



Précis and action points from the **Executive Council** meeting held on Friday 5th February 2010 at Heriot-Watt University.

Present

Filippo Antoniazzi (FA) Chair
Laura Hayward (LH)
Catriona McAllister (CM)
Ross Campbell (RC)
Julie Ommer (JO)
Ollie Cruikshank (OC)
Stephen Stewart (SS)
Lorna Callan (LC)

Apologies for Absence

Stephen Flavahan (SFL)
Jackie Davidson (JD) + SUSPAC
Christine Duncan (CD)
Ross Sanders (RSan)

In attendance

Stew Fowlie (SF)
Jacqui Stone (JS)
Shona Roche (SR)
Ross Simpson (RS)
Jenni Lloyd (JL)
Brian Lister (BL)

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. FA welcomed everybody.

HOMOLOGATION

2. *Conflicts of interest* – it was asked when the committee reach the HR section of the agenda, that the SUS staff leave the room.
3. *Exec Meeting 6th November 2009* – the minutes of the last Exec meeting were reviewed and approved as an accurate record.
4. *Matters arising* - LH will circulate information on the pandemic.
5. *Correspondence / Representation SUS (EX) m23~1* – The group were updated on who had been representing SUS at what event. RC asked about the meeting on the 17th - **sportscotland** Annual Partners Meeting. SF informed the group that it was a good day for regional updates and meeting colleagues in the sector.

FA suggested that all the items on the agenda be looked at before finishing with the HR Review.

EXEC MATTERS

FINANCE

6 Monthly financials: SUS(EX)m23~2

6. JS informed the group that the current paper shows quarterly figures and she is still focusing on producing a 6 month forecast which will be sent to the committee as soon as ready. The figures shown are what were expected.
7. JS informed the committee of plans to bring in a part time book keeper to work on the day-to-day financials. Gill Roberts (financial consultant through sportscotland) has suggested someone. It would cost £20 per hour. FA

ACTION

LH

- recommended to exec that we take on a book keeper.
8. CM agreed we need the position but was not keen to sign off until the forecast figures were produced. FA asked JS how long it would take to get these figures. JS informed the group that the difficulty is that sport costs are in one lump sum and need to be broken down to sport specific amounts. This will take time however it is hopeful this can be completed by the end of the month.
 9. It was agreed to appoint the book keeper now and review the situation at the beginning of March. FA asked JS to look at terms and conditions of doing this. It was hoped that the book keeper could work on a self-employed basis and just invoice us.
 10. FA asked about any outstanding debts. The only issue was rep sport contributions. RC updated the committee that this year players pay up front and then claim from their AU/SU's.

JS

Sponsorship: Verbal Update

11. In Spirit have been in discussion for 6 months. FA and SF met with Andy Mac in December for initial thoughts on a partnership agreement. JS will take on the negotiation and had recently received a letter which seemed very promising. The letter discussed the possibilities of a 3 year deal. £15,000 in the first year with a 10% increase each subsequent year. In spirit would be the headline sponsor but their partner companies could also benefit. SUS would receive 15% of any net profit made by In spirit and partners made from deals with SUS's members.
12. Problem with the deal is that Conference is in June and the deal would start in July. The letter however is positive that money would also be available for conference.
13. JS is to meet with In spirit within the next 2 weeks.
14. It was noted that there was a sponsorship shortfall in the budget as it had been thought this money would come in for the current year. This would need to be addressed in the 6 month forecast.

JS

JS

Action Plan 2009/10

SUS Risk Strategy: SUS(EX)m23~3

15. CM updated the group on the great progress that had been made.
16. The main risk points are HR issues which JO will focus on shortly.
17. SF asked about point 14, if there had been any incidents. CM said to date there had not been but it was a concern.
18. LC asked about code of conduct for rep sport, and SF said there was one in place that seemed to work well.
19. RC asked about points 3 and 5 and asked for clarity on where we want to go and the cost of services.
20. The aim by conference 2011 was to have a secure structure and budget that is sustainable.

Advocacy Action Plan: SUS(EX)m23~4

21. JS gave a verbal update on the paper and asked for comments from Exec. JO suggested a level of prioritising the list. LC commented on the KPI's and Status and asked so what? Suggesting impact maps may be better, as KPI's are not clear as to what achievements are.
22. BL commented that the paper creates great discussion. BL also suggested focusing some efforts towards Alumni, Colleges and links with schools.
23. LC suggested as a sector that SUS looks at a strategic framework and gets it into one paper. The paper could have the collective goals of sector in one strategic paper.

Equality Standard: Verbal update

24. SR updated the group on the progress being made on the equality front.
25. SUS are currently putting an equality paper together.
26. All the SUS job descriptions are now updated.
27. An equality audit will be going out to staff, volunteers and rep sport members.
28. Currently SR, CM, PB and LC are working on this, with SR handing over to JS.

ADVOCACY

Relationship with BUCS: Verbal Update

29. SF updated the group that RF has been asked to be the mediator. FA and SF have had a really good meeting with him. The current status is that every SUS member should have received an email from RF asking for a response. CM asked about the timescale of the response, and how the feedback would be presented. SF said that next week thoughts would be put together by RF and SF was unsure as to how SUS would be presented with the findings.

Scotland's Colleges: Verbal Update

30. JL updated the group on the great progress that had been made so far in the college sector. There is an audit out at the moment, and so far there have been high participation rates.
31. Best and Randak consultancy are currently looking into what is best for Colleges in terms of where to head in the future.
32. To date there is a 50% sign up rate from the colleges.
33. BL emphasised that it has been such a success story how JL and SUS have affected the way colleges think about sport.
34. On the 20th March JL will be on BBC radio chatting about College Sport.
35. 18 colleges attended the seminar and feedback was very positive.
36. CM asked about branding of gifts for the conference this year. There was a lengthy discussion about College logo and SUS logo. It was decided that the SUS office would make a decision.
37. JO enquired about College Finances. JS updated the group that there was £50,000 from the funding council which would cover JL's Salary, the programme to provide events, and the consultancy project. College subscriptions would mainly be used to help the above budget and some would go to SUS to cover cost of hosting Colleges.
38. BL said that he was exceptionally happy with how it was all being operated out of a central pot.

SUSRAG

39. JS informed the group that the reason there was no representative from SUSRAG today was that they had their own meeting regarding research. RSan was very sorry not to be able to attend. JS and RSan had talked about how SUS and SUSRAG work together in the future. SUSRAG would like research advice, and would love to make links with the performance network.

ENGINE ROOM UPDATES

Competitions: SUS(EX)m23~6

40. RC directed everyone to the prepared document. A quick update was given regarding Conference Cup finals being held in Dundee this year. BUG's is now called The BUCS Home Nations and JW is Team manager and RS is

assistant team manger. An update was given on the selected sports that comps are currently focusing on.

41. RC noted that the Comps event planner would be getting circulated for final feedback before being rolled out at conference.

Physical Activity: SUS(EX)m23~7

42. JS gave a quick update based on the paper.
43. SUS Dance festival at end of month in Dundee at The Space at Dundee College.

Professional Development: SUS(EX)m23 ~8

44. CM directed everyone to the paper.
45. JS, CM and RS to visit conference venue next week.

HR Review: SUS(EX)m23~5

JO presented the HR review – FA expressed his thanks to JO for her hard work and the production of an outstanding report.

Several lengthy discussions were had regarding certain points.
SUS Staff were asked to leave the room for the exec to have a discussion.

The exec committee did not come to an agreement. It was agreed that further research by a sub group into the job descriptions and organisational structure was required to ensure that the most appropriate and suitable solution was researched. JO & FA tasked to set up a sub group ASAP. With the assistance from Edinburgh and sportscotland human resource departments. Financially all options must be researched also this will impact the structure decided upon.

JO&FA

AOB

FA thanked SR for all her hard work over the last 18 months and expressed how appreciative everyone was for all her efforts in her time at SUS. She will be missed but the door is always open for her return. Everyone looks forward to seeing SUS kit being worn in crazy places around the world!

Next Meeting – St.Andrews 9th April (morning)

Actions List (SUS Executive meeting of 5th February 2010)

Circulate information on the pandemic	LH
Look at terms and conditions of employing book-keeper	JS
Complete 6 monthly forecast and circulate around exec	JS
Meet with Inspirit to discuss sponsorship	JS
Set up HR sub group	JO & FA