



Précis and action points from the **Professional Development Committee** meeting held on Tuesday 31st August at Heriot Watt.

Present

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

In attendance

Ross Simpson (RS)
 Jacqui Stone (JS)
 Fiona Mathie (FM)

Apologies

Drew Leitch (DL)
 Yousuff Kerr (YK)

ACTION

1. WELCOME, AND SCENE SETTING

1. CM welcomed everyone to the meeting and gives introduction of responsibilities to each member.
2. *Meeting of 4th May 2010* – the minutes were reviewed.
3. The minutes from previous meeting were approved and all matters arising are to be covered in meeting.

2.Conference 2010

4. FM gave out summarised feedback from previous year’s conference, CM went through with committee, feedback on the whole was positive, some areas to improve upon such as timings and a lengthy discussion was had on how to get new guest speakers that have to be motivational but cost efficient to the whole conference.

3.Seimnar 2010

Venue

5. JS informed the group that no venue has been selected, looking at having the seminar at Cardonald College in Glasgow.
6. CM asked JS for the cut off date for the venue to which JS suggested September as the final date.
7. CM confirmed the date of the Seminar will be 14th December and Cardonald was not an option Napier could be used instead.
8. JS to send round a bid document to increase interest.

Programme and Content

9. CM suggested having 1-2 key note speakers, lunch, an update session and breakout session in the afternoon. A lengthy discussion was had around the format off the Seminar, RM suggested a Mountaineer for the seminar and will get contacts. CM suggested use instead for conference rather than seminar.
10. RS suggested link from Deli to Glasgow Seminar.
11. CM suggested format could be 10 am start, 1 guest speaker, break, SUS update, lunch, 2nd guest speaker and then AGM.PC to talk to AU Forum what AU Presidents would like to see from break out sessions.
12. CM concluded that the programme would need to be made by November

JS

RM

CM

4. Conference 2011

Venue

13. JS updated the committee bid document has been sent to St Andrews.
14. A small discussion was had on location and the convenience of having hotel and dinner at same location
15. GR suggested the group decides asap whether filming the conference is an option.

ALL

Dates

16. CM subject to facility availability, dates being looked at 13th,14th,15th or 6th,7th, or 8th June
17. JS to confirm the date.

JS

Content

18. ALL to help out with contacts for conference and trade show.
19. JS suggesting making the Trade Show bigger than last year.
20. For the next meeting JS and CM to have a draft programme made
21. JS informed the group on the amount of money spent of accommodation on members.
22. CM suggested revised the packages to on 2 people per sponsor to be paid for.
23. SC suggested that if people book accommodation themselves then more likely to stay and can claim back money from sponsorship costs.

ALL

JS CM

5. Special Interest Groups.

24. CM updated the group on the 4 special interest groups, operations forum relating to facility staff, administrators forum, which RS and Elaine will focus on the fixtures and what the administrators want to from this forum. SDC forum which competitions committee are responsible of and performance sport forum.

6. SUS Update

25. JS updated the group on SUS progress including the increase in staff, work that the interns have completed so far, the submission from Sportsscotland and the budget being agreed at the Exec meeting. JS also update the group on the End of Year Finance which resulted in a slight loss and the 2010-2011 year needs to work on a tight budget.

7. PDC Action Plan and Purpose

26. CM goes through action plan
27. SUS to oversee the audit round the Universities
28. JS will review the questions on audit whether they are still suitable and relevant, GR will assist.
29. SUS Members skill audit , FM is looking at gaining contact information on sector professionals.
30. JS and RS will work on research baseline figures for SUCSES, this will tie in with dissertational/research topics.
31. JS CM will produce document with statistics and opportunities SUS can bring.
32. GR updated on the marketing committee plan to promote SUS with regards to conference, seminars etc.
33. JS suggested making a good practice guidelines to share for example for Operations could complete a Health and Safety Document for all Sectors to use and compare with their own.
34. JS also suggested assessing the current volunteers which if increased could gain more funding for SUS.

SUS
JS

FM

JS RS

JS CM

AOCB & DONM

Competitions

29. CM suggested bringing some light-heartedness into the committees with having a competition between staff for the network. All agreed. PC suggested this could tie in with conference. To be added to action plan.



Actions list:

Look for contacts for guest speakers	ALL
View venues in S Andrews for conference	JS CM
Look into media team in St Andrews for conference	RS
Confirm Date of Conference	JS
Draft programme for Conference	JS CM
Revise conference packages for sponsors	CM
Audit round sector	SUS
SUS Member Skills Audit	FM
Produce document with statistics and opportunities SUS could bring	CM JS
Assess current volunteers	AD RM
Competitions between staff committees	ALL
Bid Document to be sent round sector for seminar	JS
Research baseline figures to be completed for SUCSES	JS RS