



Précis and action points from the **Executive Council** meeting held on Friday 25th August in the Seminar room at Edinburgh University Centre for Sport and Exercise.

Present

Jim Aitken (JCA), In the Chair
 Juliet Balfour (JB)
 Mike Fitchett (MF)
 Filippo Antoniazzi (FA)
 Raleigh Gowrie (RG)
 Paul Thomson (PT)
 Ed Nicholas (EN)
 Alan Francis (AF)
 Ian Lowe (IL)
 Lawrie Randak (LR)

In attendance

Stewart Fowlie (SF)
 Jacqui Stone (JS)

Apologies for Absence

Osla Dougal (OD)

Absent

Dougie MacDonald (DM)
 Andrew Mallon (AM)

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. Everyone was welcomed and introduced. Apologies for absence were noted. JCA stressed that the Exec was SUS' flagship committee and he encouraged members to talk honestly and openly, and as equals. This was agreed.

ACTION

HOMOLOGATION

2. *AGM 9th June 2006* – the précis of the AGM was reviewed and approved as an accurate record.
3. *Close of 2005-06:*
 - a. Local Heroes / Honorary Life Vice Presidents – JS indicated that the two Honorary Life Vice Presidents (Bill Sharky and Fraser McGlynn) approved at the AGM would receive a commemorative certificate and letter of congratulations. Exec welcomed this. Filippo asked if the certificate for Bill could be sent to him in order that they could make a presentation locally. This was agreed. **JS**
 - b. Conference Review – SF reflected on the SUS'06 conference and invited comments. After consideration, Exec concluded that the high turn-out was very encouraging and assisted by some outstanding speakers/sessions. The presentations by Professor Young Dawkins and Ben Hunt Davis were very memorable, though the session involving Patricia Ferguson (Minister for Sport) and Professor Grant Jarvie was the highlight for many. The venues were superb and the structure of activities excellent. JB felt that physical activity had been given recognition and she was pleased with the outcomes. SUS did come across as professional and united, with a mixed audience. The training day for the Presidents had also been a useful way of briefing and integrating incoming sabbaticals. The overall impression of the conference was most favourable although there were items to be refined for next year. This might include official feedback forms and an informal social gathering on the eve of the conference. Exec was reminded that St. Andrews are due to host the UCS conference this year and PDC should bear this in mind when planning the SUS Conference. **PDC**
 - c. Year-End Financials – JS presented the figures for the year-end. It was noted that there was still £1050 of income due, which will now be accrued. The end-year balance shows a small operating surplus due to savings on employee and rental costs. After discussion, Exec accepted the 2005-06 accounts and agreed that they should now be sent to David Beattie in Aberdeen for internal audit. **JS**

SUMMER ACTIVITY

Website Update

4. JS updated the Exec on website developments. A tender document had been produced and issued. Bids were then evaluated and three companies invited to SUS HQ to present their ideas. This has proved a most valuable process. After extensive deliberation, the awards panel identified Image Logistics as their preferred web developer (based on technical understanding and price). JS added that she is now in further discussions with Image about the specifics of the brief (including core function and site hosting). Examples of Image's web design proposals were handed round and Exec responded positively. JS and SF expressed sincere thanks to panel members Carol Stuart, Lorna Picken, Osla Dougal and Ed Nicholas for their input in the decision making process. JS undertook to keep Exec apprised of developments.

JS

Clothing Update

5. SF outlined that SUS had also sent out a tender for a clothing deal. It was felt that pursuing a corporate image where all teams were playing in identifiable kit was important. A range of generic items for volunteers, coaches, staff and to sell was also sought. After receiving bids from 5 companies, and full evaluation and consideration of the submissions, the selection panel identified Kukri Sports as their favoured supplier. Thanks were extended to Mark Ritchie and Ross Campbell for their help in this process. Final talks are now underway with Kukri (who will supply free playing kit providing £8.5k of leisure items are purchased).

SF

Committee Terms of Reference Document

6. JS distributed the 'new committee welcome' document to Exec members. This included a volunteer agreement to be signed as a mark of individual commitment to SUS business. The rest of the document contained background information and details of how to make claims for expenses. The Exec was encouraged to read through the document and return the volunteer agreement to JS as soon as practicable. This process was being repeated for all SUS committees, and Exec endorsed this new approach.

All

Audit of Scottish HE

7. JS briefed the Exec that the Audit was now in the final stages. John Taylor had been approached to carry out the work on behalf of SUS and a meeting with him was planned for the 31st of August. The Audit would be wider than the original Taylor report (2003) with all 21 HE institutions targeted and extra topics covered such as volunteering. The Audit would cost £2000. Sportscotland has offered to manage the project (issuing a contract and supporting the research design) and will publish the results. Exec welcomed this.

Audit
Group

EXEC MATTERS

Proposed Operating Budget

8. JS handed out the proposed operating budget for the coming year. The figures have been adjusted to reflect true core costs and this has enabled an increased budget allocation to sports programmes. This will require SUS partners to generate £70k in 2006-07 (with additional contributions from sportscotland and BUSA). It was proposed not to fill the SUS administrator's position just yet as 'Project Scotland' could provide a better and more affordable route to pursue. JS noted that a potential sponsorship package was being developed with BUNAC – this might generate £2000 for SUS activities (likely supporting the Conference) with a further £3000 being allocated to local community projects. This was welcomed. After further discussion, the proposed budget for 2006-07 was accepted by Exec.

Partner Contributions – Further Options

9. JCA informed the Exec that SUS officers had revisited the financial contributions following a request by certain institutions who had concerns over the way that the figures had been calculated. Originally, Exec had recommended partner fees be based solely on population size (initially in combination with team entries). This was deemed unfair and inequitable by

some institutions. More, the source of determining population figures (SFC) was also challenged as being unrepresentative of actual student numbers. So, as pledged, SUS officers had taken time to re-evaluate this matter in light of comments received, and some new thinking. After much deliberation, SUS officers concluded that partnership contributions should be based on: population size (using HESA figs instead of SFC stats); gym memberships (as an index of physical activity); and number of member clubs (as an index of sporting activity, across all sports and not just those in the BUSA/SUS programme). More, this should be based on each institution's share of the national total for each index, but weighted 50% against population size; 25% against gym memberships; and 25% against sports clubs. SUS officers recommended that this was a fair, robust and transparent means of determining individual contributions. Other measures had been considered though discounted, including block grants/department funding (because arrangements differ so widely between institutions) and staffing levels (again due to variability). A long, complex and sometimes heated discussion took place. PT noted that the use of population as a unit of measurement was unreasonable because some Universities, like Paisley, have a number of students who could not participate in sport due to being out on work placements. JCA underlined that we needed to have one indisputable figure and population fitted this. Other comments were offered in support of the 'tripartite' proposal, though concerns were expressed that the gym membership figures and club returns were not robust indices. Indeed, the proposed system seemed to unduly penalise the most developed universities. After even further discussion and suggestions (including using gym membership income), JCA concluded matters by asking the Exec to consider matters further and to offer any counter-proposals. This should be sent to JS by the 8th September.

All

Period 1 financials – update

10. JS handed round a spreadsheet showing period 1 financials. The figures do not take into account the balance carried over from the previous year, and reflected a fairly 'light' month of activity. Exec was reminded that detailed financial spreadsheets would be distributed electronically at the end of each month's reporting.

JS

Advocacy

11. SF reported that LR had arranged for SUS to have a headline slot at sportscotland's 'DP' partnership managers' seminar day on Tuesday. This would allow SUS to raise awareness and contribute to policy/programme planning. Thanks were noted to LR as this was much appreciated.

ENGINE ROOM UPDATES

Professional Development Committee (PDC)

12. JS stated that the first PDC meeting of the new year will be held on 1st September. JCA asked for the Commonwealth Conference which was taking place on the 13-15th September to appear on the agenda.

JS

Physical Activity Committee (PAC)

13. JB gave an upbeat account of the actions of PAC. The first meeting had included feedback about the conference and a great chance to meet the new committee members. However the main work of PAC currently is the Active Age Festival that is taking place on the 6th September at Heriot-Watt University. This will be where participants from the older age group will come together for a day of taster sessions and activities. Professionals will also be attending to share expertise and network. Following on from this PAC are going to plan an Easter fun fitness event for students and both these events should take place on an annual basis. Heriot-Watt are piloting ILAM's accreditation scheme, though JB has rewritten the documentation in order to make it more applicable for HE. There will also be representation at the PAHA conference in October by JB and JS on behalf of SUS. A comment was made about whether SDCs from appropriate activities (e.g. mountaineering) could get involved with PAC and this was welcomed.

PAC

Competitions Committee

14. RG updated the work of the Comps committee. They had defined key priorities for improving delivery: formalising Comps programme; supporting volunteers; enhancing student experience; identifying ways to place student sport on the NGB agenda. Work over the summer had included organising fixture dates and RG credited those involved. As SF had already mentioned progress had been made on the corporate identity through the sourcing of teamwear. Time had also been spent trying to identify a time for a seminar to support the work of SDCs through consultation with NGBs. This was now hoped to go ahead in November. The upcoming work for Comps included sport budget allocation and strategic planning for SUS competitions/events. SF contributed that useful communication had taken place with NGBs such as Golf, Squash and Basketball and it was hoped to further this with others.

Comps

OTHER BUSINESS

15. *Elite Sport* – It was noted that the Elite Sport Report had still not been published by sportscotland. Exec expressed real concern at this and it was agreed that JCA should pursue this matter further.
16. *BUSA* – JCA and SF were to have a further meeting with Ian Randell from BUSA regarding the finances and the relationship between SUS and BUSA. It was noted that Quentin Sloper (Scotland's BUSA representative) had made a big effort to get the SUS message to BUSA.
17. *Round the Table* – EN wanted an explicit statement of the role of the AU Forum. JCA made clear that the AU Forum had to feed any constitutional/policy matters through to the Comps committee. That said, it was agreed that some ambiguity existed in terms of consultations with BUSA. It was agreed that JCA/SF/RG/EN needed to resolve this.
IL wanted to state that it was good to come to Edinburgh to get ideas that he could take back to Abertay.
LR recommended PDC consider how SUS/HE sector could best support Glasgow's Commonwealth Games bid; and to follow up Grant Jarvie's conference paper. JS agreed to do this.
JS noted that SUS have now engaged with an official photographer and information will come out shortly regarding the offer. He will be available to attend events and photographs will be stored on a SUS Stock image website for view/use.
18. *Next meeting* – the proposed weeks of meetings were offered on a spreadsheet. For the next meeting IL offered to host at Abertay and it was agreed that Friday 13th October would be a suitable date. Wednesdays were not to be used for meetings.

JCA/LR

JCA/SF

JCA/EN/
SF/RG

JS

JS

Actions List

Honorary Life Vice President Certificate to be sent to Filippo	JS
Plans for conference	PDC
End of year financials to be audited by David Beattie	JS
Carry on discussions re website	JS
Sign contract re clothing	SF
Volunteer Agreements to be signed and returned	All
Audit to be completed with John Taylor	Audit Group
Comments re Financial Contributions to JS by 8 th September	All
Monthly financials to be sent round Exec	JS
Questions for PDC to be put on agenda	JS
Plan an Easter Fitness Event	PAC
Sport Budgets and Strategic Planning as well as SDC/NGB Seminar	Comps
Information regarding Elite Sport Report	JCA/LR
Meeting with Ian Randell at BUSA	JCA/SF
Statement of AU Forum Remit	JCA/EN/RG/SF
Information regarding the Photographer to be circulated	JS