



Précis and action points from the **Professional Development Committee** meeting held on Friday 4th April at Stirling University.

Present

Orla Gilmore (OG) Chair
 Osla Allen (OA)
 Jacqui Stone (JS)
 Lorna Cruickshank (LC)
 Ian Lowe (IL)

Apologies

Anne-Marie Hughes (AMH)
 Simon Messenger (SM)
 Gordon Cox (GC)

In Attendance

Sarah Gandon (SG)

WELCOME, AND SCENE SETTING

1. OG welcomed everyone to the meeting.
2. *Meeting of 25th January 2008* – the minutes were reviewed and approved as an accurate record.
3. Matters Arising:
 - o JS was to check on feedback that had been received from Administrators about their forum and consider the way forward for this group.

ACTION

JS

WEBSITE DEVELOPMENT

4. JS updated that the newsletter has not got any further, but with lots of good news recently that this has been disappointing and Image are not getting back with info. JS to keep working with them to get it out soon.

JS

STUDENT HANDBOOK

5. GC and SM not in attendance. There is so much information that it has been hard to collate it all. They will be looking into which university has the best template. Both should have time to do this in the coming months as exams are on and they will have more spare time.
6. JS noted that at SUSPAC on the previous day, the topic was Careers. The outcome being to produce literature as guidance on how to enhance your CV through university sport. JS to do this from the office. Data collection on what uni's are doing and what sports graduates from those uni's are doing is needed. University of West of Scotland were at SUSPAC and are keen to get involved in SUS.
7. The Student Handbook to be in place for June for incomings.

SM & GC

JS

Sub-Group

SPECIAL INTEREST GROUPS

8. JS said the only contact now missing is Glasgow Caledonian.
9. JS to e-mail those people who the institutions have nominated regarding having Special Interest Group meetings at the Conference. The list is so far comprehensive and mixed.
10. OA to make sure there is room for SIG meetings at the Conference.
11. Geoff (Operations Manager from Dundee) has retired with no replacement in post as yet. OA to keep us posted.

JS
 OA

CONFERENCE '08

12. JS e-mailed the programme around to everyone. Don't have an overall theme. What should it be? Do we need one? Key to build in question time and more break out time, came from feedback. JS ran through programme and potential speakers. PDC thought there was a good mix and these needed to be confirmed.
13. Electronic voting pads will be in use again this year adding to constant participation. Might not have one for everybody and hope to have someone on standby in case they break!
14. For the second day marketing would be included. Three themes were suggested: 1. Justin Hookson, to deliver general session; 2. Lloyds TSB- Big Scale corporate sponsorship; 3. Interactive, will have draft SUS Marketing Strategy by then (Get member feedback). Using SUS as a case study will help people starting out. OA felt that TSB was too big to be relevant. As Hookson has been in Dundee and St Andrews the preferred option was to

- have a case study about local projects instead. Make it interactive, learning from Dundee's opportunities and barriers.
15. JS said Exhibition on Wed may drift into both days. Slots for sector updates have been taken out, suggestion that posters can be displayed instead. This is an opportunity for good projects to be seen.
 16. JS, tradeshow lunch is sponsored by Precor who have exclusivity and the £5000 is in. The trade show lunch this year will feature different sponsors including: BUNAC (£2000), The Malcolm group, Dyson, SUB TV, Enterprise, Sports Leaders UK, VDS. First Group have offered 10 travel tickets, Lucozade will hopefully offer product again and Taylormade designs will be utilised for items for pack. Kukri: will also be around. OA said there would be spare for the Kukri Bus!
Plan to have a Treasure Hunt, have a few sets of questions so that traders aren't asked the same thing.
Looking for £100 for just getting stuff in the bag, £200 for a Charity Stand and £500 for a trader stand. JS to confirm this with exhibitors. JS
 17. OA to look into getting a Beano or Dandy for the bags. And think about Dundee gifts. OA
 18. Bags, maybe Blue and recyclable.
 19. Inserts for the bags. Bookmarks from SUSPhoto. OA suggested a raffle ticket in each bag. Recyclable pencils. Note pad: A5 unlined. SUS Bandana- Kukri. Branded Optical mouse. JS to investigate costs. JS
 20. Two options for the dinner depending on the theme of the conference:
1. Traditional- Glamis Castle – Need Ceildh Band and Piper
2. Forward thinking- SUS Private GIG at Fat Sams. And tasting rooms or science centre for food. OA to look at costs OA
 21. Monday Evening Ents, Dundee are keen to help. Post AGM don't want too much put on, so just drinks and nibbles.
 22. OA to check space for 6 Break Out Groups, 4 meeting spaces and 2 practical spaces. Forums, some on Tuesday because 6 meeting rooms might be a push. OA
 23. Break Outs options: Sports Leaders UK; Changing the drinking culture in HE sport; The Bigger picture: Ed Smith from BUCS- might be better in the main programme; PA – Women and Girls to break out group; AMH suggested – How to attract elite athletes to your uni: Do something on working with the students association instead of specifically "Welcome Week" (Freshers Week); Strength and Conditioning Session- Practical Operations – Customer Service or Defib Training/ Life Support (Dundee have the equipment); Pole Dancing (If Dundee get poles!?!); Gliding Plates- Use Paper Plates. JS to look at options JS
Dates- Programme Ready – **28th April**; JS to e-mail date and reminder – **21st April** JS
- OTHER BUSINESS**
24. Legacy Meeting. Government have produced a document and are going through the consultation process. It is not just on Sport, its on health, environment, transport etc... SUS are going to generate a response. Everybody should look at it. www.scotland.gov.uk/glasgow2014legacy and feedback comments by the 9th May. ALL
 25. Parallel to Legacy Meeting, Implementation Group is being set up for Reaching Higher and SUS may get a seat.
 26. Exec has moved to the 18th April at RGU 11am-1pm. GC and LC to attend. GC/LC
 27. New kit lines are coming in and will be available soon. Tracksuit bottoms, yoga style pants, vest tops, fitted dry fit tops. All geared towards the female market.
 28. SM commented back on the AU forum and suggested the President from the host institution of the Conference is on PDC. Didn't know where Conference was going to be when people took positions, but PDC could try and get it sorted earlier. JS to consider this JS
 29. SUS have been audited and had verbal report recommending job descriptions are written up. OG and OA to write up one for Chair role on PDC to inc. time commitments etc... JS to do ones for other positions on PDC. JS will ask GC and SM to contribute and think about specific things that the President's should do within PDC. OG/OA
GC/SM
 30. OG is leaving for Singapore on the 11th June. JS asked IL to take over as Chair until June 09 and IL accepted. This would need to be confirmed by Exec. JS
 31. Next meeting: TBC

Actions List

Check for feedback from Administrators	JS
Check with Image what newsletter when newsletter will be ready	JS
Collate information for the handbook and have handbook ready by Conference 08	SM and GC
Produce Literature on how to enhance your CV through University Sport for Handbook	JS
To e-mail those individuals from institutions put forward for Special Interest Groups	JS
Make sure there is room for SIG's to have meeting space at the Conference	OG
Finalise Programme and speakers	JS
To contact Dundee Principle/ Secretary regarding the Welcome at Conference	OA
Look into getting Beano's and Dandy's for the Goodie Bags	OA
Inserts for the Bags	JS
Get price for dinner for 100, Find out Accom costs and look into Band	OA
Look into Abertay Ceildh Band	IL
Sort Monday activities with help from Anna, Dundee for the evening stuff	OA/JS
E-mail reminder and Date of Conference on 21st April & Have programme ready 28th April	JS
Feedback on Legacy document by May 9th	All
Attend Exec on 18 th April	LC and GC
Think about what institution will host Conference next year pre AGM	JS
Write Job Descriptions for PDC	OA/ OG/ JS/ SM/ GC
Next meeting - tbc	All