

**MELBOURNE UNIVERSITY SPORT ADVISORY BOARD**  
**MEETING 3/2020 – 24 September 2020**

The minutes of meeting 3/2020 of the Melbourne University Sport Advisory Board held on Thursday 24 September at 9:30am via Zoom.

**PRESENT:**

Professor James Angus (Chair)  
Professor Kerri-Lee Krause  
Professor Sarah Biddulph  
Mr James Marburg  
Ms Alex Lawlor  
Ms Joanna Weston  
Mr Shawn Ingle  
Ms Anna Traill

**APOLOGIES:**

Professor Richard James  
Ms Lara McKay

**IN ATTENDANCE:**

Mr Tim Lee (Director)  
Mr Jean-Luc Garlick  
Ms Julie Caundle  
Mr Eugene Toh (minute taker)  
Ms Sienna Montaiti for item 1.4  
Mr Rod Warnecke for item 1.4  
Ms Bridgid Junot for item 1.4  
Ms Jo Massoud

**1. WELCOME, APOLOGIES AND INTRODUCTION**

**1.1 Welcome**

The Chair welcomed all present.

**1.2 Apologies**

Professor Richard James and Ms Lara McKay were listed as apologies.

**1.3 Conflict of Interest**

No conflict of interests declared.

**1.4 Club Presentation – Cheerleading Club**

The Chair welcomed Ms Sienna Montaiti, President of the Cheerleading Club. Ms Montaiti gave a brief history of the club and an overview of their main objective to provide cheer and dance opportunities to students at the University of Melbourne. Since March, online training sessions have replaced normal training which has enabled Cheerleading to retain a higher number of members than anticipated. The club has also focused on engagement and team bonding to ensure their members return in 2021.

The majority of members are current University of Melbourne students and alumni which make up the five dance teams and one cheer team. Ms Montaiti provided a brief overview of the club's financial performance and noted their lower expenses due to moving online.

Moving into 2021, Cheerleading's main challenges revolve around costs and athlete retention. External venue hire remains the highest contributor to the club's costs as the nature of the sport requires venues with specialized flooring. These costs often affect membership fees which then effects athlete retention throughout the year. The club's goals and strategies are focused around maintaining their financial stability, increasing the number of athletes and teams and improving the club's competitive ability. This is partially achieved by continuing to improve the participant experience to attract, retain and grow their membership base.

Professor Krause thanked Ms Montaiti for her hard-work and highlighted the importance of the club's goal to continue improving the student experience especially in 2020. Mr Marburg asked what strategies the club uses to manage the injury risk associated with the sport. The club's coaches have injury prevention and rehab qualifications and embed these practices into training sessions. Members are also gradually eased into the different activities they participate in. Ms Lawlor asked how the club is balancing their focus on high-level athletes with general participation. This is a significant challenge however the club continues to train and increase the skill level of their existing members to compete in higher level competition.

**1.5 Minutes from the previous meeting**

The minutes were accepted as a true record.

**1.6 Confirmation of Circular Resolutions**

There were no circular resolutions to confirm.

**1.7 Business Arising/Action Item Updates**

There were no business arising/action item updates.

**2. MATTERS FOR DECISION**

There were no matters for decision.

**3. MATTERS FOR DISCUSSION**

**3.1 Return to Campus Update**

The Director welcomed all present and provided a brief overview of the organisations first return to campus in June. Attendance numbers during the four weeks of operations was encouraging indicating that students and staff had a strong desire to return. Return to campus planning for the second time will be guided by the University's response to State government and national cabinet announcements along with advice from government agencies, industry bodies and the sport and recreation sector. The University also developed a 'Return to Campus' framework which was recently communicated to 55,000 students via an e-mail from the Provost which featured the MU Sport Staying Connected webpage prominently.

The Director provided an overview of the plans for a second Return to Campus in late October. This date would enable Sport to service upwards of 2,500 students still in college residences and private student accommodation. Early stage outdoor community sport may also be permitted by late October. Some of the challenges include the contact tracing requirements linked with the online booking system, the restricted numbers of participants, and the limited number of permanent staff available for operations.

The return will be a complex and challenging process however significant work from June remains in place. Ongoing monitoring of each service and compliance with physical distancing and contact tracing requirements will be implemented in each phase of the return. In

addition, University and community sport programs interstate and in regional Victoria will help identify any potential issues as the University gradually reopens.

The Chair opened the floor for questions. Ms Lawlor asked whether there were any opportunities to support students in light of their financial difficulties. This was confirmed and Sport is considering opportunities to provide subsidized access to this cohort. The Chair suggested looking to interstate sporting organisations for examples on reopening and Ms Weston offered to share her experiences participating in Netball in a COVID-normal state. Professor Biddulph highlighted the Staying Connected page as a great resource for keeping the community healthy and engaged during 2020.

#### **Resolution**

*The Advisory Board noted the Return to Campus Update.*

### **3.2 Sport Infrastructure Plan**

Ms Jo Massoud introduced her background prior to joining MU Sport and provided a brief overview of the Sport Infrastructure Plan project. The Plan will align with the University's strategic framework in particular the Guiding our Estate and Estates Plan, Strategy 2030 and the Student Life Strategy. It will cover all MU Sport managed and operated facilities and facilities supported by council and commercial operators. As part of the project, a 'use and needs framework' is being developed to better understand facility usage of both on and off campus activities.

The project is in its early stages and will continue into 2021 beginning with the establishment of a project team and situational analysis. Emphasis will be placed on the stakeholder engagement and consultation process used to inform the plan. Similar to the developers of the Estate Plan, visioning exercises with key stakeholders could be used to deliver the strategic planning element of the project. The next focal point will be on the development of an issues and options paper which will allow the organisation to test the findings of its facilities analysis. Prior to publishing the final plan, a draft will be distributed to the Advisory Board for feedback and endorsement. As part of the implementation stage, the project team will need to consider how the plan is supported by the University and considered when alongside other University projects.

The Chair opened the floor for questions and comments. Ms Lawlor highlighted the importance of MU Sport's utilisation data and asked whether the organisation could work with Chancellery to align with the University's long-term estate planning. Data collection is an element of the project and will help piece together Sport's participation figures. The Director also noted that the organisation will engage with the different parts of the University to ensure that the findings of the project are consistent with Chancellery's planning. Professor Biddulph asked what the balance was between utilization of MU Sport owned and local government supported facilities. Outdoor City of Melbourne facilities are booked on a seasonal arrangement whilst others such as the State Hockey and Netball Center are utilised on an individual basis. Ms Traill suggested that the organisation consider the timing of the needs analysis to ensure students are back onsite and appropriately consulted. This was noted and will be used to inform the consultant.

#### **Resolution**

*The Advisory Board noted the Sport Infrastructure Plan.*

### **3.3 2021 Budget**

The Director gave an overview of the organisation's revised budget process, strategic financial principles, COVID-19 adjusted principles and the significant items which may impact on Sport's position in the future.

In particular the budget process was reviewed this year to ensure that Sport continues to meet the University and Advisory Board financial reporting requirements but also allow additional time to develop a more detailed comprehensive internal budget.

The higher level financial information will be presented to the Advisory Board and the University whilst the management group will continue to develop a more detailed budget, to be confirmed at the end of the review and planning process, in line with the principles confirmed by the Advisory Board.

The Director noted that the department receives no direct financial support from the University, with income received solely from the student fee allocation and commercial activities. The organisation has traded in surplus each year since 2011 apart from 2014 when \$1.4m was allocated from the reserve to the redevelopment of the Ernie Cropley Pavilion.

The Chair opened the floor for questions.

Mr Marburg requested a best case/worst case financial scenarios analysis.

#### **Resolution**

*The Advisory Board noted the 2021 Revised Budget Process and Strategy and Indicative Budget.*

#### **Action**

*To provide a best/worst case financial scenario analysis to the Advisory Board.*

### **3.4 MU Sport Charter Review**

The Director introduced the history of the MU Sport Charter which replaced the previous council regulation that covered semi-autonomous bodies of the University. Chancellery Governance was consulted to undertake a review of the Charter and ensure it was consistent with the University's regulatory framework and general practice. The Chair, Professor Krause and Professor James were consulted during the process to consider the recommended changes which came out of the review.

The term *Advisory* has been added to all references to the Board and other sections within the document have been streamlined with standard advisory group practice. Other than minor amendments, the remainder of the Charter remains unchanged. However, the issues of student discipline and student-athlete policy was not addressed as part of this review and requires further work with Chancellery Governance.

Mr Marburg asked whether a mark-up of the Charter could be circulated. This was confirmed. Professor Krause noted that a similar review process is being undertaken across other parts of the University. Professor Biddulph asked whether the Charter's link to student conduct discipline is within the objectives of the document and whether there is crossover with the University in terms of principles applied to student conduct. The overarching principle is that University policies and procedures apply in issues of student conduct for both academic and non-academic departments. Professor Krause suggested continuing to work with Chancellery to clarify the issues of student discipline.

#### **Resolution**

*The Advisory Board noted the MU Sport Charter Review.*

#### **Action**

*To circulate the marked-up version of the Charter*

**3. MATTERS FOR NOTING**

**4.1 Director's Report**

The Director presented the Director's Report and noted the announcement of MU Sport winning the Sport Organisation of the Year Award at the 2020 Pride in Sport Awards.

**Resolution**

*The Advisory Board noted the Director's Report.*

**4.2 Financial Report at 30 June 2020**

Mr Garlick presented the Financial Report at 30 June 2020.

**Resolution**

*The Advisory Board noted the Financial Report at 30 June 2020.*

**5. OTHER BUSINESS**

**6. MEETING FINALISATION**

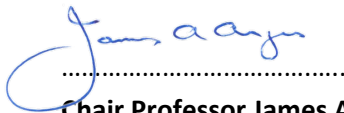
**6.1 Meeting Close**

The meeting closed at 11:00am.

**6.2 Next Meeting**

Next meeting on Thursday 12 November at 6:00pm – 7:30pm.

Signed by the Chair as a true and accurate record:



.....

**Chair Professor James Angus**

**Date** 12/11/2020  
.....