



Précis and action points from the Executive Council meeting held on Friday 7th September 2011 at the University of Dundee.

Present

Brian Ewing (BE) (Chair)
Brian Lister (BL)
Nicola Scott (NS)
Paul McPate (PM)
Pete Burgon (PB)
Julie Falls (JF)
Sohpie Warbuton (SW)
Gail Fertaz (GF)

Apologies

Leo Howes (LH)
Ian Gaunt (IG)
Tay Attwell (TA)
Julie Ommer (JO)
Ross Saunders (RS)

In Attendance

Stew Fowlie (SF)
Fiona Mathie (FM)
Ross Simpson (RS)

WELCOME INTRO AND SCENE SETTING

1. BE welcomed all to the first SSS Exec Meeting. Thanks to all for the commitment to SSS. Scottish Student Sport now represents 600,000 students across Scotland. Introductions were given around the table, particular welcome to BL and GF and thanks for all contributions to date. Special thanks to RS and FM for their hard work over the summer.

HOMOLOGATION

2. *Conflicts of interest*: none
3. *Notes from Exec meeting 02-06-2011*: were reviewed and approved as an accurate record
4. *Matters arising*: BE went through actions from previous meeting - all have been dealt with or are currently being dealt with.
5. *Correspondence / Representation: SSS (EX) m1-1*: Updates were offered about a number of events.

EXEC MATTERS

Transition to SSS

SSS Staffing and Offices

8. BE thanked the SSS staff for all their efforts in ensuring a smooth transition to SSS and for the professional manner with which they have approached the significant changes which have occurred over the past few months.
9. SF gave an update on the current situation. 4 permanent appointments, COO, OM, SC and SA with a part time administrator to be appointed. Intern has been employed hours to be notified and new position will be advertised when JL comes back. Moved to 3rd floor, well handled by Edinburgh University. BE written to Jim Aitken regarding thanks for move. BE and SF to meet late October to agree service arrangement/in kind. 3-5 year service level arrangement.

ACTION

SSS Constitution SSS(Ex)m1~2

10. BE updated the committee on the suggestions made at Conference on the Constitutions. SF has updated.
11. A small discussion on the Constitution was had with BL suggesting that the College Meetings be built into the Constitution. SF responded that it is covered under section 4 and that Colleges are to shape the discussions. Recommendation of the group meeting to set out plan for the year and share best practice. One college student rep still to be identified for Exec. NS mentioned that Colleges were discussed at AU Forum and were welcome to attend the AU Forum meetings.

Logo and tagline

12. SF updated the committee on the current progress with the re-branding. The options now were between two colours, cyan blue and the original SUS green and two straplines, Active Competitive and Innovative or Further Higher Together.
13. PB updated the committee on the discussions at PDC, there was a desire to mark new beginnings, the logo colour almost unanimous for the blue which reflected change, the swoosh maintained the history and brand strength, however arguments for the green showed strength and health. For the strapline it was relevant in short term but does not tell partners what we do. Active, Competitive, Innovative was the best. PB concluded old strapline with new colour was the choice.
14. A lengthy discussion by the committee was had on the views of the different options for re-branding with all agreeing for the Cyan Blue and the strapline Active, Competitive, Innovative as the new logo for Scottish Student Sport.
15. GF asked when it would be available with SF replying asap. The first 8 logos will be completed by the end of the following week.
16. RS added that Rep Kit this year would still be SUS with the aim to filter out by the end of the year. SW asked whether it was going to be Scottish Student Sport, Triple S or SSS for consistency. All agreed keep as Scottish Student Sport at a high level with Triple S being used on a smaller scale.

Action Plan 2011-2012 SUS(EX)m1~3

Status Risk and Finance

17. BE explained to the group regarding the application sent to Sportscotland. BE asked whether the committee were happy with the layout and consistency of the report and that it reflects SSS. All agree.
18. PM agreed that it was a good template for operational plan, supportive of it. Three areas to work on include; status, risk and finance, Advocacy and Representation and Equity and Branding.

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| 19. SF updated all on the previous workings of Risk Strategy, Catriona and Jacqui worked on this in previous years, needs to be continued. JL continuing with equity. SF and BE to discuss committee members helping with the equity and risk strategy. | SF, BE |
| 20. A lengthy discussion was had on the Legacy and 2014 Commonwealth Games with 2013 being the main point of the discussion. Discussion points also included, volunteering, legacy aspect and how SSS can fit into this. SF to get in contact with Greg Warricky for future discussions on taking this further. | SF |

Advocacy and Representation

SF, BE, BL, GF

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| 21. SF, BE, BL and GF are all happy to work on Advocacy. | |
| 22. A lengthy discussion was had on Advocacy; suggestions were made, promoting the health contributions, links with curriculum for excellence with points including sponsorship, sending the correct message to membership. Providing the best service to students, building on SSS, Reffin Brilliant etc. NS suggested presidents highlight the work done by SSS to students. PB explained that more work will be done by PDC on Brand Ambassadors. PM suggested that SDC's should be encouraged to use the SSS more proactively to drive more students through. RS explained that already all the events have been put on the SSS Events page. | |
| 23. BE and SF to meet and draw up projects for next Exec. | |
| 24. GF asked whether it would be useful to use traffic light on Risk strategy. SF happy to include in document. Can be updated at each meeting. | SF, BE |

Finance SUS(EX)m1~4-5

25. BE thanked the office staff for hard work and emphasised the importance of achieving a balanced budget for 2010-11.
26. SF explained the two parts to the finance including End of Year Finance which will be sent off on 4th October. Change of systems in the finance, most accurate figures on paper.
27. End of year figures show surplus on the year. Some invoices still to be paid. Expenditure is up to date. Unlikely 5k from LLM will be received. Realistic, year end in good shape. Carry forward money is from Colleges.
28. A small discussion on the budgets from last year was had including LLM and Debtors. Confident that remaining debt will come in to SSS.
29. GF queried the Membership Fees for 2011-2012. SF responded that there is an increase in member contribution and explained the breakdown of the future budget.
30. SF gave a breakdown of money in the bank made up reserves, women's football, Sportscotland money and BUCS carry forward.
31. BE asked whether any surplus should be put towards branding - ALL Agreed.

Partner Updates.

BUCS

32. New chairs available on all groups at BUCS, deadline for applicants,



30th of September. BUCScore the new fixtures website has gone live.

Sportscotland

- 33. GR updated the committee. Sportscotland's investments and targets are online. Decision regarding SSS next may. Increase in investments meeting being held in December. Reviewing and recommending current partners. SSS should build and create a case for increase in investment.
- 34. A small discussion was had on increasing funding from Sportscotland.
- 35. BE thanked GR for his help and support.

Engine Room Updates - Reports for info/action

Physical Activity: Verbal Update

- 36. JF updated on the Active Age Festival, 70 attended, great feedback. Thanks to NS for hosting the event.
- 37. 1000 mile challenge underway, flyers and t-shirts ordered to be sent out to Universities and Colleges.
- 38. Eating disordered workshop currently being organised
- 39. Working with SDS to organise a SDS day for students to attend in March. Contact Alison Frew from Aberdeen

JF,FM

Competitions: Verbal Update

- 40. PM updated the committee on meetings with FM and RS prior to the first Comps Meeting. Operational plan targets to measure KPI's, % of college entry increases, ensure robust and effective delivery. Comps to support SSS staff.
- 41. Events include Reffin Brilliant, CCF, Home Nations main focus. Integrating colleges into Rep Teams, and Football. SDC's need to be updated and brought on board. Workshop planned for SDC's cancelled due to lack of attendance from SDC's.
- 42. Next meeting organising Reffin Brilliant and working groups, meeting Jonny Pearson regarding Colleges.
- 43. FM to send out Comps Paper with Minutes.

FM

Professional Development: Verbal Update

- 44. PB met with JL end of August. Meeting on 1st September great success. Discussed Branding, Action Plan.
- 45. Marketing meeting on the 23rd of September.
- 46. Annual Audit was discussed with cosmetic and the content needing changed. Conference, Seminar and Sponsorship was also discussed.
- 47. A small discussed on whether a bigger audit should be completed as first year of new organisation. PDC to discuss and report back to Exec
- 48. Next meeting on the 7th October.

PB

AOB

- 49. SF discussed the Volunteer Agreement and asked all to read over, sign and return back to the office by the 16th of September.
- 50. Dates of future meetings were discussed with the 2nd December, 3rd

ALL



February, 30th March and 18th of May being decided as the dates.
Locations to be decided.

Actions List (SUS Executive meeting of 7th September 2011)

Discuss committee members helping with the equity and risk strategy	SF, BE
Contact Greg Warricky for future discussions on Games Legacy	SF
Work on Advocacy	SF, BE, BL, GF
BE and SF to meet and draw up projects for next Exec	BE, SF
Contact Alison Frew from Aberdeen re SDS	JF, FM
Send out Comps Paper with Minutes	FM
PDC to discuss Audit and report back to Exec	PB
Read Volunteer Agreement, sign and return back to SSS by 16/09/11	ALL