



Tennis Centre Meeting Room, Stirling University
14th December 2006, 3pm

SCOTTISH UNIVERSITIES SPORT EGM

PRESENT

Aberdeen, University of

Jackie Davidson (Teaching Assistant), Kenny Gunyeon (Assistant Operations Manager)

Dundee, University of

Brian Ewing (Director), Osla Dougal (Exercise Co-ordinator), Hazel Ednie (Specialist Populations Co-ordinator), Paul McPate (Assistant Director), Anna Anderson (Sports Union President)

Edinburgh, University of

Jim Aitken (Director), Louise Campbell (Assistant Director), Ed Nicholas (Sports Union President)

Glasgow, University of

Julie Ommer (Director), Alan Francis (Service Development Teacher), Julie Falls (Service Development Teacher), Rod McCauley (Service Development Teacher), Mark Huddleston (Sports Development Officer)

Heriot-Watt University

Mike Fitchett (Director), Juliet Balfour (Exercise Development Co-ordinator), Mark Ritchie (Programme/Services Manager), Ross Campbell (Sports Development Co-ordinator), Andrew Mallon (Sports Union President), Neil Gibson (Sports Scientist)

The Robert Gordon University

Filippo Antoniazzi (Director), Neil Brown (Sport Programmes Manager), Jennie Black (Team Leader), John Prince (Sport Assistant), Laura Sinclair (Sport Assistant), Emma Fisher (Sport Assistant), Margery Heath (Office Administrator), Rod Lawman (Sport Assistant), Andrew Smith (Sports Union President), Lewis Baird (Street Sport Development Officer)

St. Andrews, University of

Debby Sargent (Fitness & Exercise Development Manager),

Stirling, University of

Judith Ramsay (Sports Performance Co-ordinator), Orla Gilmore (Sports Performance Co-ordinator), Jenny Tattersall (Sports Participation Officer), Will MacKenzie (Sports Union President)

SDCs

Keir Stewart (Trampoline), Alan Chainey (Football), Sarah Gandon (Netball)

SUS

Jacqui Stone (Executive Officer), Stewart Fowlie (Sports Programme Manager)

Other

Antony Stone (SUSphoto)



1. WELCOME AND SCENE SETTING

Jim Aitken (in the Chair) welcomed everyone to the extraordinary general meeting of Scottish Universities Sport (SUS). Apologies for absence were noted on behalf of: Paul Thomson, Niall Sturrock, David Beattie, James Fairwood, John Innes, Colin Grahamslaw, Ian Lowe, Corinne Menzies, Gordon McTweed and Emily Knight

2. REPORT FROM THE INTERNAL AUDITOR

The report from the Internal Auditor (David Beattie, University of Aberdeen) and summary accounts were presented (Appendix One). It was noted that the Executive Council has considered Mr Beattie's recommendations and agreed to adopt them in full. With this, it was confirmed the SUS accounts for 2005-06 were deemed as accurate, and show an operating surplus of £25,899.31. This was planned. Members at the EGM were invited to offer comment or ask questions on the budget spreadsheet and Mr Beattie's Internal Audit report. None were expressed. Accordingly, Mr Aitken invited a proposer and seconder to confirm acceptance of the 2005/06 accounts.

Proposer: Mike Fitchett, Heriot-Watt University
Seconder: Julie Ommer, Glasgow University

Thanks were conveyed to Mr Beattie for auditing the SUS Accounts for 2005-06

3. REPORT CONCERNING SUS FUNDING MODEL

Mr Aitken introduced Appendix 2 and set the scene by recapping on the events leading up to today's recommendation. The model proposed by the Executive Council was outlined; and the associated consultation process described. Discussions started in September 05 with widespread consultation. An interim arrangement was proposed for 05/06 (Population 60% & Team Entries 40%). However, some of the newer Universities deemed this model to be too rigid. On the 9th June 06 the AGM recommended further deliberation was needed. During June-October 06 further models were considered by the Exec. On the 3rd November 06 the proposed funding model was agreed at the Exec meeting.

The other options considered included:

- *Population only (old SFC figures/new HESA figures)*
- *Block grant sport/athletic union /department funding*
- *Staffing Levels*
- *Department expenditure*
- *Department grants*
- *Membership income*

Questions and comments were then welcomed from Members present.

Aberdeen University offered three points of comment:

- a. The initial funding agreement was entered into for a three-year period. Within this period, there was a move to increase the weighting applied to population, with a corresponding reduction in the importance of team

- entries. Mr Guneyon contended that this model should have remained in place for the initial 3 year term, and without interference. Aberdeen maintained that population was a fair, transparent and workable index to use.
- b. The introduction of a gym membership index as a proxy for participation was a further cause for concern. We all have different membership schemes, and the pricing and scope of the scheme will determine the overall membership numbers. This will lead to anomalies. More, physical activity is more encompassing than simple gym membership. Aberdeen proffered that this was not a robust index to use. Jim Aitken countered this with the reasons why the Exec believed gym membership, or actually facility membership was valid and should be included.
 - c. Finally, the paper is not clear on whether this proposal is just to apply in 2006/07 or whether this is going to continue into the future. Jim Aitken noted that the underpinning procedure would remain in place for the next three years, and reviewed after that. Individual charges would be adjusted annually.

It was pointed out that at the Summer AGM SUS had agreed to revisit the funding model following concerns by some member institutions about the method of calculation. Gym Membership was perhaps an incorrect label for the index as the figure would be taken from question 17 in the Audit returns which actually related to facility memberships and it will be the total number that is used for calculation.

There were no further comments. As there were only seven institutions with two representatives present the meeting was not quorate. However, there was a resounding commitment from the reps present to resolve matters without further delay. It was decided unanimously that those present would still cast votes and those institutions that were not present would be contacted via email for their vote. This should be returned by the 20th December.

Motion: Recommendation - To Base Partner Contributions on: 50% Population (HESA): 30% Clubs (Audit): 20% Gym Members (Audit).

The undernoted results were recorded and ratified.

For: 12
Against: 2

ACTION: the SUS Executive Officer will proceed forthwith and contact those institutions not represented at the EGM ~ their votes to be cast by 20 Dec'06.

4. OTHER BUSINESS

Jim Aitken outlined some key dates before closing the meeting:

- 9th February - UCS Sports Development Meeting: Edinburgh University



- 27th March - SUSPAC Fitness Network/Workshop Day: Venue TBC
- 11-13th June - SUS Conference: Glasgow University
- 24-28th June - BUSA/UCS Conference: St. Andrews University

Jim Aitken closed the proceedings with a vote of thanks to all concerned.

APPENDIX ONE

REPORT FROM THE INTERNAL AUDITOR

David Beattie, Director of Sports Development at Aberdeen University has undertaken a review of the financial statements of SUS for the year ending 31st July 2006. He is satisfied that the accounts are an accurate representation of the finances of SUS and has made some recommendations that the Exec have considered.

The following points represent the primary items of business:

- **Income Surplus:** After a small number of minor adjustments to the draft accounts the surplus of income over expenditure was confirmed as £25,899.31.
- **Bank Reconciliation:** With any set of accounts one of the most important checks is to be able to tie up the balance in the bank account with the balance per the accounts. Only by completing a reconciliation between these two balances can assurance be gained that the accounts reflect the actual income and expenditure of the organisation. This should be completed on a monthly basis.
- **Petty Cash:** Petty Cash to be held at SUS for small items of expenditure.
- **Procedures for Procurement:** Create a formal document for the procedures for procurement. For example purchases over £2500 should have 3 written quotes; those between £1000 and £2500 2 written quotes; less than £1000 one written or verbal quote.
- **Inventory:** SUS should set up and maintain an inventory.

Key dates to note:

- Audited Accounts Presented at EGM 14/12/06 Stirling University

SUS Executive confirmed the following:

Item
Bank Reconciliation to be completed monthly
Petty Cash to be set up
Consider terms of Procedures for Procurement
Encourage the creation of an Inventory



BUDGET SUMMARY Feb-July06 - July pdf6



MONTHLY				
	Income	Expenditure	Balance	Variance
Income	10027.24			
Admin	5553.03	7991.67	2438.64	
Staff Travel	208.10	333.33	125.23	
Staff CPD	0.00	166.67	166.67	
Programme	0.00	1166.67	1166.67	
Fees	0.00	833.33	833.33	
Rep Costs	15258.72	333.33	-14925.39	
Marketing	10803.07	833.33	-9969.74	
Sundries	63.96	500.00	436.04	
TOTALS	10027.24	31886.88	-21859.64	-19728.55

Signed Jacquie Stone Executive Officer

	YTD Income	YTD Expend	YTD Balance	2005-2006		YTD Variance	What remains of Budget	Annual Budget
				YTD Budget	YTD Budget			
	112246.05							
		30561.49		47950.00	17388.51	17388.51	17388.51	47950.00
		1498.48		2000.00	501.52	501.52	501.52	2000.00
		352.50		1000.00	647.50	647.50	647.50	1000.00
		2632.45		7000.00	4367.55	4367.55	4367.55	7000.00
		60.00		5000.00	4940.00	4940.00	4940.00	5000.00
		29486.46		2000.00	-27486.46	-27486.46	-27486.46	2000.00
		20473.55		5000.00	-15473.55	-15473.55	-15473.55	5000.00
		1281.81		3000.00	1718.19	1718.19	1718.19	3000.00
TOTALS	112246.05	86346.74	25899.31	72950.00	-13396.74	-13396.74	-13396.74	72950.00

Signed David Beattie Internal Auditor



APPENDIX TWO

REPORT CONCERNING SUS FUNDING MODEL

SUS Officers have recently been working on the funding model for financial contributions.

Following feedback from the Exec the SUS officers duly revisited and reconsidered the proposed model of funding contributions to SUS. A revised model was sent out and no counter-proposals were received.

Consequently having taken all views expressed to date into account, the following points represent the chosen formula and method of calculation:

- o **Population Index:** It is felt that the population stat is robust and the figures from the Higher Education Statistics Agency give an accurate picture of student numbers in Scottish Institutions. Therefore Population will be allocated 50% of the total required.
- o **Club Numbers Index:** It is also considered that Club numbers give an accurate account of sporting activity within the sports/athletic unions. As SUS can help all clubs and not just those competing at BUSA level this would feature as the second index. Clubs will be allocated 30% of the total, with figures coming from the SUS audit.
- o **Gym Members Index:** It is felt that gym membership figures provide a means (perhaps the only measurable means) of gauging physical activity within each institution. Gym membership numbers will therefore count for 20% of the total contribution (less than clubs, on the premise that physical activity is still a developing side of SUS). Exact figures will be extracted from the SUS audit.
- o **Summary:** The proposed formula is 50% population, 30% clubs, 20% gym member numbers.

It is felt that what is being proposed is equitable, transparent and reflective of the aims and activities of SUS. The support from the executive has been granted and we plan to issue invoices for 06/07 contributions following the Christmas Seminar.

SUS Executive confirmed the following:

Item
Formula approved
Invoices to be sent out before the end of the calendar year