



Team Room 1/2, Peffermill Playing Fields, Edinburgh
9 June 2006, 2.45pm

SCOTTISH UNIVERSITIES SPORT AGM

PRESENT

Aberdeen, University of

David Beattie (Director), Jackie Davidson (Teaching Assistant), James Fairwood (in-coming Sports President)

Dundee, University of

Brian Ewing (Director), Osla Dougal (Exercise Co-ordinator), Hazel Ednie (Specialist Populations Co-ordinator), Kirsteen Cruickshanks (TEAM Dundee Co-ordinator), Paul McPate (Assitant Director)

Edinburgh, University of

Jim Aitken (Director), Louise Campbell (Assistant Director), June Adamson (Senior Teaching Assistant), James Williamson (out-going AU President), Ed Nicholas (In-coming AU President)

Glasgow, University of

Alan Francis (Service Development Teacher), Euan Smith (Sports Development Officer), Grant Reilly (Marketing and Business Development Manager), Gillian Sinclair (Deputy Director), Carol Stuart (Customer Service Manager), Vikki Jackson (out-going Sports President), Graham Smith (in-coming Sports President)

Glasgow Caledonian University

Gordon McTweed (Activities Co-ordinator), Euan Wright (out-going Sports President), Chris Wilson (in-coming Sports President)

Heriot-Watt University

Mike Fitchett (Director), Juliet Balfour (Exercise Development Co-ordinator), Mark Ritchie (Sports Development Co-ordinator), Sarah McMahon (Fitness Consultant)

Inverness College

Dougie MacDonald (Senior Sport & Science Lecturer), John Coogans (Sports Lecturer)

Napier University

Jamie Watson (out-going SU President), Barry Earl (in-coming SU President), Graeme Turton (Sports Tech)

Paisley University

Paul Thomson (Vice-President Sports & Societies)

The Robert Gordon University

Filippo Antoniazzi (Director), Neil Brown (Sport Programmes Manager), John Barr (Out-going Sports President), Andrew Smith (in-coming Sports President), Lewis Baird (Street Sport Development Officer), Ewan Murray (Sports Centre Manager)

St. Andrews, University of

Debby Sargent (Fitness & Exercise Development Manager), Matt Adcock (Sports Development Officer)

Stirling, University of

Gillian Parry (Sports Union Administrator), Orla Gilmore (Sports Performance Co-ordinator), Jenny Tattersall (Sports Participation Officer), Peter Burgon (out-going SU President), Will MacKenzie (in-coming SU President)

Strathclyde, University of

Niall Sturrock (Director), Matt Bruce (out-going SU President), Angus Stevenson (in-coming SU President)

SDCs

Bill Sharkey (Boxing), Barry Sinclair (Rugby)



SUS

Jacqui Stone (Executive Officer), Stewart Fowlie (Sports Programme Manager)

1. WELCOME AND SCENE SETTING

Jim Aitken (in the Chair) welcomed everyone to the inaugural annual general meeting of Scottish Universities Sport (SUS). Apologies for absence were noted on behalf of: Julie Ommer, Martin Farrally, Corinne Menzies, Raleigh Gowrie, Judith Ramsay, Louise Phillip, Liz Kerr, Anne-Marie Hughes, Seona MacKenzie, Anna Anderson, Jan Griffiths, Ian Lowe, Tony McHenry, Laura Taylor and Donald Pirie

2. NOTES OF EGM

The notes from the EGM held of 24th June 2005 in Dundee, circulated previously, were accepted as a true and accurate record, subject to the addition of Mike Fitchett and Paul McPate to the attendance list.

3. CONSTITUTIONAL AMENDMENTS

Three constitutional amendments were proposed:

Existing:

- 7.2.2 To keep accurate accounts of the finances of SUS. These will be available for inspection by any member and will be audited before every Annual General Meeting.
SUS shall maintain a bank current account and the following Officers shall be authorised to sign SUS cheques: two, from the Chair and Vice Chairs.

Changed as follows:

- 7.2.2 To keep accurate accounts of the finances of SUS. These will be available for inspection by any member and will be audited within two months of the end of the financial year and approved by the membership at an Emergency General Meeting within a further two months.

SUS shall maintain a bank current account and the following Officers shall be authorised to sign SUS cheques: two, from the Executive Council.

Note: The employee of the organisation whose remit includes finance can be authorised by the Executive committee to be a signatory.

Existing:

- 13.2.2 Receive the Audited Accounts for the previous year.

Changed as follows:

- 13.2.2 Receive a statement of accounts to date.

Remove Section 13.2.5:

- 13.2.5 Receive the Annual Reports as appropriate from the four forums for Directors, Athletic Union Presidents, Administrators and Sports Development Coordinators/Sports Development Officers.

and replace with:

- 13.2.5 Discuss any matters arising including any constitutional changes.

All three changes were considered carefully, and approved by a clear majority.



In answer to a question why honorary members could not vote on electoral business, it was explained that SUS adopts an 'institutional' voting procedure (as opposed to individual member voting). Hon members were entitled to vote as long as they were eligible, and nominated, to represent a particular institution.

4. ANNUAL REPORTS

Executive Council

Jim Aitken offered an update on the actions of the Executive Council.

- The Exec had met 6 times, in various locations and there had been excellent attendance with quality input. The members of the Exec were commended on their professionalism, energy, initiative, intellect and wise counsel.
- The year has really been dominated by a number of 'start-up' issues but much has been achieved. An interim appointment of Stew happened in September followed by formal recruitment nationally for both the executive officer and sport programmes manager posts. This attracted 88 applications, and 5 EO candidates and 4 SPM candidates were interviewed. Thanks were offered to the interview panel of Lawrie Randak, Filippo Antoniazzi, Juliet Balfour, James Williamson, and Raleigh Gowrie. Stew Fowlie (SPM) and Jacqui Stone (EO) had emerged as the leading candidates, accepted offers (3 yr contracts) and had taken up post in March and May respectively. Since then, the emphasis has been on their induction training and orientation.
- Another key action this year has been the arrangement of office accommodation. The Exec prepared a thorough tender document setting out the specification for the office environment, notes of interest were invited, and two Universities replied. One subsequently withdrew which left Edinburgh as the sole contender. A thorough inspection was conducted by Exec on 9 Jan'06 (led by Mike Fitchett), and the content of the proposal interrogated. After careful consideration, the bid was accepted and a 5 year contract agreed. Recent weeks have been spent setting up systems (email/phone/copying/filing/opening bank accounts). Over the last month the focus has been on financial reporting (accounting procedures; authorizations; setting up a current account with RBS; exploring high interest bank deposit account), and we now have detailed and easily interpreted, robust and effective systems to manage SUS income and expenditure. This will allow Exec to receive monthly reports against monthly, year-to-date and annual targets.
- A business plan has been prepared setting out KPIs etc for next 2 yrs. This was presented to sportscotland, and has led to SUS successfully securing, with gratitude, £30k (per year for the next 3 years). £10k has also been secured from BUSA for this year.
- Advocacy - much time has been spent with a variety of internal partners (briefings etc) and especially around partner contributions. Concerns have been acknowledged from some partners and the ideas proposed by Glasgow Caledonian will now be considered by the SUS Exec as a matter of urgency. SUS has also connected with external partners such as the SSA, a raft of Scottish Governing Bodies of Sport, Scottish Executive, BUSA; UCS to name but a few. These internal and external dialogues are absolutely imperative to SUS future success and great efforts will be invested over the next 12 months to ensure full awareness, synergy and productivity.
- Acknowledgements - Jim gave heart-felt thanks and paid tribute to everyone that had been involved with the Exec this year - much progress had been made in its first year, which was testament to the quality, potential and abilities of people in our sector. He hoped that year two of SUS would see further progress, with a clear focus on developing inter-related business and action plans.



Competitions Committee

In the absence of Raleigh Gowrie, Stew outlined the annual report of the Competitions Committee.

- Competitions Committee had 4 meetings conducted in 2005/6. Their initial meeting had outlined issues and challenges within current provision.
- Subsequent meetings identified the need to:
 - Provide regular, quality competitive opportunities for students across a wide range of sports and abilities.
 - The need to support the work of voluntary SUS sport co-ordinators in designing and delivering the competition programmes.
 - The need to develop stronger working partnerships with SGBs.
 - To co-ordinate SUS events with existing and future BUSA programmes.
 - To raise the profile of student competitive sport.
- Challenges included:
 - Identifying appropriate meeting dates to ensure maximum attendance.
 - Addressing issues arising out of committee members taking on new posts out-with the HE sector.
- Outcomes:
 - Designing a seminar to help support SUS sport co-ordinators, to inform SGBs, and to design new competitive frameworks for 2006/7 beyond.
 - Working with BUSA to co-ordinate and schedule Scottish conference league fixtures on appropriate dates relevant to Scottish institutions.
 - Working with volunteerscotland to design a support programme for SUS volunteers.

Physical Activity Committee

Juliet Balfour gave a comprehensive overview of the activity of SUSPAC over the last year.

- Four committee meetings were held in 05/06. Steph Tibbert (Glasgow) left in January to go to Australia to study for a PhD; and so Alan Francis (Glasgow) and Jackie Davidson (Aberdeen) had been co-opted following discussion with the Exec.
- During their meetings SUSPAC had looked at priorities for members of the group, shared links with partner organisations, discussed committee roles and had produced a committee mission statement with aims. The group had also considered the need for an Activities Officer to support the work of the AU/SU Presidents, and this proposal will attract further consideration in the year ahead.
- PLANS FOR 2006-7 include
 - **ILAM benchmarking:** Juliet is working with Cath Coombs from ILAM. It is hoped that following self-and then external-assessment some useful benchmarking material will then be available to all SUS members to allow us to explore our strengths and weaknesses and to speak to the audit findings in a qualitative way.
 - **Spreading the Word!** The committee is going to be putting time and energy into getting the SUSPAC "brand" out there, both on nationally with external agencies and within HE.



- **Active Age Festival:** SUSPAC has started to organise an Active Age Festival which is planned to take place on Wednesday 6th September at Heriot-Watt University.
- **Other “Festival”** Possibly an Easter event...
- **Meeting Dates** It was proposed to set all dates for the meetings for the year in advance so people would know when they are. They would be a meeting followed by a workshop or a guest speaker to explore topics that would be useful. These sessions could be open to other interested individuals, such as members of staff, freelance instructors, etc.

Wednesday 12 th July	Aberdeen	12.30-2.30 (lunch included)
Monday 6 th November	SUS Office, Ed	12-2 (lunch included)
Friday 9 th February	St. Andrews	12-2 (lunch included)
Tuesday 24 th April	Glasgow	12-2 (lunch included)

Professional Development Committee

Osla Dougal gave a round-up of the activities of the Professional Development Committee in 2005/06.

- PDC has met six times this year, all of which took place in Dundee. Osla thanked all of the PDC team for their efforts during the year.
- The early part of the year had focused on branding and thanks were offered to Stew Fowlie and Louise Campbell for their efforts in making sure that SUS now had a striking logo and identity produced by SHAW Marketing and Design.
- Communication has been a discussion point for PDC this year and inroads have been made. The focus now is to improve processes and Osla will be meeting with Jacqui Stone and Jan Griffiths to investigate the matter further.
- The Christmas Seminar proved to be a roaring success and thanks were due to Filippo Antoniazzi and the crew at RGU for hosting a brilliant day.
- Progress is being made regarding the website and a tender is almost ready to go out. Matt Adcock and Carol Stuart have worked with Stew Fowlie to prepare this document and it is hoped that it will go out in the next couple of weeks.
- A sub-group from PDC has been working on preparing questions for an Audit of the sector. Thanks go to Judith Ramsay for leading this group. The paper will be presented in sections so Unions and Departments will need to work together to get it filled out. A further meeting is planned post conference with the Audit hopefully starting in September.
- Ian Lowe has been working throughout the year to establish links with administrators across the sector with a view to setting forum dates for next year.
- A special thank you goes to Stew and Jacqui for their support of the PDC over the past year.

Looking Forward

Jim outlined the items to be focused on in 06/07:

- Continue to modernize our activities, and across the board (support empowerment)
- Programme Development
- Develop the business plan (and partner funds)



- Raise our profile (promotion and advocacy)
- Stay united

AU FORUM

Thanks were offered to Pete Burgon for his role in chairing the AU Forums during the year. These had proved productive and high level exchanges, and set a good precedent for the new Presidents to follow. Thanks were also noted to James Williamson for his efforts in representing SUS at BUSA, and to Niall Sturrock for his help and support through the year. And finally, Stew was praised highly for his hard work and commitment across a range of areas. Pete concluded his review by extending best wishes to the incoming presidents for the year ahead.

5. FINANCIALS

Jacqui Stone presented the proposed spreadsheet for managing SUS' finance. This would be updated daily, and circulated to Exec on a monthly basis. The spreadsheet recorded monthly income and expenditure, and presented the sums 'year to date' as well as against budget allocations, with variances. SUS was currently operating on a six month term this year (due to the Feb start date, running to end July), with the next financial year commencing on 1 August. Jacqui explained that the SUS' finances to end May'06 were healthy, though they did not include committed figures for invoices already sent out or forthcoming expenditure on items such as the conference and branding/logo. Jacqui invited comments on the proposed financial format. After brief exchanges, the meeting welcomed and endorsed the proposed financial management systems.

Jim noted that it was not yet possible to recommend the partner contributions for '06-07 due to the need to consider yet further the methods of calculating membership fees. He added that this was a crucially important matter for SUS, and that Exec was determined to resolve this matter within the next 6 weeks. This would involve a range of discussions with key groups, but remained optimistic that a mutually acceptable fee structure could be agreed and applied. Jim thanked partners for their contributions (to this issue) so far, and confirmed that the review process would include an assessment of current institutional subscriptions into BUSA.

6. ELECTION OF OFFICE BEARERS - 2006/07

As the AGM notice had been pre-circulated, nominations had been received for most of the positions in the various committees.

SUS Executive Council

Jim Aitken confirmed he would remain in the role of Chair of the Executive Council for the forthcoming year.

Position	Nominee	Nominated by	Seconded by
Director / Assistant Director	Mike Fitchett (Heriot-Watt)	Brian Ewing (Dundee)	Louise Campbell (Edinburgh)
Director / Assistant Director	Filippo Antoniazzi (RGU)	Louise Campbell (Edinburgh)	Brian Ewing (Dundee)
AU President	Paul Thomson (Paisley)	Matt Bruce (Strathclyde)	Peter Burgon (Stirling)
AU President	Ed Nicholas (Edinburgh)	James Williamson (Edinburgh)	Vikki Jackson (Glasgow)
AU President	Barry Earl (Napier)	Jamie Watson (Napier)	Peter Burgon (Stirling)

Both Mike and Filippo were elected unopposed onto the SUS Executive Council. As there were three AU President nominations for two positions the decision went to a vote. The proposers for each nominee gave a



brief overview of the candidates' relevant skills and experience. Institutional reps were invited to vote. Paul Thomson and Ed Nicholas received the highest numbers of votes and were duly elected.

Congratulations were relayed to all candidates.

SUS Executive Council 2006-2007

Jim Aitken (Chair)
 Mike Fitchett
 Filippo Antoniazzi
 Paul Thomson
 Ed Nicholas
(plus the 3 Chairs+1 of the Committees)

SUS Competitions' Committee

Raleigh Gowrie had confirmed he would remain in the role of Chair of the Competitions Committee for the forthcoming year.

Position	Nominee	Nominated by	Seconded by
AU President	Andrew Mallon (Heriot-Watt)	Mark Ritchie (Heriot-Watt)	Mike Fitchett (Heriot-Watt)
AU President	Angus Stevenson (Strathclyde)	Matt Bruce (Strathclyde)	Peter Burgon (Stirling)
AU President	Graeme Smith (Glasgow)	Vikki Jackson (Glasgow)	Matt Bruce (Strathclyde)
AU President	Chris Wilson (Glasgow Caledonian)	Euan Wright (Glasgow Caledonian)	Peter Burgon (Stirling)
AU President	Anna Anderson (Dundee)	Kirsteen Cruickshanks (Dundee)	Paul McPate (Dundee)
Department	Euan Smith (Glasgow)	Alan Francis (Glasgow)	Mark Ritchie (Heriot-Watt)
Department	Ross Campbell (Heriot-Watt)	Mike Fitchett (Heriot-Watt)	Louise Philip (Heriot-Watt)
Department	Mark Ritchie (Heriot-Watt)	Mike Fitchett (Heriot-Watt)	Brian Ewing (Dundee)
Department	Matt Adcock (St. Andrews)	Euan Smith (Glasgow)	Mark Ritchie (Heriot-Watt)
SDC	Paul McPate (Dundee)	Osla Dougal (Dundee)	Hazel Ednie (Dundee)

All four department nominations and the SDC nomination were accepted and the nominees elected onto the competitions committee. As 5 nominations were received from Presidents for only four positions, the decision went to a vote. The proposers for each nominee again gave a brief overview of the candidates' relevant skills and experience. Institutional reps were invited to vote. Andrew Mallon, Angus Stevenson, Graeme Smith and Chris Wilson received the highest numbers of votes and were duly elected.

Congratulations were relayed to all successful candidates.

SUS Competitions' Committee 2006-2007

Raleigh Gowrie (Chair)	Ross Campbell
Andrew Mallon	Matt Adcock
Angus Stevenson	Mark Ritchie
Graeme Smith	Euan Smith
Chris Wilson	Paul McPate



SUS Physical Activity Committee

Juliet Balfour confirmed she would remain in post as chair of SUSPAC for at least the coming year.

Position	Nominee	Nominated by	Seconded by
Department	Debby Sargent (St. Andrews)	Hazel Ednie (Dundee)	Jan Griffiths (Aberdeen)
Department	Alan Francis (Glasgow)	Euan Smith (Glasgow)	Mark Ritchie (Heriot-Watt)
Department	Hazel Ednie (Dundee)	Debby Sargent (St. Andrews)	Kirsteen Cruickshanks (Dundee)
Department	Jackie Davidson (Aberdeen)	David Beattie (Aberdeen)	Jan Griffiths (Aberdeen)
AU President	Anna Anderson (Dundee)	Kirsteen Cruickshanks (Dundee)	Matt Adcock (St. Andrews)

All four department nominees and Anna as AU President were duly elected for the Physical Activity Committee.

Congratulations were relayed to all successful candidates.

SUS Physical Activity Committee 2006-2007

Juliet Balfour (Chair)
Hazel Ednie
Jackie Davidson

Alan Francis
Debby Sargent
Anna Anderson

SUS Professional Development Committee

Osla Dougal indicated she would remain as Chair of the Professional Development Committee for this next year.

Position	Nominee	Nominated by	Seconded by
Department	Judith Ramsay (Stirling)	Osla Dougal (Dundee)	Hazel Ednie (Dundee)
Department	Lorna Picken (RGU)	Filippo Antoniazzi (RGU)	Osla Dougal (Dundee)
Department	Orla Gilmore (Stirling)	Louise Campbell (Edinburgh)	Judith Ramsay (Stirling)
Department	Kirsteen Cruickshanks (Dundee)	Hazel Ednie (Dundee)	Louise Campbell (Edinburgh)
AU President	Ian Lowe (Abertay)	Hazel Ednie (Dundee)	Judith Ramsay (Stirling)

All nominees standing were elected onto the SUS Professional Development Committee.

Congratulations were relayed to all candidates.

SUS Professional Development Committee 2006-2007

Osla Dougal (Chair)
Judith Ramsay
Lorna Picken

Orla Gilmore
Kirsteen Cruickshanks
Ian Lowe



7. NOMINATIONS AND OTHER ELECTIONS

Internal Auditor

There was a need to elect an internal auditor. David Beattie (University of Aberdeen) was proposed, and was duly elected by unanimous decision. Thanks were expressed to David.

SUS Representative for UCS

It was agreed unanimously that Jim Aitken, as SUS Chair, should continue to serve as the Scottish representative on the UCS Management committee.

SUS Representative for SSA

Matt Adcock agreed to carry on as SUS' representation at the SSA, and was duly elected.

Honorary President/Patron

It was noted that no nominations had been received for SUS honorary President/Patron.

Schools Associations (SPEA/SCPE)

Due to the apparent inactivity of School PE Associations, no SUS representation was deemed necessary. These roles would remain under review.

Honorary Life Vice President

Two nominations were made for SUS' highest honour - Honorary Life Vice President - Fraser McGlynn, former Director of Sport and Recreation at the University of Aberdeen (proposed by David Beattie, University of Aberdeen), and Bill Sharkey, SDC for Boxing for over 4 decades (proposed by Ewan Murray, the Robert Gordon University). The proposers for each nominee gave brief and sincere testimonials of the candidates' skills, achievements and major contributions to HE sport. The meeting was invited to vote, and both candidates received unanimous endorsements to become Honorary Life Vice Presidents of SUS. Congratulations were extended to both local heroes.

8. OTHER BUSINESS

Any other competent business was invited. A member asked whether there should be provision in the constitution for removal of office bearers if they are not doing their job. Jim explained that there was no provision for this currently, though this would be taken into account should office bearers seek re-election to a SUS committee position. He added that SUS expected its office bearers to commit fully and professionally to their positions, and that it was imperative everyone played their part willingly and without provocation. This voluntary code was sufficient usually, though it was agreed the Exec should keep the issue of constitutional de-selection under review.

In the absence of any further business, Jim concluded the meeting by thanking everyone for their attendance and involvement, and wished SUS every success for its second year.

Meeting closed at 1540 hrs.