

MELBOURNE UNIVERSITY SPORT BOARD

MEETING 1/2012 – 23 February 2012

The minutes of meeting 1/2012 of the Melbourne University Sport Board meeting held on Thursday, 23 February 2012 at 6.00pm in the Leather Room, University House.

PRESENT:

Mr Geoff Rees (Chair)
Professor Mark Hargreaves
Mr James Sutherland
Professor Margaret Abernethy
Dr Lynne Williams
Ms Marieke Guehrer
Professor Pip Pattison (Acting Provost)

IN ATTENDANCE:

Mr Tim Lee (Director)
Mr Jean-Luc Garlick
Mr Jim Corbett

APOLOGIES:

Mr Mitch Anderson

1. WELCOME, APOLOGIES AND INTRODUCTION

1.1 Welcome

The Chair welcomed Board members to the meeting.

1.2 Apologies

The Chair accepted the apologies.

1.3 Minutes from previous meeting

Amendments were made to item 2.2 and then the previous minutes were passed as a true and accurate record.

1.4 Confirmation of Circular Resolutions

There were no items to confirm.

1.5 Business Arising/Action Item Updates

1.5.1 September 2011 Quarterly Reports

Covered under agenda items 2.2 and 3.2

1.5.2 Director's Report – Fitness Centre Operations Review

Covered under agenda item 3.2

Action: Fitness Centre Review

1.5.3 Board Membership

Covered under agenda item 4.1

2. MATTERS FOR DECISION

2.1 2011 Financial Statements

The Director spoke to the 2011 Finance Statements.

Motion: The Board noted the 2011 End of Year Finance Statements and Audit Report.

2.2 2012 Revised Budget

The Director spoke to the 2012 Revised Budget. The budget had to be reviewed due to SSAF funding of \$2.28m from the University, an additional \$1m to the original allocation in the budget approved at the October 2011 Board meeting. The revised budget provided additional funds for maintenance costs, club support, reduced some student fitness membership costs and increased elite athlete support.

The Chair asked to see salary expenditure and Mr Sutherland requested to see previous year's data for comparison. The Director agreed to distribute a strategic finance document before the next meeting incorporating the SSAF funding allocation.

Mr Sutherland highlighted the importance of generating fitness income during the first quarter. The Board requested information on the fitness centre strategy in particular in relation to the marketing during the orientation period.

Action: Add salary breakdown to budget and financial reports

Action: Provide the SSAF funding allocation proposal

Action: Provide Strategic Marketing Plan for Fitness.

Motion: The Board approved the revised 2012 budget.

2.3 Sport Foundation

The Director spoke to the attached final draft regulation (UTR) for the Sports Foundation provided by University General Counsel Chris Penman for approval by the Board. The regulation had been endorsed by the Legislation and Trusts Committee and requires the approval of the MU Sport Board and the Provost.

The Director informed the Board that the Hockey Club Chapter had already been established with a contribution of \$50,000 which is the minimum amount required to trigger the establishment of the Foundation. The Hockey club was the focus of a recent article in the Voice to launch the Foundation.

Prof Abernathy departed the meeting.

The Board agreed that the process to donate needed to be as simple as possible.

Motion: The Board approved the UTR for the Sport Foundation.

3. MATTERS FOR DISCUSSION

3.1 Sport Capital Improvement Plan Briefing

The Director introduced Mr Jim Corbett, from Sports and Leisure Solutions, as the lead consultant for the Sports Capital Improvement Plan. Mr Corbett would start the consultation process with the Board and would seek their input on the aspirations they have on the University's sporting facilities. Mr Corbett referred to the MU Sport vision to be the leading University in Australia for sporting facilities as a starting point for establishing the Board's aspirations. Feedback from the Board suggested that there were some strategic questions to examine; for facility requirements, the definition of the University community, the level of local community involvement, participation levels, management of peak times, parking access, international student access and usage patterns, risk in raising funds and prioritising capital expenditure.

The Director reported that the University had just initiated the development of a Student Capital Improvement Plan that would look at all student needs across the University including spaces between buildings.

The Chair suggested that MU Sport needed to benchmark against the other Go8 Universities and to examine what funding methods they employed.

Professor Pattison stated that student engagement was important to the University and that research showed that sport could drive further engagement and help with student academic outcomes. Any benchmarking should also include student participation.

Dr Williams stated that it was important to identify what were the fastest growing participation sports to be able to plan to meet their facility requirements.

Mr Corbett advised the Board that he intended to report back at the next meeting on the 26th April.

3.2 Director's Report

3.2.1 Industry Benchmarking Project

Australian University Sport (AUS) South region (Vic, SA and Tas) members have agreed to collaborate to pilot a benchmarking exercise for the region prior to rolling it out nationally. The Director was a member of the working group to determine the data list for presentation and agreement at the AUS AGM in May this year.

3.2.2 New Provost Bio

Professor Margaret Sheil, who was the Chief Executive Officer of the Australian Research Council, would be the next Provost of the University of Melbourne. The new Provost would begin in late April 2012. The Deputy Vice-Chancellor (Academic) Professor Pip Pattison would be Acting Provost until then.

The Director had recently met the new Provost for the first time at the Leadership Conference at Hepburn Springs.

3.2.3 Sports and Clubs Committee (SACS) Update

The previous project work was under review with a revised scope to be prepared for the appointment of a new project officer. The intention was to have the discussion papers completed for a SACS meeting in the first week of April to present the interim report to the Board at the April meeting.

Action: Interim SACS report for April Board Meeting

3.2.4 Orientation

Orientation Week would commence next week with a range of activities across the University for new and returning students for a two week period. MU Sport would be focused on sporting club days to be held in both weeks with regular tours to be conducted through the Fitness Centre. Orientation was a critical period for MU Sport for raising student awareness and encouraging engagement with our programs, clubs and facilities.

3.2.5 Club Service Agreements

The draft Service Agreement would be discussed with Legal Services next week and presented to the Board at the next meeting. It is intended that all clubs will have individual service agreements in place by early 2012.

3.2.6 Fitness Centre Operations Review

The Operations Manager Alex Affleck would oversee the review and develop a project plan and timeline with the intention to provide the Board a report and recommendations by the April meeting 2012.

3.2.7 South Hub

Construction had progressed significantly over the last six weeks with the scheduled opening for Wednesday 22nd February with the first Group Fitness classes due to commence on Monday 27th.

3.2.8 Sports Centre refurbishment

The project has evolved from the Sport Pavilions Feasibility Study undertaken by Mantric Architects during 2011. The purpose of the project was to refurbish space in and around the Sports Centre, including six squash courts and the current change facilities, and to provide improved external spectator amenity. The project would improve the amenity for the clubs and casual users of the tennis, athletics and hockey facilities and would upgrade and expand the MU Sport administration area.

The Project Control Group had been meeting weekly to consider the design plans submitted by Mantric Architects, and the project was currently in the final stages of Schematic Design. The sporting clubs were being updated regularly and given the opportunity to provide feedback to the Project Group. Based on the current program schedule the project is due to commence construction in June/July 2012 to be completed by mid March 2013.

3.2.9 Pavilion

The plans from the feasibility study were due to go to the University's Building Design Review Committee (BDRC) for consideration in March. Meetings with clubs and the Colleges bordering the Sports Precinct would be conducted in the next two weeks. The approval of the plans at the BDRC and the Quantity Surveyor's report would trigger the start of the giving campaign to raise funds from the club alumni.

3.2.10 Annual Report

The Director presented the MU Sport report, prepared each January, for inclusion in the Vice Chancellor's Report to Council. The information provided a snap shot of the highlights and performance of MU Sport in 2011. The more comprehensive Annual Report Document is being prepared for distribution in May.

Dr Williams suggested that a more strategic approach be taken with the next submission and the Chair requested that a template be developed and presented to the Board.

Action: Prepare a template for the Sport submission to the VC's Annual Report.

3.2.11 Sports Without Borders

The Director stated that MU Sport was working with the University Affairs Department on a City of Melbourne initiative to engage the broader community with services and opportunities offered at the University of Melbourne. MU Sport was working with Carlton NGO *Sport Without Borders* in a sporting leadership initiative for migrant students to develop event management skills. MU Sport was providing marketing, coaching/referee assistance, and access to the Hockey Pitch for the event in March.

4. MATTERS FOR NOTING

4.1 Board Membership

The Director tabled the Board Membership Report. The Chair requested that the University be approached to modify the term of board appointments to provide for a staggering of future appointments. The Director reported that all current board members had accepted an extension of their terms.

Action: Approach the University Secretary to request staggering of Board appointments.

5. MEETING FINALISATION

5.1 Review Action Items

The action items were not reviewed.

5.2 Meeting Evaluation

Dr Williams requested that the agenda be updated to place strategic items ahead of operational items.

It was agreed to drop this agenda item from future meetings.

Action: Reorder the agenda to place strategic items ahead of operational items.

5.3 Meeting closed

The meeting closed at 8:10pm.

Signed by the Chair as a true and accurate record:

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Mr Geoff Rees

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Date