



Précis and action points from the **Professional Development Committee** meeting held on Tuesday 5th October at Edinburgh University.

Present

Catriona McAlister(CM)
 Grant Reilly (GR)
 Scott Neill (SN)
 Andrew Dick (AD)
 Simon Christie (SC)
 Rona McIntosh (RM)
 Pete Corry (PC)
 Yousuff Kerr (YK)

In attendance

Fiona Mathie (FM)

Apologies

Drew Leitch (DL)
 Jacqui Stone
 Ross Simpson

ACTION

1. WELCOME, AND SCENE SETTING

1. CM welcomed everyone to the meeting
2. *Meeting of 31st August 2010* – the minutes were reviewed.
3. The minutes from previous meeting were approved and all matters arising are to be covered in meeting.

2. Seminar 2010

Venue

4. CM gave update on progress with Seminar so far. The Seminar will take place at Cardonald College on the 14th December starting at 9.30 am and finishing at 3.30pm. Jenni Lloyd from SUS is visiting Cardonald College on Friday and will return with photos.

Programme and Content

5. A small discussion was had relating to the programme for the seminar and whether to keep the same format as the previous year but make sure to include more time for the SUS EGM meeting to discuss future of SUS.
6. YK suggested breaking into small groups after the future of SUS is discussed in order to allow more feedback to be given. PC suggested that after one member from each group will give feedback at the end of the different views on the future of SUS. CM will speak to FA to discuss times needed for this.
7. CM discusses the programme for event and requests JL to ask Cardonald principle to give small introduction at the Seminar.
8. Breakout sessions and keynote speakers were also discussed with suggestions of having breakout sessions for SDC's, Ops, Colleges, Sports Presidents and Directors Forum. PC to circulate round Sport Presidents to see what the content of the breakout session would be. FM to speak to SUSPAC on their breakout session and RM to follow up with Pete relating to the SDC forum.
9. SN suggested a guest speaker could talk about cutting costs in University sport which GR suggested it should have a positive twist and discuss ways to increase money.
10. CM said SF has been approached by Scottish Athletics and Winning Zone who wish to speak at these events. GR suggested getting on of the Directors to discuss the financial impact on Universities. GR suggested tying in with the Commonwealth Games in Deli.
11. CM will take away ideas and speak to JS and produce a revised programme by the end of the following week.
12. GR/YK also suggested a discussion should be conducted at Seminar in using SUS as a facilitator for ordering kit/equipment throughout all the Universities.

CM

FM

CM JS

3. Conference 2010

Venue

13. CM updated the group that the venue will be in St Andrews and she will visit the venue this week with JS. CM asked whether it would be better to have the evening function in the same place as accommodation or outwith the accommodation. ALL agreed it depended on the cost. CM JS

Dates

14. FM confirmed the dates being on the 14th and 15th June 2011.

Programme and Content

15. CM discussed whether the layout for the conference would be the same as last year and whether to hold the sport event on the Monday night before conference. YK thought that people would not pay for an extra night just to take part in the sports event.
16. PC suggested for the sport competition play volleyball instead and SN suggested the conference should finish early on the Tuesday to allow more time for sport competition and time before evening function.
17. CM discussed the layout of the conference with a lecture in the morning and three breakout sessions in the afternoon and that 3 good keyline speakers were needed.
18. GR asked whether the panel session can be cut. YK mentioned that it would still be good to get high profile people to attend so perhaps still keep the panel. CM suggested discussing this nearer the time.
19. CM discussed the breakout sessions and how previous topics have been exhausted and perhaps more could relate to training and development.
20. RM suggested could it be marketed to speakers as an opportunity to promote what they do in order to keep costs down.
21. GR suggested getting a speaker to discuss fundraising and sponsorship, could also have a speaker on what type of person you are and how you would deal with business and sport.
22. RM to find out if guest speaker regarding getting sponsor. JS to speak to Mountaineer asap. JS
23. CM will bring along a draft programme for next meeting.
24. GR spoke about sponsorship and how Subway are keen to get involved with Universities, Irn Bru and Nike may also be a possibility but can't be discussed until JS has spoken to LLM. CM
25. CM to add sponsors to next meeting agenda. CM

4. Special Interest Groups.

26. CM explained to the group that no progress has been made on the administrators forum and that the operations forum need to get a date sorted in March for their forum.
27. SC went through the different forums which were being looked at such as sports union and club interaction, expectations of users, sport union, mystery shop, customer experience feedback and standard assessment for operations. One to be decided for the March Forum. SC

5. SUS Update

28. CM gave a small update on SUS explaining that the financial year was better than expected and that we need to find ways to generate more income. CM also explained that the structure of SUS was being reviewed to become more commercial. CM also gave a brief update on the colleges that JL had received funding for her post until next year and the number of colleges who take part has increased with some creating posts for development coordinators.

6. Marketing Group Update

29. GR gave a brief update on what happened at the previous marketing meeting in relation to sponsorship which is waiting on JS having a meeting with LLM. GR also updated the group on progress with the iPhone App.

7. Volunteer Strategy

30. RM gave a small update on the fact that the volunteer strategy had to be started from scratch as very little of the targets had been reached on the strategy but she is looking into developing a 4 year strategy into the Commonwealth Games in 2014. RM to discuss with JS.

RM JS

AOCB & DONM

31. No other business was discussed.

Actions list:

Discuss programme for Seminar with FA	CM
View venues in S Andrews for conference	JS CM
Look into media team in St Andrews for conference	RM
Revise programme for Seminar	CM JS
Draft programme for Conference for next meeting	CM
Revise conference packages for sponsors	CM
Operations to decide on topic for Forum	SC
Start Research Strategy for next PDC Meeting	RM