

Minutes from the **Physical Activity Committee** meeting held on Monday 5<sup>th</sup> February at the Seminar Room, Department of Sport and Exercise, St Andrews University.

**Present**

Juliet Balfour (JB) Chair  
Jacqui Stone (JS)  
Debby Sargent (DS)  
Hazel Ednie (HEd)  
Jackie Davidson (JD)  
Alan Francis (AF)  
Chris Berry (CB) (part of the meeting)  
Anna Anderson (AA)

**Absent**

John Baxter

**WELCOME, AND SCENE SETTING**

1. Juliet welcomed everyone to the meeting and thanked Debby for the wonderful lunch she had provided. As nothing had been heard from John it was felt that he ought to be relieved of his duties. JS to write to him to confirm this. The Exec's opinion had been sought as to whether Presidents should remain on SUSPAC. They had confirmed this as it was important for the AU Forum to receive the SUSPAC message.
2. *Minutes 22/11/06*: The minutes were agreed as an accurate record.
3. *Matters Arising*: JB would look into making sure SUSPAC is well represented at the President's Induction day in June. It was highlighted that committee members needed to check the actions list in the minutes for work to be completed prior to the following meeting.
4. *Future Plans*: Following a round the table update from everyone it was decided that the longer-term aim of SUSPAC was to get out and spread the word. Shorter-term was to focus inwardly. Key projects would be identified and would be completed to a high standard rather than taking on too many things.

**ACTION**

JS

JB

**Easter Fitness Festival**

5. The meeting on the 27<sup>th</sup> March would go ahead in Aberdeen as the idea of a fitness festival had already been promoted to others. However it would be kept small and in-house. For professionals there would be a session concerning ILAM and Skills Active and JB would invite Pam Scott and Steven Robertson to lead this. Running parallel a session about intra-mural and recreational sport would be held for student Presidents to attend. Anna to email Presidents and Intra-mural contacts to invite. JS would ask Stew if he was available to lead this session. There would follow a joint session on volunteering following up from the Christmas Seminar and JS to invite Hazel Williamson to this to see how to engage people to volunteer. The programme would look as follows:

JB

AA

JS

- 10.30-11 coffee and welcome
- 11-12.30 Skills Active / ILAM and Intra-mural
- 12.30-1.30 Lunch / Networking
- 1.30-3 Volunteering
- 3-4 Activities
- 4-4.30 Teas and Farewells

The event would be called the SUSPAC Roadshow. Committee members were asked to invite and inform people about the day. 16<sup>th</sup> February is the deadline for numbers to be sent to Juliet. There would be a £5 per person cost to go towards catering costs. JD to sort out catering and room bookings. Next year's event (2008) would be on the subject of Careers in Physical Activity, Health and Sport in late March and JB would approach Abertay to see if they would host.

All

JD

JB

## ILAM Update

6. JB updated SUSPAC on the progress with ILAM. She had rewritten the documentation to make it more HE user-friendly and Heriot-Watt was to pilot the assessment process on the 21<sup>st</sup> February. It was hoped that there would then be a free roll-out to other HE institutions following this. If this was not possible then SUSPAC would have the programme for use internally. JB

## Other Business

7. Topics for workshop sessions for next year's meetings were discussed and four broad topics identified: 1. Eating Disorders; 2. Trends in sport and how to take them forward; 3. Inclusive fitness; 4. Performance Enhancing drugs. (Funding was also mentioned but it was felt this fitted more under the remit of PDC)
8. *Meeting Responsibilities*: JB stressed that it was important for committee members to respond to communications sent out. Each member should set up a SUSPAC distribution list which includes JS or if in doubt always reply to all. All
9. *AGM*: JB highlighted that it is time to think about who would be on the committee next year and if anyone wants to stay on for another year. JB is keen to remain as chair for another year. All
10. *Next Meeting*: It was confirmed that the next meeting (after the SUSPAC Roadshow) will be on the 24<sup>th</sup> April at Glasgow. Following that a short meeting will be held on the 10<sup>th</sup> May at Dundee. SUSPAC were in support of Anna attending the BASES meeting in London on the 24<sup>th</sup> April and she would report back at the May meeting. AA
11. *Motivational Interviewing*: Tara Graham came into the meeting to talk about motivational interviewing with reference to fitness consultations. She was endorsing it as a useful tool. Perhaps PDC can run a day course about it. Tara was asked to supply more information about the course and costs involved. TG

## Audit

12. JS updated SUSPAC on progress with the audit. She presented part of the report and was asking the committee what they thought of the results and what we could do with them. It was felt that the figures would be useful to promote facilities as a business to the community. A template for figures should be produced for annual information. An important consideration was the interpretation of questions in order to make sure the information was accurate. SUSPAC would like to look into the target groups, especially women and girls. The full report will be available to download in the next couple of weeks. JS

## Newsletter / Website

13. It was decided to keep the newsletter electronic with only a small number of paper copies. It would also be useful to have posters promoting it to go up in Sports Unions. The content should be SUSPAC the big picture and the committee were prompted to think about who to reach and what to include. The newsletter should be a celebration of what is already happening and it was decided that it would go out quarterly – June, September, December and March. It was suggested that SUSPAC should have a Bebo page which could offer a comment forum linked with the newsletter. JB requested more information on this and AA was to supply. AA
14. Content for the newsletter would include: diary dates; local updates; PAC activity; Research in brief; Ask the expert; Interviews as well as core things each month. 8-sides of A4 would be the format and JS would draw up a template. SUSPAC would aim to launch the first issue in June at the conference and JS would source a sponsor for a print run for this. The first issue would have a section about SUSPAC and who the committee are. AA would take on responsibility for the student page and would keep it funky. This could incorporate job opportunities and why physical activity is important. JB would JB

interview Pam Scott from Skills Active following the meeting in March. Reports will be offered on the SUSPAC Roadshow, Commonwealth meeting and the BASES day. Emails would be sent around all institutions to ask if they have anything to contribute. Committee members should be thinking about content for their sections.

ALL

### Good Practice Guides

15. Good Practice Guides came out of SUPEA. It was felt that there may be topics that would still be useful to have as good practice guides and presented in downloadable format for the website. JD presented a document on exercise management and screening. This could be reworked. Other topics could be Children's Programmes and Inclusive Fitness. Committee members were asked to think about this.

ALL

### Flyers

16. JB presented a flyer she had produced on alcohol and sport. It was A5 and simple yet informative. These could be produced on a range of topics and could be made into posters to go up into departments. Other topics included: Myths on diets; rehydration; what is physical activity; how to cope with stress; incorporating walking into your day; trainers; sports bras; stretching; what not to do when ill. These would be ongoing alongside committee members' ordinary work and had no specific deadline.

ALL

## Actions List

|   |     |
|---|-----|
| Write to relieve John of his duties   | JS  |
| Look into SUSPAC being well represented at the President's Induction Day  | JB  |
| Invite Pam Scott and Steven Robertson to speak at SUSPAC Roadshow   | JB  |
| Invite Presidents and Intra-mural contacts to SUSPAC Roadshow   | AA  |
| Invite Stew and Hazel Williamson to speak at SUSPAC Roadshow  | JS  |
| Invite delegates to SUSPAC Roadshow   | All |
| Abertay to be approached for hosting 2008 SUSPAC Roadshow   | JB  |
| ILAM Pilot assessment   | JB  |
| Respond to communications and set up SUSPAC distribution lists  | All |
| Thought to be given to who would be on the committee next year  | All |
| Attendance at BASES Meeting   | AA  |
| More information relating to motivational interviewing to be supplied   | TG  |
| Look at producing a template for yearly audit information   | JS  |
| Provide more information relating to BEBO website   | AA  |
| Template for SUSPAC Newsletter  | JS  |
| Content for the student Page  | AA  |
| Interview Pam Scott from Skills Active  | JB  |
| Emails to be sent round institutions for content  | All |
| Content for relevant sections to be drawn up  | All |
| Content for Good Practice Guides to be considered   | All |
| Flyers to be produced on various topics   | All |
| SUSPAC Roadshow 27 <sup>th</sup> March; SUSPAC meeting 24 <sup>th</sup> April Glasgow; SUSPAC meeting 10 <sup>th</sup> May Dundee | All |