



Précis and action points from the Executive Council meeting held on Friday 20<sup>th</sup> May 2011 at the University of Stirling.

*Present*

Catriona McAlister (CM) (Chair)  
Ross Campbell (RC)  
Simon Christie (SC)  
Leo Howes (LH)  
Julie Ommer (JO)  
Brian Ewing (BE)  
Jamie MacDonald (JM)  
Charley Hannam (CH)

*Apologies*

Ross Sanders (RSa)  
Julie Falls (JF)  
Filippo Antoniazzi (FA)

*In Attendance*

Stew Fowlie (SF)  
Jacqui Stone (JS)  
Fiona Mathie (FM)  
Graeme Randall (GR)  
Ross Simpson (RS)  
Jenni Llyod (JL)  
Tay Atwell (TA) (BUCS)

WELCOME INTRO AND SCENE SETTING

1. CM welcomed all to the meeting and made apologies for FA not making the meeting.

HOMOLOGATION

2. *Conflicts of interest*: none
3. *Notes from Exec meeting 08-04-11*: were reviewed and approved as an accurate record
4. *Matters arising*: CM went through actions from previous meeting - all have been dealt with or are currently being dealt with.
5. *Correspondence / Representation: SUS (EX) m30-1*: Updates were offered about a number of events.

EXEC MATTERS

Action Plan 2010/11

**HR Update: Verbal Update**

8. Project 2011 has come to a conclusion
9. Congratulations were given to SF who is now the COO of SUS
10. SF thanked SUS staff for their professionalism. Next stage is to interview for Sports Coordinator, then administration. COO position starts 1 week of June, other posts will start 1<sup>st</sup> August 2011.

**SSS Constitution & Implementation Plan; SUS(Ex)m30-2**

11. CM gave a background into the work of the new Constitution. A small discussion was had on the structure of the Committees, with Exec having 4 student representation, 1 of which must be represented by Colleges, 1 represented by Universities and the other two can be

**ACTION**



either College or University. All Agreed. It was also agreed to cut representation from each committee and that only the chair of each committee should attend Exec.

12. A small discussion was had on voting rights with 1 vote per institution being agreed.
13. Number of meetings was also discussed with 2 being the minimum amount (except Exec) and 6 as the maximum. Constitution to be re-drafted with new proposals.
14. SUS would also need to reflect on the Chair of Exec being able to represent at BUCS as Colleges not part of membership. All were happy to give Colleges time to select members to represent Exec.
15. Implementation Plan will be discussed on the 15<sup>th</sup> of June at the AGM. Looking for support in changes in SUS office, Committee handovers and re-branding to SSS.
16. 6-12 months for changes in re-branding, ensuring that change over is not rushed and completed efficiently and effectively.

SF

#### **Equity Preliminary Level: (Ex)m30~3**

17. JS working on next stage of Equity and directed all to the papers while outlining the plan to get to the next stage. All happy to progress

#### **Volunteering Strategy: SUS(Ex)m30~4**

18. JS & Rona McIntosh worked together to create volunteering guide. Volunteer strategy has been developed around guide, taken forward to 2014 vision for SUS volunteers. Concerns were raised regarding money and time for the Comps section of the guide. Exec to approve of the guide before taken to Sportscotland. Volunteering sits with PDC Committee but involvement across the board.

#### **SUS Risk Strategy: Verbal Update**

19. Changes to two areas of the Risk Strategy, Colleges needs to be revisited, financial aspects and the constitution need to be updated.

JS CM

### Finance

#### **9 Month Financials: SUS(EX)m30~5**

20. JS went through 9 month financials with supporting commentary by SF
21. Forecast is for a break even budget, though only if all outstanding sponsorship monies are received.
22. Recommended that SUS seek approval at AGM for debts to be paid by Sports Unions if students/club do not pay.
23. SUS to chase current debtors.

Budget for 2011-2012: SUS(EX)m30~6

24. SF updated on the Budget for next year, still require membership fees in the region of £135,000.
25. Reduced reliance on sponsorship money, some profit from sporting and non-sporting events
26. Increase spend on sports programme
27. A small discussion was had on kit from SUS/SCS to SSS
28. All agreed AGM Budget
29. TA explained the BUCS recommendations of a 5% increase in fees, revised down to 2% if paid quickly. SUS to budget for a corresponding 2% increase in value of payment from BUCS as per the existing agreement

#### **Sponsorship: Verbal Update**

30. LLM proving to be challenging as no progression
31. Discussions in place with powerade, expected to attend Conference, new deal to be negotiated for next year.

#### **Advocacy**

##### **BUCS: SUS(Ex)30~7**

32. All directed to paper
33. Advisory group meeting pointed towards venues in last 16 of Championship being decided by coin toss. Agreed in principle to be added to BUCS rulebook by BUCS comps committee.
34. Integrated leagues in rugby and football will revert to how it was originally due to lack of response. It was asked whether a specific email could be sent out to institutions regarding this as may have been missed in BUCS Essentials by some.
35. FE pilot in North West has been approved, change in regulation to allow FE colleges with HE students into membership - this information to be passed on to Scottish Colleges
36. Enquires were made into fixtures training, SUS staff to get trained at BUCS Conference (July) then hold training day in Scotland (Aug).

##### **SCS Update: SUS(EX)m30~8**

37. JL directed all to SCS paper. Steering group meeting held recently discussed the constitutional changes.
38. All colleges have been encouraged to attend Conference
39. Sent out in-principle sign up form regarding Project 2011.

##### **SUCSES Update: SUS(EX)m30~9**

40. All directed to paper and minutes from the previous SUCSES Meeting.
41. SUCSES remain supportive of changes within SUS.
42. SF asked EXEC to reflect on relationship with academic departments and possibility of formalising this under banner of SSS.

#### **Sportscotland: Verbal Update**

43. Panel decides in June regarding submissions, single payment to all, finalise investment agreement.
44. SF to submit submissions by the end of the month.
45. SGB targets to be publicised though SUS' will not be.



### Engine Room Updates - Reports for info/action

#### **Competitions: Verbal Update**

46. RC gave update on the SDC's, Reffin Brilliant programme to run at the start of next semester, working with Sportalise to improve entries to events, fixtures and events being worked on for next season.
47. Home Nations is to be held w/b 16<sup>th</sup> April 2012.

#### **Physical Activity: SUS(Ex)m30~10**

48. FM updated on previous meeting and the Healthy Body and Healthy Mind (HBHM) Workshop.
49. Final plans for Active age Festival have been made.
50. HBHM Workshop discussed changing award structure to star review rather than bronze, silver and gold. Panel meeting to discuss awards.
51. SUS Challenge to be launched at Conference, having trouble getting video for launch but still working on.

#### **Professional Development: Verbal Update**

52. CM gave update regarding conference.
53. Back up may be needed for keynote 2 session, chase 2 weeks before conference if needed.

#### **Marketing Group: SUS(EX)m30~10**

54. JS directed all to Marketing paper.
55. Numbers increased in online presence. CASIE to become public at Conference.
56. Brand Ambassadors currently being recruited,
57. Conference tradeshow still sourcing. Challenge Video being worked on.
58. Mark Beaumont attending Tuesday of Conference.
59. Marketing Strategy nearly completed - All happy with strategy.

#### **AOB**

60. JS updated the group on SAGE issues, upgrade needed to allow more features. £650 including VAT. Additional training may also be needed. Exec agree - out of next years budget.
61. Additional training for COO may be desirable once new system in place
62. CM concluded that it had been a momentous year, most productive for SUS and a credit to all Staff and Members.



**Actions List (SUS Executive meeting of 20<sup>th</sup> May 2011)**

Constitution to be re-drafted with new proposals	SF
Risk Strategy Updated	JS, CM
Submit Sportscotland submissions by the end of the month	SF,