



Précis and action points from the PDC Meeting meeting held on 30th March 2011 at Glasgow University.

Present

Catriona McAlister (CM)
 Grant Reilly (GR)
 Simon Christie (SC)
 Scott Neil (SN)
 Andrew Dick (AD)
 Rona McIntosh (RM)

Not present

Pete Corry (PC)
 Jacqui Stone
 Yousuff Kerr
 Drew Leitch

In Attendance

Fiona Mathie (FM)

WELCOME INTRO AND SCENE SETTING

1. CM welcomed all and thanks to Glasgow for hosting event.
2. *Notes from previous meeting 25-01-11-*: were reviewed and approved and all matters arising are to be covered in the meeting.

Matters Arising

Conference 2011

3. Costs to be put forward to Exec one 8th April 2011. £73 per day, £35 for dinner, £38 for day only. Once approved by Exec can move forward.
4. All happy with Programme, small discussion on some amendments to the programme. GR suggested bacon rolls on arrival, no need for refuel. AD suggested removing refuel but keep the 15 minutes for toilet break etc.
5. A small discussion was had on the tradeshow, CM asked whether there would be enough tradeshow to have two separate trade shows. GR suggested keeping the 1 tradeshow but invite them over two days and cut lunch time.
6. A small discussion was had on the breakout sessions, CM and SC to take charge over Ops short session, the cancelled mystery shop would be condensed into a breakout session. RM put forward questions from Debbie for the performance sports session and asked whether the volunteering was two one hour sessions. RM to pass on details of volunteering speaker to FM.
7. GR enquired whether could swap breakout sessions on Twitter and Survey Monkey/Google docs to two separate days so that more could attend both.
8. FM to adjust times on the programme and remove RGU welcome on second day.
9. CM enquired about the first debate session, RM to speak to QMU CEO David, JS to contact David Grevinbeg, COO of Glasgow 2014.
10. Poster presentations, letters have to be sent to all departments regarding poster presentation research. FM to email out to encourage

ACTION

RM

FM

RM
 JS

FM

all departments to profile research, A2/A1 size. FM to speak to JS	FM, JS
11. GR to speak to Greg re break out session, pass onto FM	GR
12. SUSPAC to think of other ideas for Forum. FM to discuss	FM
13. RM suggested Gary Brankin from St Andrews discusses engaging in recreational sport.	RM
14. CM enquired regarding the list of potential tradeshow attendees. GR discussed updating the ad and sponsor brochure, targeting the 16 Rep sports and local business contacts. CM suggested prize draw. SUS office to contact tradeshow attendees asap. Georgie at Gladstone also to be added to the list.	SUS
15. A small discussion was had on the packs and their contents. Suggestions such as towels, sweatbands, watches were made with the other suggestion of memory sticks with the conference content uploaded. SUS interns can upload information. GR to speak to marketing committee, aim to spend £5 per head, 250 approx.	GR
16. Programme should look more professional, small book and get biographies in from all speakers.	
17. Bookings should be started at the latest May 1 st . Booking date closes 31 st May. FM to email out to all to save the date.	FM
18. GR discussed the possibility of inviting journalists along to the conference. GR to shuffle programme to keep journalists for SUS Media Session.	GR
Special Interest Groups	
19. FM to complete a two line questionnaire on Survey Monkey as to why those couldn't come to Ops Forum	FM
20. Check contacts in the mailing list.	FM
SUS Update	
9. At the February Seminar, Project 2011 was discussed and ALL agreed to change to SSS in the future. All agreed the C1 option was the way forward with SUS though C2 was affordable. COO will be first appointment with 60% COO and 40% in area of sports/services depending who gets the role. Job descriptions in final stage, job titles nearly confirmed. COO appointed end of May, early/mid may other positions.	
Marketing	
10. Annual Marketing strategy updated to 2012, social media strategy also updated.	
11. Retainer fee to IGiveADam to keep Iphone active for 12 months.	
12. Twitter and Facebook numbers increased, Casie now has a Twitter account.	
13. Brand Ambassadors have job spec completed	
14. Mark Beaumont is confirmed as SUS Ambassador.	
15. SUS challenge video and SUS promotion videos are not being created	

Volunteer Strategy

16. RM is working on practical guide book, met Hilary at Sportscotland, has cut down to second draft further into a step by step guide. Meeting Jacqui and Hilary on the 22nd April.
17. RM to send round PDC, Mid May is deadline.

RM

AOB

18. CM suggested to all to think about new chair at conference.

ALL

Actions List

Details of Volunteering Speaker to be passed on to FM	RM
Programme to be adjusted and changed times	FM
QMU COO to be contacted re debate session	RM
David Grevinbeg, COO of Glasgow 2014 to be contacted re debate	JS
All departments to be emailed regarding poster presentations	FM
Poster presentations FM to discuss with JS	FM, JS
Greg at Glasgow to be spoken to regarding Break out session, pass on to FM	GR
SUSPAC Breakout sessions	FM
Gary Brankin from St Andrews to be asked regarding debate session	RM
Tradeshaw list to be contacted asap	SUS
Marketing committee to discuss conference packs	GR
Save the dates to be emailed out	FM
Programme to be shuffled for Media session	GR
Questionnaire on survey monkey to be completed, reasons for lack of attendance of Ops Forum	FM
Ops emailing list to be checked	FM
Volunteer strategy to be sent round PDC Committee	RM
New chair of committee to be elected, volunteers	ALL