

MELBOURNE UNIVERSITY SPORT BOARD
MEETING 2/2018 – 16 May 2018

The minutes of meeting 2/2018 of the Melbourne University Sport Board held on Wednesday 16 May 2018 at 9.30am in Social-Space A of the Nona Lee Sports Centre.

PRESENT:

Professor James Angus (Chair)
Ms Alex Lawlor
Professor Richard James
Mr Mitchell Stephen
Ms Miranda Clark
Mr James Marburg
Mr Adrian Collette

APOLOGIES:

Mr Grant Williams
Ms Kate Roffey

IN ATTENDANCE:

Mr Tim Lee (Director)
Mr Jean-Luc Garlick
Mr Paul Reading
Ms Bridgid Junot
Mr Rod Warnecke
Ms Julie Caundle (minute taker)

1. WELCOME, APOLOGIES AND INTRODUCTION

1.1 Welcome

The Chair welcomed all present.

1.2 Apologies

The Chair noted the apologies.

1.3 Minutes from previous meeting

The Chair noted that the Boat Race was incorrectly listed as 2019, not 2018. under Boat Race - Matters for Discussion, otherwise the minutes were passed as a true and accurate record. The Chair requested that the time allocated for each item be added to the agenda.

The Director outlined that four Board members had recently completed their first three-year term and had been approached to continue for a second term. Mr Marburg and the Chair, Professor Angus, had agreed to continue for second term but that Ms Roffey had decided not to continue for a second term. Mr Williams had not confirmed his second term as yet. The process of advertising for an external member or members would commence next week.

Ms Lawlor recommended a capability analysis should be developed that aligned with the strategic pillars to determine the skill sets required.

The Chair requested to have In Camera as a standing item on the agenda.

Action

Add In Camera as Standing Item on the agenda.

1.4 Confirmation of Circular Resolutions

There were no circular resolutions to confirm.

1.5 Business Arising/Action Item Updates

1.5.1 Strategic Plan Vision Workshop

The Director advised that the draft Charter was amended to reflect the Vision and distributed to Board members for approval. Mr Collette noted that the Charter had been sent to the Vice-Chancellor for approval.

1.5.2 Equity in Sport Review

The Director noted that the Equity Policy would be discussed at the upcoming May Club Forum. The policy and action plan would then be brought back to the Board for approval.

1.5.3 2018 Operational Plan

2018 Operational Plan included in agenda.

Action

Equity in Sport Policy to come back to the Board.

2. MATTERS FOR DECISION

There were no matters for decision.

3. MATTERS FOR DISCUSSION

3.1 Clubs Governance Review

The Director provided an update on the Clubs Governance Review (the review)

The review was completed in late 2016 with a Working Group established to consider the recommendations which identified a range of tasks that MU Sport would need to undertake, either for the first time or in a more detailed manner than provided previously. It was determined that \$647,000 was required to undertake the tasks in the first year with a requirement for an ongoing \$400,000 per year thereafter. A funding request was submitted for additional funds from the Student Services and Amenities Fee (SSAF) which had been approved.

Mr Collette noted that it had been a long process and that he was pleased that the review could now go to Chancellery for completion as a funded proposition. Ms Lawlor asked about the management of club finances and the Chair also asked about the University's Internal Audit responsibility. The Director outlined that the review had recommended that more robust oversight for the financial activities of the clubs was required. Professor James requested that an update on the training regarding sexual harassment be provided at a future meeting.

Resolution

The Board noted the Club Governance Review update.

3.2 Stakeholder Relations

Mr Warnecke noted that it was agreed at the last meeting that Stakeholder Relations would be a standing item on the agenda and with the first report to be on Club Engagement.

Club forums are held in May and October each year for clubs and the MU Sport Board and staff to discuss significant strategic issues. Club forums were well attended and following club feedback separate forums for the competitive, instructional and recreational clubs will also be held.

Meetings with each club will also be held annually to ensure alignment with the strategic objectives and targets for sport, ensure compliance with University policy and procedure, to agree on plans and actions for the following year and the support provided by MU Sport. The Director has committed publicly that meetings would be held with all 43 clubs by November this year and agreements signed.

The Chair inquired about the crisis management progress and how well this was understood. The Director outlined the procedure and Mr Collette suggested that MU Sport liaise with University Services to ensure that the process was consistent with the University procedure.

Mr Warnecke outlined the establishment of the Advisory/Working Groups. The Chair recommended that Mr Warnecke be a member on these Groups and not the Chair.

The Director, based on an earlier suggestion from Mr Williams, recommended that one club be invited to attend each Board meeting to present on a topic of their choice. The Chair suggested that clubs presenting should alternate between the competitive, instructional and recreational groups.

Resolution

The Board noted the Club Engagement report.

Action

Clubs to present at future Board Meetings.

3.3

2018 Operational Plan

The Director presented the updated 2018 Operational Plan as requested at the March Board meeting. The document now outlined the staff responsible for each item and a timeframe. The Director highlighted the key strategic objectives for 2018 including;

- The Strategic Plan for Sport – Towards 2021 to be presented and endorsed by Chancellery Executive.
- Support the implementation of key university strategies including the Engagement at Melbourne 2015-2020

The Director outlined significant environmental considerations including the decreasing government funding, a change of Vice-Chancellor and significant building works across the Parkville campus. Operational objectives include the completion of the Clubs Governance Review, updating the Sport Capital Plan, implementing the Student Leaders in Sport Program and completing the Equity Review. Progress against the plan would be presented to the Board at the first meeting in 2019.

Resolution

The Board noted the Operational Plan for 2018.

3.4

2017 Risk Management Report

Mr Garlick presented the 2017 Risk Management Report. MU Sport oversees the risk management, reporting and investigation of all incidents reported across sport programs, facilities and clubs. The report includes physical, financial and the broader organizational risks.

A total of 27 incidents were reported in 2017, a 76% decrease over 2016. Over 95% of incidents were classified as sporting injuries with theft accounting for 5% of incidents. Mr Garlick outlined the risk that Lincoln Square Fitness was on a month to month lease with Melbourne Business School (MBS). Ms Lawlor noted that MBS would be redeveloping the site at some stage in the future.

The Director outlined that all significant risk management issues were brought to the Executive Management Group and remained on the agenda until finalised.

Resolution

The Board noted the 2017 Risk Management report.

3.5 Sport Capital Planning

Mr Reading presented on sport capital planning.

Mr Reading outlined the discussions with North Melbourne about redeveloping the Arden site. The project cost was \$10M and North Melbourne had requested that the University contribute \$2M. Ms Lawlor advised that a business case was being prepared to consider the return on investment. Mr Reading outlined a recent change to the status of the Crown Grant for the Sports Precinct.

Resolution

The Board noted the Sport Capital Planning report

4. MATTERS FOR NOTING

4.1 Director and Unit Reports

The Director noted that a report on the Australian Boat Race was being presented at the Chancellery Executive group next Tuesday. The proposals for Active Campuses, Water Safety Program and International Travel Grants had been submitted to the SSAF Grant Program.

Resolution

The Director's Report was noted.

4.2 Finance Report

The General Manager presented the Finance Report noting the current surplus of \$800,000 was due to the accrual of SSAF grant income from 2017 and would be expensed in the delivery of the programs this year.

Resolution

The Finance report was noted.

5. OTHER BUSINESS

There was no other business.

6. MEETING FINALISATION

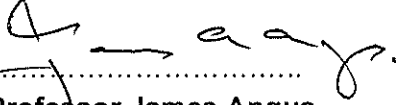
6.1 Meeting Close

The Chair asked staff and observers to excuse themselves at 11.15am with the remainder of the Board staying for an in camera session. The staff and observers left the meeting.

6.2 Next Meeting

The next meeting to be held on Thursday 5 July

Signed by the Chair as a true and accurate record:


.....
Chair Professor James Angus

15/9/18
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Date