



Précis and action points from the **Professional Development Committee** meeting held on Tuesday 26th February 2009 in St. Andrews.

Present

Catriona McAllister (Chair) (CM)
 Jacqui Stone (JS)
 Lorna Cruickshank (LC)
 Grant Reilly (GR)
 Alex Cooper (AC)
 Peter Burgon (PBN)

Apologies

Paul Blake (PB)
 Ann Marie Hughes (AMH)

In attendance

Shona Roche (SR)

WELCOME, AND SCENE SETTING

1. CM welcomed everyone to the meeting.
2. *Meeting of 26th February 2009* – the minutes were reviewed and approved as an accurate record. Proposed by LC, seconded by GR.
3. There were no matters arising.

CHRISTMAS SEMINAR – Review and Feedback

4. Summary of feedback passed around and discussed.
5. Only eleven feedback forms were received, need to improve this for next year. Will ensure delegates fill out form on the day rather than emailing to the office after the event, this has worked better at other SUS events.
6. Timing was identified as a problem by some of the attendees. PB pointed out that it is always going to be difficult to satisfy everyone, if held earlier it would clash with fixtures. All agreed.
7. LC asked whether there had been any developments with regard to cycling after it's introduction as a new SUS sport. This falls into SF's domain, there was constructive discussion at the Seminar's breakout sessions, it is something which needs to be picked up and focused on. The next step is to identify an SDC. All to have a think and contact Stew if they know anyone who would be interested.

CONFERENCE 09

8. JS may not be there on the day and therefore it is necessary for others to work hard in her absence. Focus on allocating tasks to people from now on.
9. GC suggested a homecoming theme, this has been agreed upon. Wish to have one person on the committee to take this on; work to include liaising with universities for homecoming guests such as past directors, sports personalities etc. AC agreed to take this on. It was pointed out that local heroes are invited annually but there isn't a great uptake, if branded properly this could change this year.
10. It was suggested that a visual display of images throughout the years from across the sector could be put on view at the venue. GR to tie in with AC for this.
11. PB to identify key partners and send these people/organisations specific invites.
12. JS & CM met with Coca Cola regarding sponsorship. Drinks for the event have been secured but are as yet unsure if a monetary sponsorship may be possible. SUS have requested a keynote speaker who may be able to present on aligning drinks with sport, sponsoring big events etc., possibly on the Wednesday.
13. The Commonwealth Games Team Manager will be another keynote speaker, he/she will talk on preparing a team for the games, how to manage the team. Unsure of whom it is but is a well known sports personality.
14. Someone from In Spirit is also a keynote possibility, if struggling for a keynote speaker a breakout leader may be pulled up.

ACTION

ALL

AC

GR/AC
 PB

15. After speaking to John Beattie, JS advised the group that it is unlikely he can attend the conference as it is during the Lions tour.
16. Won't know about Chris Hoy until nearer the event; should plan without him and will accommodate if he makes it.
17. Trade show numbers not going well. LC suggested encouraging Scottish Companies to coincide with the homecoming theme.

Breakouts Tuesday

18. Heriot Watt research into activity in adolescence.
19. Neil Gibson to give session on scientific preparation of elite athletes.
20. Fiona Wernham, **sportscotland's** head of coaching and volunteering, will speak on linking this with what SUS can provide in the area. (Can be bumped up to a keynote if necessary).
21. PB suggested breakout on alumni funding. This also ties into the homecoming theme. PB to look into this.

PB

Wednesday

22. CM suggested a Strategy presentation but it was decided not to go ahead with this as the Strategy will already be in the Conference Packs and was discussed at the Christmas Seminar. LC suggested having the main summary points on notice boards/TV's throughout the venue. Could tie in past, present and future.
23. Will be a Directors Forum, a QUEST follow up led by CM, individual Comps and SUSPAC workshops but no Administrators breakout as these individuals tend to hold the fort at institutions while others attend the conference.

Function Details

24. Murrayfield has been confirmed as venue for the Conference dinner, deposit has been paid. Easy access from Heriot Watt and has ample parking.
25. Up to SUS to source Ceilidh band.
26. Costings:
 - Dinner - £30 plus VAT pp
 - Canapés - £7 plus VAT pp
 - Drinks on table - £9.50 plus VAT pp
27. Dinner
 - Starter: Salmon *or* Melon
 - Mains: Caramelised Onion and Goats Cheese Tart *or* Chicken
 - Dessert: Summer Pudding
28. Drinks
 - Pre Dinner: Cocktails
 - Dinner: Wine, beer & water
 - Will also be a cash bar
29. No smoking throughout entire stadium
30. May get a player appearance at pre-dinner drinks
31. No need to have specific link with nightclub as Murrayfield is open until 2pm.

Sponsorship

32. Have Precor on board. Life fitness offered to pay for pre-dinner drinks but this is dependent on the wishes of Precor. Not going well in general due to current environment
33. All to think about what to put in the delegate packs. Could make these Scottish themed as well.
34. Agreed to book cartoonist to document event through cartoons and put these up throughout the venue allowing people to stick post-its on and comment on what has gone on and catch up on the day's happenings. Will produce 40/50 flipchart sized pictures. Price £500 for the day. JS will book him.
35. Wish to have quick active sessions to wake delegates up, especially on the Wednesday morning. Tribal Grove or Active Fife could be used for this.
36. SR to contact pedal powered smoothie maker company.

ALL

JS

SR

SPECIAL INTEREST GROUPS

Operations Development Day – QUEST

37. All feedback quite positive regarding trainer. Will have follow up QUEST session at the conference as well as a further day in Oct/Nov. Wish to run a QUEST assessors course next year as it is useful even if Department's decide not to go for the QUEST Award.
38. Aim to have an operations development afternoon every quarter to focus on a specific QUEST topic and share best practice.
39. All those in attendance gained an understanding of SUS and realised the importance of SUS in professional development and that it has a role to play for everybody.
40. GR, LC, CM and SR were also in attendance, feedback was positive.

Administrators Forum

41. Summary of feedback was passed around and read through. JS explained the day was made up of a presentation on SUS and two breakout sessions. Format and content based on feedback from last year.
42. Administrators would like greater involvement in president's training
43. Specific issues that came up included pressures in dealing with the presidents, sharing best practice, mini bus legislation, financial management and kit ordering.

STRATEGY

44. The Strategy was presented to Exec at their last meeting on the 6th February 2009. Conclusion was that strategy needs to be more specific and less wordy. Need to set specific targets, sometimes this is a little hard given that some of SUS' work is project based.
45. Need to look at the bigger picture – where do you see SUS in five years. Need visionary thought in this area. ALL
46. All to look again in particular at the PDC specific parts of the Strategy and think outside the box for the long term. All to send feedback to Jacqui.
47. Need to have targets and measurables for example, 4 Operations Days and 2 Administrators Forums per year, increased attendance at these events and representatives from all universities rather than just an increase in the number of events should be the focus. Important for SUS to be invited and attend external conferences and events. JS
48. JS to email operational plan to PDC members, deadline for feedback is the 16th March 2009. ALL
49. Strategy needs to be ready in May in order to be presented to **sportscotland** panel in June. JS wishes to have it all finished before her maternity leave and to ensure initial funding is in before the end of the summer as it will ensure there are less cash flow problems late in the year.

A.O.B.

50. GR – Wishes to get marketing strategy up and running. Have meeting sooner rather than later.
51. LC – Important to identify dates for administrators forum which is convenient for administrators. Send email to administrators on this.
52. JS to look into videoing the conference JS
53. JS- wishes to increase numbers signed up to news letter. SR to email link to SUS contacts. Plan is to have everyone involved in sport to receive newsletter on a fortnightly basis. Possibly have laptop at conference, tick a box on conference application form. Discuss at AU Forum, inform GC. All to think about this. SR ALL
54. CM – Cancer research wish to have a table at the conference.
55. DONM 24th March in Strathclyde
56. CM thanked all for coming and St. Andrews for hosting.



Actions List

Think of a suitable cycling SDC & contact SF if someone interested	ALL
Take charge of driving forward the homecoming theme	AC
Work on image display for Conference	GR/AC
PB to investigate a breakout on alumni funding	PB
Identify key partners and send these people/organisations specific invites	PB
Book Cartoonist	JS
Contact pedal powered smoothie maker company	SR
Think of where you see SUS in five years	ALL
Provide Strategy Feedback before 16 th March 2009	ALL
Look into videoing the conference	JS
Email SUS newsletter link to SUS contacts	SR
Think about how to increase numbers signing up to Newsletter	ALL