



Précis and action points from the **Executive Council** meeting held on Monday 27<sup>th</sup> August in the seminar room of the Centre of Sport and Exercise, Heriot-Watt University.

*Present*

Jim Aitken (JCA), In the Chair  
 Mike Fitchett (MF)  
 Mark Ritchie (MR)  
 Andy Smith (AS)  
 Dougie MacDonald (DM)  
 Debby Sargent (DS)  
 Eddie Bryant (EB)  
 Simon Messenger (SM)  
 Anna Anderson (AA)

*Apologies for Absence*

Filippo Antoniazzi (FA)  
 Juliet Balfour (JB)  
 Orla Gilmore (OG)  
 Lawrie Randak (LR)

*In attendance*

Stewart Fowlie (SF)  
 Jacqui Stone (JS)

**WELCOME, INTRODUCTIONS AND SCENE SETTING**

1. JCA welcomed everyone to the first meeting of the new SUS year. Thanks were offered to MF for hosting and providing lunch. It was noted that this was a big year for SUS as it was the last year of funding under the current terms from SportsScotland.
2. Exec members were given their induction pack for the year. The document contains useful information, forms and a volunteer agreement which should be signed and returned to JS.

**ACTION**

All

**HOMOLOGATION**

3. *AGM 13<sup>th</sup> June 2007* – the notes of the AGM, inclusive of the annual report were accepted as an accurate record.
4. *Exec Meeting 2<sup>nd</sup> May 2007* – the minute of the last Exec meeting was reviewed and approved as an accurate record.

**CLOSE OF 2006-07**

**Conference Review (SUS(EX)m11~1)**

5. It was felt that the conference was a great showpiece for what happens in Scottish Universities Sport and Physical Activity. The level of professionalism offered a welcoming environment where the mix of staff and students was natural.
6. Thought would be given to the content for the next conference and timing of sessions such as the big impact speakers. From feedback it appeared that delegates were keen for there to be more time for interaction with speakers and in breakout groups.
7. PDC would be addressing the conference content and where it would next be held at their first meeting in September.

PDC

**Year-end Financials (SUS(EX)m11~2)**

8. 2006-07 had been a positive year and had ended with only a slight deficit due to upfront expenditure on merchandise and events. For 2007-08 merchandise will have a separate line in the accounts in order to better monitor this area. For next year the conference costs will also need to be considered in order to make it affordable. PDC will be tasked to draft up a mock budget, keeping the event free if at all possible.
9. David Beattie (our internal auditor) has been working with JS and is happy that the accounts form an accurate record. The written financial report from him is due shortly.

PDC

**Summer Activity**

10. *World Uni Games* – The GB team came back with 10 medals (1 gold). The team contained 8 Scottish athletes but also many US-based British students. It was commented that HE students in FE colleges are not eligible because they can't join BUSA. It was felt that UKUS would maybe open the door to these students. Note was also given that Raleigh Gowrie had been in charge of the golf team that had brought home a silver medal.

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| 11. <i>West of Scotland University</i> – It was noted that there was now a new university: West of Scotland. Andy Abrahams was to head up the sports department. SUS should follow-up with a welcome. | JCA/JS |
| 12. <i>Stirling Forum</i> – JCA had recently attended a forum in Stirling where Stewart Maxwell had led discussion around the topic of Scotland disaffiliating from the UK sport structure.           |        |

**LOOKING AHEAD – Aims and Objectives**

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| 13. <i>Active Universities</i> – This proposition is already being considered by the Scottish Executive. JCA/SF are to draft a proposal to send to Francesca Osowska and this will be circulated around the Exec for comment.   | JCA/SF |
| 14. <i>Supporting Performance Sport</i> – It was proposed that there needed to be a group for people supporting performance sport (e.g. sports science, strength and conditioning, physio etc) which could allow dialogue with the area institutes of sport. PDC could look into setting this up. | PDC    |
| 15. <i>Elite Sports Report</i> – It was questioned what had happened with this report. It is in the public domain but no action has come from it. It was agreed that Mike Whittingham (SIS) would be invited to a future Exec meeting.  | JCA    |

**EXEC MATTERS**

**Period 1 Financials (SUS(EX)m11~3)**

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| 16. JS had provided the financial report for information and the August figures, when completed, would be circulated round the Exec. | JS |
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**HR Oversight Group (SUS(EX)m11~4)**

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| 17. It was noted that the Chair of SUS would not always be from Edinburgh so thought had to be given as to how line management of staff would work. The terms and conditions of employment are pertinent to Edinburgh. The forming of a group to manage this was endorsed and this would comprise of the Chair of SUS and the two elected directors from the Exec. JS would look into changing the wording in the constitution to reflect this. | JCA<br>JS |
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**Business Planning (SUS(EX)m11~5)**

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| 18. SUS are due to be audited by SportsScotland in order to be deemed fit for purpose in February. JS is busy writing policies and procedures on a variety of topics. This year's business plan is being written claiming £30,000 (+costs) and is to be submitted in October. | JS<br>JCA/JS/SF |
| 19. JS and JCA are due to be meeting BUNAC in London on Friday to talk over the continuing sponsorship agreement.   | JS/JCA          |
| 20. JCA and SF will be having dialogue with BUSA re £10,000 funding this year.  | JCA/SF          |

**ENGINE ROOM UPDATES**

**Professional Development Committee**

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| 21. PDC were meeting during the first week of September and had a packed agenda. Discussion would be had concerning the 2007 Audit; Administrators' Forum; Development of the Website; Student Officer Handbook; Christmas Seminar, 2008 Conference; and Special Interest Groups. |  |
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**Physical Activity Committee**

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| 22. PAC had recently had their Active Age Festival at St Andrews. The event was a roaring success with 110 delegates enjoying different activities and taster sessions. JB was now a member of the Skills Active Scotland Groups and was attending the BASES Conference in September. The next Newsletter and Flyers will be published by the end of September. |  |
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### Competitions Committee

23. Comps were engaging with BUSA Reps and were looking at writing an operational plan with priorities for the coming year. The fixtures were published for 2007-08. In advance of BUGS 2008 a working group has been formed to look at the workings of the event.

### AU Forum

24. The group were raising the level of professionalism and had a designated secretary now to take minutes. Each meeting would also have a CPD element allowing the Presidents to explore different topics of interest.

### NEXT MEETINGS

25. It was established that Fridays were the best day for holding meetings and the meetings would be moved around the country.
- Friday 2<sup>nd</sup> November – Stirling
  - Friday 1<sup>st</sup> February – Dundee
  - Thursday 20<sup>th</sup> March – RGU
  - Friday 2<sup>nd</sup> May – Venue TBC
- Thursday 13<sup>th</sup> December – Christmas Seminar

ALL

### OTHER BUSINESS

26. SUS is pleased to accept Laura Hayward on placement from the 8<sup>th</sup> October up until Christmas. She will work full-time in the office and will also complete a research project about coaching.
27. St Andrews hope to hold interviews for the appointment of a new Head of Department in September.
28. JCA and JS will be attending the Scottish Sports Alliance and JS will sit on the Academic Group as an observer.
29. RG was tasked with drafting a paper about the SUS Hall of Fame. Comps to check on this.
30. BUSA/UCS – nothing to report. They are working up the detail for the new organisation.

JCA/JS

COMPS

## Actions List

Sign Volunteer Agreement and return to JS	ALL
Consider Conference Content, Venue and Finance	PDC
SUS Welcome to West of Scotland University	JCA/JS
Active Universities Proposal	JCA/SF
Special Interest Group for Performance Sport	PDC
Mike Whittingham and Kate Potter to be invited to future Exec meeting	JCA
August Financials to be circulated	JS
Set up of HR Oversight Group	JCA
Amend Constitution to take into account HR Oversight Group	JS
Policy writing	JS
Business Plan to be completed and sent to Sportscotland	JCA/JS/SF
Meet with BUNAC	JCA/JS
Discuss £10,000 for 2007-08 with BUSA	JCA/SF
Take note of meeting dates for 07-08	ALL
Attend Scottish Sports Alliance	JS/JCA
Sit on Academic Group as an observer	JS
SUS Hall of Fame Paper – Comps to Check	COMPS