



Précis and action points from the **Executive Council** meeting held on Friday 7th November in the Sports Centre at St Andrews University.

Present

Filippo Antoniazzi (FA) Chair
 Joe Gray (JG)
 David Beattie (DB)
 Gordon Cox (GC)
 Steven Stewart (SS)
 Ross Simpson (RS)
 Catriona McAllister (CM)
 Jackie Davidson (JD)
 James Shields (JSh)
 Ian Gaunt (IG)
 Tay Attwell (TA)
 Paul McPate (PM)
 Alex Cooper (AC)

Apologies for Absence

Mark Ritchie (MR)
 Lawrie Randak (LR)

In attendance

Jacqui Stone (JS)
 Stew Fowlie (SF)
 Lucy McGrath (LM)
 Neil Park (NP)

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. FA welcomed everybody and thanked St Andrews for hosting the meeting.

HOMOLOGATION

2. *Conflicts of interest* – none were noted.
3. *Exec Meeting 22nd August 2008* – the minutes of the last Exec meeting were reviewed and approved as an accurate record.
4. *Matters arising* – JS/FA still to set up meeting with BUNAC, volunteer agreements need to be signed and returned to JS and comps have concluded that the £50k should remain intact at present.
5. *Correspondence/representation: SUS(EX)m17~1* – The dates and meetings on the paper were noted. The committee were asked to feed any instances of representation of SUS into JS and SF for inclusion in future papers.

EXEC MATTERS

FINANCE

Period 2 financials: SUS(EX)m17~2

6. The summary presented was noted and JS indicated that cash flow may become an issue if income is not forthcoming.

ACTION

JS/FA
 ALL

 ALL

7. The Audit data has been slow coming in this year and so it was decided that SUS should go with last years numbers for the financial contributions which can then be adjusted if necessary depending on the audit.

JS

Auditor's Report 2007-08: SUS(ex)m17~3

8. A more computerised financial system (SAGE) will hopefully be in place by this time next year.
9. Congratulations to JS for having a good set of accounts.

GOVERNANCE

Administrative Assistant

10. There were 150 applicants, 5 of whom were interviewed. Shona Roche has been appointed and she will start on Monday 17th November.
11. Thanks were noted to Edinburgh University for assisting with the recruitment process.

STRATEGY

Business Plan 2008-09: SUS(EX)m17~4

12. The Business Plan has been submitted to Sportscotland who are happy with it and have pledged support of £35,000 again this year as an interim whilst the 5 year strategy is being developed
13. It was noted that it was a very commendable piece of work. Well done SUS!

5 Year Strategy: SUS(EX)m17~5

Round the table discussion

14. It has to belong to Exec and as a group they have to drive work for SUS forward; the committee cannot rely solely on JS and SF to push it.
15. JS and NP plan to do a presentation of it at the Christmas Seminar.
16. NP thought an action planning template would be useful so each engine room can see what they are building towards so will send to JS.
17. PM thought there needed to be a shorter summary sheet that presents the facts concisely. JS will look into.
18. DB not convinced that number 3 in the strategic goal list is a goal – more of a value so PDC to come up with something more appropriate.
19. JS asked the question: how important is it that we set challenging specific targets? PM and AC thought we should and if they are not met we can adjust them for next year. CM suggested that SUS put down what they are already achieving – e.g. stats from Audit.
20. If anyone has any comments on specifics in the strategy let JS, SF, FA know by the end of November.
21. Directors and SU presidents will be sent the strategy and JS will set up meetings with individuals to gauge opinion.
22. All engine rooms should discuss the strategy as it will be revised for the Christmas Seminar.

ALL

JS/NP
NP

JS

PDC

JS

ALL

JS

Committees

23. Big thank you to JS and NP for completing the work to-date on the 5 year Strategy.

ADVOCACY

BUCS Update: SUS(EX)m17~6

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| <p>24. SUS signed a 1 year agreement with BUCS and work will be completed to come up with a longer term agreement.</p> <p>25. BUCS conference is going to be 1st- 4th September. JG and GC thought there may be a drop in SU presidents attending as September is a very busy time for presidents. TA said that the conference programme needs to be seen as development and very worthwhile. JG and RS said that the important things from the BUCS conference (fixtures live) should be added to the SUS conference training day and if there were 2 days of worthwhile development at BUCS conference it would be manageable and beneficial.</p> <p>26. BUCS have a research assistant who is carrying out a student satisfaction survey. JS to see how this links to work SUS are carrying out.</p> <p>27. BUCS are to provide a members benefit sheet.</p> | <p>ALL</p> <p>JS</p> <p>TA</p> |
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ENGINE ROOM UPDATES

Competitions: SUS(EX)m17~7

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| <p>28. 5 main themes</p> <ul style="list-style-type: none"> • De-brief of the development week – overall it was very successful; there are a couple of things to improve on for next year. • Curling has officially been adopted by SUS. The official launch is taking place on Wednesday 26th November in Perth • Development groups – creation of groups to support SDC work and formalise links to NGBs have been pursued in a number of sports including Athletics, Football, Hockey and Tennis. • NGB liaisons – SF and SDC colleagues have had fruitful discussions in recent weeks with senior staff within a number of sports including Athletics, Tennis and Football. These discussions have led to drafting of shared development plans and support of groups, as outlined above • Events –A Comps sub-committee has initiated work around a comprehensive three year events calendar. It is hoped that directors/relevant people can contribute to ensure Uni buy-in, a good fit to facility strengths and a fair balance of event distribution over this period <p>29. JG asked whether cycling was going to become a SUS sport. It will be the focus at the Christmas Seminar and that all SU presidents needed to write a letter of support for cycling. A form will be sent to the AU forum on the 14th November 2008.</p> | <p>JS</p> |
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Professional Development: SUS(EX)m17~8

30. SUS conference is being hosted by Heriot-Watt. The theme is being considered and will hopefully get a headline speaker who will also lead the day. John Beattie is a possibility.



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| 31. The Christmas Seminar is being hosted by QMU on the 11 th December and the theme is go green/cycling. Booking will be open shortly. | ALL |
| 32. Special interest groups –Operational Day. Still need a diverse topic. Any suggestions email CM. | ALL |
| 33. The Audit has been sent out. FE colleges were not included in this Audit – but there will be some follow-up work with them in 2009. | |
| 34. QUEST was suggested as a topic for the Operational Day although QUEST doesn't fit in too well with Universities settings. | |

Physical Activity: SUS(EX)m17~9

- 35. The newsletters and flyers are on the SUS website
- 36. The Active Age Festival was a big success. Huge thanks to Aberdeen for hosting and all who were involved in the organising and volunteering. The next one will be held in Dundee.
- 37. The PAC Workshops are open to everyone. The next one is special exercise populations and the following one is innovative sports.
- 38. There is a Student Dance Festival happening in Dundee in February. This will include taster sessions for a wide variety of dances and there will be performances from university clubs.

OTHER BUSINESS

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| 39. FA presented the committee with the Scottish Universities and Colleges Elite Athlete Network (SUCEAN) minutes. He said they were a fair, but not accurate record. He wants the committee to read the minutes and ring either SF or FA for comments by the 15 th November. | ALL |
| 40. NP informed the committee that he is working with the Scottish Government and that he will ensure the Higher Education sector will be recognised and driven forward. | |

DATES FOR NEXT MEETINGS

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| February 6 th - SUS Headquarters - 11am | |
| April 3 rd - Venue tbc - 11am | |
| May 15 th - Dundee University - 11am | ALL |

Actions List (SUS Executive meeting of 7 November 2008)

Set up meeting with BUNAC	JS/FA
Sign and return volunteer agreements	ALL
Send any Representation information to JS	ALL
Own Strategy and drive forward the work	ALL
Session at the Seminar	JS/NP
Send JS an Action Planning Template for committees	NP
Think about shorter summary of the document	JS
Think about a Strategy Goal	PDC
Incorporate Stats from Audit and Targets	JS
Set up meetings about the Strategy with Directors/Presidents	JS
Any comments about the 5 year Strategy let JS/SF/FA know	ALL
All engine rooms discuss the 5 year Strategy	Committees
Note date of BUCS Conference	ALL
Think about how BUCS research fits with SUS work	JS
Email SUS a members benefit sheet	TA
Send Presidents letter to sign about adding Cycling	JS
Note date for Christmas Seminar and Book	ALL
Email CM any suggestions for themes for the Operational Day	ALL
Read SUCEAN and ring FA/SF with any comments	ALL
Note Dates for future meetings	ALL