



Précis and action points from the **Executive Council** meeting held on Friday 22nd August in the Sports Centre at the Robert Gordon University.

Present

Filippo Antoniazzi (FA) Chair
 Mark Ritchie (MR)
 Lawrie Randak (LR)
 Joe Gray (JG)
 David Beattie (DB)
 Gordon Cox (GC)
 Steven Stewart (SS)
 Neil Park (NP)
 Ross Simpson (RS)
 Emma Raeburn (ER)
 Hazel Ednie (HE)
 Lorna Cruickshank (LC)
 Catriona McAllister (CM)

Apologies for Absence

None

In attendance

Jacqui Stone (JS)
 Stew Fowlie (SF)
 Sarah Gandon (SG)

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. FA welcomed everybody. As has been traditional with Exec, members were encouraged to fully contribute to all items on the agenda.

HOMOLOGATION

2. *Conflicts of Interest* – None were noted.
3. *Exec Meeting 23rd May 2008* – the minutes of the last Exec meeting were reviewed and approved as an accurate record. Proposed by MR and seconded by JS.
4. *Matters Arising* – None were noted that would not be covered in the context of the meeting.
5. *Correspondence / Representation: SUS(EX)m16~2* - The paper was presented for information.

EXEC MATTERS

Finance

Period 12 draft financials: SUS(EX)m16~2

6. JS presented the financial report for period 12 which has been sent to DB for auditing. Exec members were asked to bear in mind that the income includes £4000 worth of outstanding invoices. All expenditure is complete for the year and we are closing with a slightly higher surplus than expected.
7. This surplus can be accounted for due to the following: Conference saving due to no facility hire costs, Bank interest had not been budgeted for, Special projects allowance budget and BUNAC projects money has not all been spent. This should be rectified in future years.
8. In the next few years SportScotland funding may go down for salaries but up for other things, like Active Students, but SportScotland need to see a longer-term strategy that includes linking further with FE.
9. BUNAC sponsorship was highlighted as a risk as there is a chance this money will be withdrawn. FA and JS to meet with them to discuss this further.
10. The £50,000 reserve was discussed and Comps asked to think about how the money could be spent.
11. FA, JS and SF to look at the budgets and circulate to Exec with amendments.

ACTION

JS/FA

Comps

FA/JS/SF

12. DB advised that there needs to be 3-4months running costs available as an operating reserve.

Governance

Administrative Assistant: SUS(EX)m16~3

13. Job Description and Personal Specification produced and graded through Edinburgh University system. Looking to advertise in October, start in November and overlap with the placement student. FA highlighted that this role will free up time for JS and SF to be more strategic. Figures will be assessed to see if it is possible to have a full-time person.
14. Consensus was agreed.

JS

Neil Park Consultancy Report: SUS(EX)m16~4

15. Structure has to fit with the strategic plan. Charitable status might take more time and effort than is worth it at the moment. Should be considered but for the future. Advice was to look at becoming a company limited by guarantee not become a charity. This would need changes to governance of SUS and NP agreed to help with this.
16. The costs of doing this were questioned and NP suggested that SSA can help with things like legal aid and people within sport giving advice.
17. NP advised that no change would need to be made to the current structure.
18. NP suggested a time scale of 12-18 months and that it should be included in the agenda short term.

Strategy

Marketing Strategy: SUS(EX)m16~5

19. JS spoke briefly about the strategy highlighting the workshop at Conference as an idea generator. Each heading within the plan has an action plan and JS indicated feedback was essential to drive this initiative forward. It needs to be a working document that is updated and this was agreed.
20. Sponsorship highlighted as an area which should be developed under its own heading and more political targets included under working with stakeholders. SF praised the document but highlighted that costing and time commitment needs to be allocated. JS to amend the strategy to take this into account.
21. SUS needs a presence in Handbooks, Fresher's Fairs, and websites of the Institutions/ Sports Unions.
22. SG suggested a competition between the universities to which one can get the most SUS coverage.
23. JS to set up a sub committee to support her with the development and implementation of the strategy and to put the full document on the website, but keep the action plan boxes as working documents which the committee's take on and feed into.

JS

All

JS

Business Plan 2008-09: SUS(EX)m16~6

24. Aim to have a draft proposal completed by the EGM and have it fully passed by the AGM in June 2009.
25. LR highlighted that in terms of SportScotland SUS are already behind in producing this but if something can be sorted short term until a quality plan is produced then that should be ok.
26. Agreed that FA, JS and SF to work on and circulate to Exec for discussion. There was agreement that an outside person with objectivity and experience should be used in the process to advise and committee chairs should also input.

FA/JS/SF

Advocacy

Relationship with BUCS: SUS(EX)m16~7

27. Ongoing discussions over the last 12-18 months about how SUS relates to BUCS. Paper arrived from Karen Rothery detailing terms for the partnership. Exec were asked to comment this. Funding has increased from £10,000 to £20,000 but this is still less than asked for. A section about advocacy was an obvious omission to the paper. It was felt

that further clarification about certain items was required. It was suggested that SUS need to find out what BUCS are selling to sponsors in terms of branding in terms of coverage in Scotland as this may conflict with what SUS can offer.

28. With £85,000 going to BUCS from Scottish Universities Exec questioned how the other £65,000 was being spent by BUCS.
29. It was highlighted that it may be better to be in terms of a service level agreement which would outline a breakdown of costs and percentage of time outlined. A longer term agreement should also be sought.
30. FA to respond to BUCS highlighting issues outlined above.

FA

ENGINE ROOM UPDATES

Competitions: SUS(EX)m16~8

31. SF explained that development days are a protected day to engage with NGB's, get captains together, do presentations and asked that Presidents encourage club attendance.
32. LR asked if there were any plans to invite FE into competitions this year. SF confirmed this to be the case and an Associate Membership package was currently being drafted following discussions with Telford College. Associate Membership proposal to be circulated to Exec for comment.
33. JS to email out to colleges to seek a representative to attend Exec meetings in the future.

SF

JS

Professional Development Committee: (SUS(EX)13~7)

34. CM asked for the event venues to be agreed. These were accepted and are confirmed as Heriot-Watt for Conference 8th, 9th and 10th June and Queen Margaret for Christmas Seminar on 11th December.

ALL

Physical Activity Committee: (SUS(EX)13-9)

35. HE reminded Exec that the SUSPAC Active Age Festival was due to take place on Aug 28th at Aberdeen University.

OTHER BUSINESS

36. JS handed out volunteer agreements. To be signed by all and returned.
37. In previous years guests had been invited to Exec meetings 2 and 4. Exec were happy with this format for meetings. Tony Stanger, Talent Manager at SIS was identified as a possibility. JS suggested someone from the Health sector would also be useful. FA & JS to pursue.
38. LR brought up the Scottish Physical Recreation Fund. Working at a performance level below lottery funding in colleges and universities. SUS had previously agreed to explore this but no progress was made. SF agreed to do this.

ALL

FA/JS

SF

DATES FOR NEXT MEETINGS

November 7th- St Andrews University- 11am
 February 6th- SUS Headquarters – 11am
 April 3rd – Venue tbc- 11am (Note it is MR's 30th on the 4th so cake needed!)
 May 15th- Dundee University – 11am

ALL



Actions List (SUS Executive meeting of 22 August 2008)

Set up meeting with BUNAC	JS/FA
Give more thought to how the £50k can be best spent	Comps
Readjust budgets and circulate to exec.	FA/ JS/ SF
Look at figures for full-time administrator	JS
Finalise the Marketing Document adding costing and other ideas	JS
Increase SUS Presence locally	All
Set up marketing sub committee	JS
Work on the Business Plan, with draft in place for EGM	FA/ JS/ SF
Send response to BUCS	FA
Draft Associate Membership proposal circulated for comment	SF
Send out communication to colleges about position on Exec	JS
Note dates of events	All
Volunteer agreements signed and returned to JS	All
Sort guests for future meetings	JS/FA
Explore the opportunity of the Scottish Physical Recreation Fund	SF
Note dates for Future meetings	All