

Précis and action points from the **Professional Development Committee** meeting held on Tuesday 20th February at Dundee University.

Present

Osla Dougal (OD) Chair
Jacqui Stone (JS)
Orla Gilmore (OG)
Lorna Picken (LP)
Judith Ramsay (JR)
Ian Lowe (IL)

WELCOME, AND SCENE SETTING

1. Osla welcomed everyone to the meeting. The previous meeting in Glasgow had been fruitful.
2. *Meeting of 24th January 2007* – the précis of the 9th Professional Development Committee meeting was reviewed and approved as an accurate record. Matters arising would be dealt with below.

CONFERENCE '07

- | | <u>ACTION</u> |
|---|-----------------------------|
| 3. <i>Logistics</i> - The Glasgow team are positive and excited about hosting this year's conference. It will allow them the opportunity to showcase themselves and they were up for the challenge. Julie Ommer had shown us around and the location and facilities were excellent. There were slight accommodation worries as the students would still be in residence but Julie was looking into a hotel centrally. Julie was booking halls etc. and JS would check if Glasgow were organising the ceilidh band. | JO/JS |
| 4. <i>Awards</i> - PDC liked the idea of awards at the dinner such as volunteer of the year etc. Perhaps local heroes could also receive their certificates at the dinner. JS would look into sponsors for the trophies perhaps from our existing supporters. | JS |
| 5. <i>Sponsors</i> - Sponsors were to be sought and Precor had expressed interest in being the headline sponsor. It was felt that this should be in the region of £2000 + speaker's costs. JS would check with JO how many other people could exhibit at the trade lunch. If this was around seven then an appropriate cost was considered to be £600. This would mean the sponsor can attend for the day to network, can have a ticket for the dinner, their logo on the conference website page and an insert in the delegate packs. If a company would like to sponsor an award then a further charge would be incurred. Taylor Made Designs were keen to be involved for gifts for delegates and JS would see if they have MP3 players as an option for this year. JR would supply details of a local contact who also works in this area. | JS/JR |
| 6. <i>Promotion</i> – JS had confirmed that the booking form could be a webpage that would be sent at the click of a button. There also needed to be an email sent out announcing the dates of conference and theme. Bookings will be taken from the 16 th April. | JS |
| 7. <i>Speakers</i> – JS had drafted a rough conference programme based on the last meeting. Thinking laterally was important. JR had been involved in a Visit Scotland Conference which looked at how to sell Scottish Sport from the tourism side of things. This could be a useful session for appealing to international visitors. JR would send JS the contact. OD suggested a staff development speaker from Insights who was involved with the British Bobsled Association. It was also commented that BUNAC could talk about their partnerships with International Universities or a session on the World University Games could be good. When looking at Sport 21 it was felt not to go over old ground but perhaps look at an example from abroad such as Finland to learn from Good Practice elsewhere. A research person in this field would be considered. Instead of equality and diversity a better title would be: forecasting for the future: meeting the demands of international students. JS would check with Juliet re physical activity session. A practical session for the afternoon could feature New Age Curling. JR would look for contact for this. Programme also needed to be re-arranged and then emailed around. | JR |
| 8. <i>EventScotland</i> – IL raised awareness of the conference that was coming up on the 6 th March. He would email info round the group. | All
JS
JR
JS
IL |

AUDIT

9. JS confirmed that the Audit results were about to go live. Thanks to John Taylor for all his efforts. PDC thought he should be invited to the conference and dinner. JS would consider lessons for the future and which elements should be checked annually. It was felt to be important that figures should be used at the conference whenever possible.

JS

STUDENT HANDBOOK

10. IL and OD would come up with a date to invite people for input. The first section of the handbook should be ready for the President's training in June and the second section for the start of term. It was confirmed that this should not be a new endeavour but rather drawing together existing resources. The meeting would be the 16th March at Dundee and JS would ask Stew if he would attend.

IL/LP/OD

JS

WEBSITE

11. JS did not have anything further to report. Little feedback had been received as so Image Logistics would shortly have finished the build part of the contract. JS would be focussing on inputting the contacts to the database but this was time-consuming and proving difficult to find time for.

JS

OTHER BUSINESS

12. *Administrators' Forum* – JS planned to follow-up the Administrators Forum at the Christmas Seminar with an email and content on the website. OD to send notes from the meeting to JS and JS would email round the contact details she has sourced for Administrators for others to fill in. It is hoped to have a meeting for them specifically before the conference.
13. *Bill* – JS would make payment to Clive Ramsay for food bill from the Christmas Seminar.
14. *Next meeting* – the next meeting will be on the 14th March, in Dundee at 10.30. Next Exec Meeting is 30th March in Paisley – LP and JR to see if they can attend

OD
JS

JS

All

Actions List

Conference Logistics	JO/JS
Awards Sponsors	JS
Conference Gifts Options	JS/JR
SUS website Promotion of event	JS
Speakers for topics to be thought of and contacts sent to JS	All
Programme to be re-arranged	JS
Event Scotland Conference info to be sent round	IL
Audit Lessons – Annual info	JS
Student Handbook Meeting	IL/LP/OD/SF
Contacts to be added to database	JS
Administrators Forum Contacts	OD/JS
Bill to be paid	JS
Next Meeting 14 th March (Exec 30 th March – LP/JR)	All