chair, Provost and Director would convene to consider the application and make a recommendation back to the board.
- 1.3 Minutes from Previous Meeting**  
The previous minutes were accepted as a true and accurate record.
- 1. 4 Confirmation of Circular Motion**  
None.
- 1.5 Business Arising/Action Item Update**  
The Chair noted that items 1, 2 and 3 were covered in the agenda. Mr Sheahan was in attendance.

**3. MATTERS FOR DISCUSSION**

**3.2 Advancement Strategy**

The Chair requested that this agenda item be brought forward as the Provost and Mr Sheahan would need to leave early.

The Director informed the board about the planned creation of a Sports Foundation for the purpose of providing long term financial sustainability for the clubs. Each club would have a separate chapter within the foundation and it was hoped that the University would match any funds donated. The University would manage the foundation and the Board would make recommendations on expenditure. Clubs would need to be comfortable about their level of control over the funds. The regulation establishing the foundation will be sent to the Board for conformation.

Mr Sheahan spoke to the Board about his role at the University in Advancement and his relationship with MU Sport and the establishment of the foundation. He highlighted the need for a clear fundraising strategy before potential donors were approached and stressed the importance of the role of the board in the success of the foundation. During his eleven month contract he would be working closely with the Director and the clubs to successfully launch the foundation.

The Chair stated that the University would need to commit to facility development as part of a sport facility master plan. All donations should go to the foundation but could go to a club chapter if they had a minimum of \$50,000. A sub-committee of the board would determine how the funds were spent.

The Provost suggested the structure of the foundation would most likely be one of a single entity and that it was important to maintain transparency for donors and be able to guarantee where donor's funds were being allocated.

The Director stated that clubs would need to be assured that they would continue operationally during the period of transition to the new model when they had been accustomed to using their annual donations for operating activities.

The Chair explained that part of the deal of the foundation and to donors was that the University would keep facilities and maintenance up to date.

Ms Grant enquired as to how the clubs were engaged. The Director replied that a presentation next week had been arranged for clubs to promote the success of the model at Sydney University and to explain Mr Sheahan's role. The Clubs would need to help engage with past members. All clubs had been invited to join the foundation but it was expected that the larger clubs would join first.

## MUS Board Agenda 2/2010 Item 1.3 – 29 April 2010

Mr Sheahan explained that potential donors were assigned an Advancement Officer to ensure there were no conflicting requests from different areas within the University.

The Director tabled a report on the existing trusts held by the University for Sport and stated that the aim was to amalgamate the existing smaller trusts into the foundation. The aim was to raise \$2.5 million in the first instance.

The Chair thanked Mr Sheahan for attending. The Provost and Mr Sheahan departed the meeting.

### **2. MATTERS FOR DECISION**

#### **2.1 2009 Financial Statements**

The 2009 Financial Statements were provided for information and the Director and Mr Garlick fielded questions.

### **3. MATTERS FOR DISCUSSION**

#### **3.1 Director's Report**

The Director spoke to the report and updated the board on the progress of the Pavilion. The first meeting of the user group had recently taken place. The plan is now have two separate Pavilions. A document has been prepared for the Provost outlining the rationale for the recent decision and a vision for the Sports Precinct which will also be distributed to the board.

Ms Grant departed the meeting.

The Chair asked that a report on the usage of our facilities by elite athletes be prepared and presented.

The Director advised the board that he had completed the probation period. The Chair congratulated the Director on his first six months in the role.

The Director noted that thirty year patron, Dr Philip Law had recently passed away.

#### **3.3 Strategic Plan**

The Director stated that the plan was still being refined. The Chair requested that something be distributed as quickly as possible.

**4. MATTERS FOR NOTING**

There were no matters for noting.

**5. MEETING FINALISATION**

**5.1 Review Action Items**

See attached action sheet.

**5.2 Meeting Evaluation**

Time did not allow for this item to be considered

**5.3 Next meeting**

29 April 2010, 6:00pm.

**5.4 Meeting closed**

8.35pm

Signed by the Chair as a true and accurate record:

.....  
**Mr Geoff Rees**

8/4/2011.  
.....  
Date

**MELBOURNE UNIVERSITY SPORT BOARD**

**ACTION SHEET 1/2010 – 11 MARCH 2010**

<b>Minute no.</b>	<b>Item Title</b>	<b>Action</b>	<b>Person/s Responsible</b>	<b>To be Completed by</b>
1.	Board Member Replacement	Director to prepare expressions of interest document for replacement of internal position	Director	Next Meeting
2.	Pavilion User Group	Director to distribute to the Board a copy of the Sports Precinct Report	Director	Next Meeting
3.	Elite Athletes	Chair requested that the data on Elite Athletes and their usage of the facilities be prepared and presented	Director	Next meeting
4.	Strategic Plan	Director to distribute the Strategic Plan as soon as possible	Director	ASAP