



Précis and action points from the **Professional Development Committee** meeting held on Friday 19th October at Dundee University.

Present

Orla Gilmore (OG) Chair
 Osla Allen (OA)
 Jacqui Stone (JS)
 Lorna Picken (LP)
 Gordon Cox (GC)
 Ian Lowe (IL)
 Anne-Marie Hughes (AMH)
 Simon Messenger (SM)

In Attendance

Laura Hayward (LH)

WELCOME, AND SCENE SETTING

1. OG welcomed everyone to the second meeting of PDC and noted it was great to see everyone present.
2. *Meeting of 10th September 2007* – the minutes were reviewed and approved as an accurate record.
3. The only matter arising was the Scottish Sports Development Conference. JS now had the details and would circulate to the group.

ACTION

JS

AUDIT '07

4. This year's Audit was sent out and JS had already received the first response back. Collation of the results would be completed in house this year and statistics would be prepared in time for the Christmas Seminar.
5. SUS would actively promote the NASS survey which was taking place in November this year.
6. It was noted that Laura (who is on placement with SUS) will be completing a piece of research as part of the placement around the subject of coaching.

JS

ADMINISTRATORS FORUM

7. The exciting new event aimed specifically at administrative staff is confirmed to take place on the 22nd November at Riverside in Dundee. The day will run from 10.30 – 14.30 and will include a general session about 'how to manage your boss' followed by a networking lunch and then break-out group discussion in the afternoon.
8. JS had emailed round to inform staff about the event and this would be followed up by a formal invite in the post to each administrator. JS would also email Directors and Presidents to ask them to actively encourage attendance. The event would be billed as free professional development and an opportunity to put faces to names. The invitation would include a flyer about the event and would have a tear-off slip at the bottom for people to send back so we know everyone has definitely got the letter.
9. JS was investigating a company to deliver the first session and OA would check with Kirsteen Cruickshanks as a back-up. OA would also source lunch and SUS would pay for this.
10. The next PDC meeting would follow this forum from 14.30.

JS

JS/OA

All

WEBSITE DEVELOPMENT

11. JS updated that the cost for the newsletter element on the website would be £850 + VAT. This quote was the same as in the Phase one quote and would seem to be realistic for what was being provided. Image were still to send in quotes for designing the forms for the COMPS work. It was thought that these elements would add value to the website and that the work should go ahead. JS would ask Exec for their backing.
12. It was agreed to change the 'Members' heading on the website to 'Resources'.
13. PDC members were asked to have a fresh look at the website and email any comments to JS.

JS

All

STUDENT HANDBOOK

14. The information that had been generated to date had been posted on the website and JS thanked PDC for their comments. JS would look at adding the appendices to the contents page and underlining where there were links.

JS



15. The next stage would be to try and fill in the gaps. JS would look at what content was still needed and this could be considered at the next meeting.

JS

CHRISTMAS SEMINAR

16. It was confirmed that the Christmas Seminar will be held at the Hamilton Campus of the West of Scotland University on the 13th December. JS was to liaise with Siobhan at Paisley to look around the venue. JS would look at drafting a programme with the CG team as the keynote speaker. It was hoped to include a workshop from Bruce Crawford as part of the afternoon session, a brief on the Lucozade project from Jaymie Mart, something legacy based and some updates about the Audit and LH's coaching research. There would also be the EGM, Directors Forum and some kind of fun activity.

JS
JS

CONFERENCE '08

17. Dundee had agreed to host the summer conference. The facility usage was confirmed as free and so daytime activity would be in the new teaching block near the ISE. OA would look into accommodation options. Consideration was being given to the dates in order not to clash with UCS/BUSA activity. Further thought would need to be given to a theme and content for the event.
18. Financially it was considered that £10,000 would need to be found through sponsorship this year. It was felt that this could be achieved through a better use of the Trade Fair and a bigger headline sponsor. PDC would think about potential sponsors for the event that were away from the ordinary channels. ClubCom was suggested as an alternative to Precor and Dot Mobile as something different which was trying to break into the student market.

OA
JS
All

All

SPECIAL INTEREST GROUPS

19. OA would source a marketing person to perhaps deliver a session at the conference in the summer and this may lead on to a special interest group in this area. Debby Sargent had sent through further information about the elite sport support group. JS would look to start to set up a database of individuals that would like to be involved in this group and identify someone to take this group forward. PDC then can facilitate meetings for them.
20. A similar task was to be completed for Operations staff / those involved in health and safety matters. This would allow the sharing of resources and information about training courses and quality initiatives.
21. It was questioned whether fitness programmes fell under the remit of PDC or PAC and it was felt that SUSPAC would be best placed to take this forward. Information about training courses should be filtered through SUSPAC in order to fill places.

OTHER BUSINESS

22. The next Exec was on the 2nd November in Stirling and SM would join OG at the meeting.
23. JS was busy writing policies and procedures for the 'fit for purpose' audit in February.
24. Next meeting: 22nd November – Dundee Riverside (following Administrators Forum)

SM/OG
JS
All

Actions List

Circulate Sports Development Conference Information	JS
Complete Audit analysis	JS
Invite Administrators and email Directors and Presidents about Administrators Forum	JS
Sort deliverer for first session	JS/OA
Consult Exec for newsletter costs for website	JS
Look at website and email comments to JS	All
Make amendments to Student Handbook and check what content is still required	JS
Look at venue for Christmas Seminar	JS
Draft Seminar Programme	JS
Book venues and look at logistics for Summer Conference	OA
Check Dates for summer conference	JS
Think about theme and content for Conference	All
Think about sponsors for conference	All
Attendance at Exec Meeting	OG/SM
Next meeting 22 nd November after Administrators Forum	All