



Précis and action points from the **Executive Council** meeting held on Friday 23rd May in the Tennis Centre Meeting Room at the University of Stirling.

Present

Jim Aitken (JCA), In the Chair
Filippo Antoniazzi (FA)
Mike Fitchett (MF)
Mark Ritchie (MR)
Andy Smith (AS)
Anna Anderson (AA)
Juliet Balfour (JB)
Simon Messenger (SM)
Dougie MacDonald (DM)
Lawrie Randak (LR)
Raleigh Gowrie (RG)

Apologies for Absence

Orla Gilmore (OG)
Stew Fowlie (SF)

In attendance

Jacqui Stone (JS)
Ray Lloyd (RL)

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. JCA welcomed everyone to the last meeting of the current Exec and thanked everyone for their commitment over the year. He thanked RG for hosting it and RL for taking time to attend.

HOMOLOGATION

2. *Conflicts of Interest* – None were noted.
3. *Exec Meeting 18th April 2008* – the minutes of the last Exec meeting were reviewed and approved as an accurate record.
4. *Matters Arising* – JCA noted that SUS had submitted a response regarding the legacy of the Commonwealth Games which had also been supported by comments from individual institutions. JCA also noted that there had been limited comments with regards to the School Sport Paper.

EXEC MATTERS

Scotland's University for Sporting Excellence: (SUS(EX)m15-2)

5. Exec reflected on the recent announcement to designate Stirling as Scotland's University for Sporting Excellence. It was noted that it was positive to see resources coming into the sector. However frustration had arisen in relation to the process as the announcement had been made without prior consultation with SUS or indeed many institutions in Scotland. It was felt that there was not enough information about how the scheme would operate. The SUS view was that a single site model is contrary to the Institute structure that already exists in Scotland. It was highlighted that Stirling were being asked to lead a phase of consultation for what the network will look like. A representative from the Scottish Funding Council will be attending the SUS conference to clarify the situation and discuss the way forward.

Period 9 Financials: (SUS(EX)m15-1)

6. JS presented the financial report for period 9. Income and expenditure had been as expected and the balance sheet showed a healthy surplus at this point. An invoice for £10,000 has just been sent to BUSA and it is hoped that this will be paid in full soon. It is expected that SUS would end the year with a surplus in the region of £3000.
7. It was suggested that the Exec might want to consider what to do with the £50k that was currently being held in the RBS treasury reserve.

Fit For Purpose Audit: (verbal update)

ACTION

New Exec

8. The SUS officers had lodged the return with the Auditors which detailed changes that needed to be completed over the next year. This included the development of a risk register for SUS.	JS/SF
9. JS reported that Neil Park had been commissioned to complete some consultancy work on SUS' behalf. He will be considering whether SUS should become incorporated and the benefits of charitable status. It was suggested that Neil Park was invited to the first meeting of the new Exec to consider his report. JS would circulate his report for comment.	JS
10. LR congratulated SUS on what they have achieved in three short years. JCA thanked JS for her efforts in completing this work.	
AGM – Succession Planning: (verbal update)	
11. JS outlined the constitutional amendments that would need to be included at the AGM: these related to quorum figures for committees and the addition of conflicts of interest at all meetings.	
12. It was noted that the fee structure would be proposed to remain at the same level as the current year for 2008-09.	CHAIRS
13. Committee chairs were reminded that annual reports were due for inclusion at the AGM following the same format as last year.	ALL
14. Elections for vacant committee positions would also take place at the AGM and nominations needed to be made in writing and sent to JS.	
BUCS: (SUS(EX)m15~3)	
15. The BUCS structure briefing paper had been included for Exec members to digest.	
16. JCA updated that the letter included in the papers was to be sent to Ed Smith which suggested that SUS can deliver on behalf of BUCS without undermining their work. This would then lead to a greater rebate to SUS while SUS members would still pay the BUCS membership fees. SF would remain as the regional deliverer and competition would also be delivered regionally.	
17. Exec members were keen for the concern to be raised about having no Scottish representation at BUCS structure. It was also questioned whether FE should also be looked at.	
18. It was suggested that we might want to invite a BUCS person to sit on the Exec. This would require a change in the constitution.	
19. SF and JCA to arrange for the letter to be sent into BUCS.	JCA/SF
Business Plan 2008-09: (SUS(EX)m15~4)	
20. Exec members were asked to offer ideas for the future direction of SUS Business. Topics highlighted in the paper were thought to be valid. It was agreed that SUS should focus on developing links with the FE sector and DM agreed to send some ideas to JS for consideration. It was also suggested that the links with Academic colleagues should continue to be encouraged. These ideas will be taken on board when drafting the plan.	JCA/SF/JS/FA
21. It was noted that the new Sportscotland board would be formed in the Autumn and SUS might want to explore potential available positions.	
22. SUS Fees would stay at the same rate for 2008-09 and the potential BUCS rebate was suggested to go towards the salary of an administrator role as this would allow further development of SUS competitions and other business.	
Correspondence: (verbal update)	
23. JCA had been invited by Kate Vincent to attend the first meeting of the Reaching Higher Review Group although the date is still to be confirmed.	JCA
ENGINE ROOM UPDATES	
Competitions Committee: (SUS(EX)15~5)	
24. BUCS had agreed to a one-year trial of a 5 team structure for competitions. Fixture	

planning is underway and SF and RC hope to be able to publish the results soon. Nominations for SUS awards have been coming in and these will be presented at the conference dinner. Discussions were being held with Tennis Scotland and the possibility of introducing an order of merit event investigated.

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

25. PDC's main focus over the last few months had been the conference. The up-to-date version of the programme had been attached for Exec to see. Bookings were now being taken through the SUS website. It was felt that PDC should give further thought to the venue of the next conference. In addition to conference work is ongoing with the Student Handbook which will be available to download from the SUS website. JS had collated databases for operations staff and those working with elite athletes and it is planned to have sessions for these groups at the conference this year.

ALL

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

26. JB offered her last report as Chair. The SUSPAC Newsletter was highlighted as a brilliant resource that shows what is going on in the sector. The Flyers are also being downloaded from the website which is good news. JD would attend the President's training day to make sure the SUSPAC message is promoted to incomings. Plans were currently being drawn together for the next Active Age Festival in August in Aberdeen. It is hoped that some new people may stand for the committee this year and MF would continue to be co-opted. JB was thanked for her great work over the last few years.

OTHER BUSINESS

27. JS showed Exec the new items of kit that have been added to the SUS merchandise range.
28. Exec members were reminded about the BUCS conference which was taking place at the University of Sussex from the 24-27th June. Details available from the BUSA/UCS websites.
29. JCA thanked everyone for a productive year and the great attendance and especially to those who will be standing down. These sentiments were echoed to JCA for his sterling work as Chair.

ALL

With no further business, JCA closed the meeting at 1555 hrs with a vote of thanks for contributions; expressing gratitude to Stirling for their hospitality.

Actions List (SUS Executive meeting of 23 May 2008)

Consider use for £50k going forward	New Exec
Development of a risk register for SUS	JS/SF
Circulate Neil Park's report and invite to first Exec of new year	JS
Annual reports due for conference	CHAIRS
Nominations for Committee Roles to be sent to JS	ALL
Letter to be sent to Ed Smith	JCA/SF
Draft 2008-09 Business Plan	JCA/SF/JS/FA
Attendance at Reaching Higher Review Group	JCA
Book for SUS Conference	ALL
Encourage attendance at BUSA/UCS Conference in Sussex 24-27 th June	ALL