



Précis and action points from the Executive Council meeting held on Friday 14<sup>th</sup> May 2010 at Peffermill.

*Present*

Filippo Antoniazzi (FA) chair  
Ross Campbell (RC)  
Catriona McAlister (CM)  
Laura Hayward (LH)  
Stephen Flavahan (SF1a)  
Julie Ommer (JO)  
Ollie Cruikshank (OC)  
Jackie Davidson (JD)  
Beth Montgomery (BM)  
Lorna Callan (LC)  
Stephen Stewart (SS)

*Not present*

Brian Lister (BL)  
Ross Sanders (RSan)

*In Attendance*

Stew Fowlie (SF)  
Jacqui Stone (JS)  
Jenni Lloyd (JL)  
Ross Simpson (RS)

WELCOME INTRO AND SCENE SETTING

1. FA welcomed all and thanked LH for hosting.

HOMOLOGATION

2. *Conflicts of interest*: none
3. *Notes from Exec meeting 09-04-10*: were reviewed and approved as an accurate record
4. *Matters arising*: Payments have been received from BUCS but the cheque was not for the full amount invoiced.
5. SFC Money is still outstanding but on its way.
6. Presidents are happy to chase money on behalf of their institutions and the Directors of sport are informed of any debts.
7. Everyone who has not yet done so is to fill out equity questionnaire.
8. All big issues for AGM will have papers out shortly.
9. *Correspondence / Representation: SUS (EX) m21-1*: Most of the points are on the agenda. JS also met with SUCSES and it looks like a bright future working together.
10. FA changed order of agenda to bring advocacy higher.

EXEC MATTERS

Advocacy

FA gave a verbal update of the meeting with BUCS

11. FA and SF went to London to meet with a BUCS group chaired by Roger Finbow (RF)
12. RF set the scene and stated the point of the meeting was to get to a financial figure that reflected BUCS specific work for England, and work that SUS does on BUCS's behalf.
13. It was agreed that it was difficult to come up with a figure.

ACTION

ALL

14. SUS asked BUCS to move more quickly to strengthen the regions.	
15. A long discussion took place with several actions agreed.	
16. FA to write to BUCS requesting full payment of 2009/10 invoice.	FA
17. FA to write separately to challenge the figures presented by BUCS.	FA
18. SF to revisit paper on logistics of pulling teams out of BUCS at varying levels.	SF
<b>SCS Update: Verbal Update</b>	
19. JL currently producing papers for College steering group.	
20. JL also working on a Sport calendar for next year.	JL
21. JL has joined the marketing group, who have agreed to help work on college work next year.	
22. JL has been invited to a parliament session to present on college sport and is also doing some Scottish Government legacy work.	
23. The consultancy paper is now out and about the network and feedback is coming in.	
24. JL's salary will be covered till November until more money comes in.	
25. Events start in October and there is no second year funding yet.	
<b>Advocacy Action Plan</b>	
26. SS agreed with JS to work on advocacy paper at the end of June.	SS
<b>Finance</b>	
<b>Financial Update: SUS (EX) m25~2</b>	
27. JS drew the group's attention to paper 2 and she has revisited the forecast and circulated it. The sport and rep budgets are now far more accurate.	
28. SUS has not spent the full £15k out of the reserves.	
29. JS also tabled the proposed budget for next year.	
30. The risks highlighted were that SUS needs to rely on sponsorship money and will include a 5.5% increase in fees.	
31. The aim is to get more out of events and be more business like.	
32. FA highlighted that the budget shows a £5k deficit. JS is to work on getting this down to zero.	JS
33. In future years JS is not to include sponsorship in figures unless it is guaranteed.	
34. The group also looked at the new Kukri offer and it was highlighted that rep kit cost £8K and income would be £5K. All to email comments to JS about the new deal.	ALL
35. The figures were scrutinised by the committee and everyone was happy to progress so long as the budget for next year would be a zero-budget.	
<b>Action Plan 2009/10</b>	
<b>HR: SUS(EX)m25~4</b>	
36. JO updated the group on the current HR review.	
37. There have been 50 plus applications already for the SUS vacancy.	
38. Interviews will be carried out on the 7 <sup>th</sup> June.	
39. JO explained that certain aspects of SF and JS's roles have been highlighted that can be freed up to allow for JS & SF to concentrate on future planning.	

**Sportscotland submission: SUS(ES)M25~5**

40. JS updated the group on the paper, including the strategy and operation plans.
41. There were no major changes but the annual targets from last year were updated and new ones set for the forthcoming year.
42. Discussion took place about how SUS and the sector is presented to the hierarchy of sportscotland.
43. LC highlighted that sportscotland will only invest in an organisation where their plans align to sportscotland's. sportscotland investment has to be targeted on areas where it is felt the most impact can be made and SUS would be required to show how it added value and the impact SUS as an organisation has on the HE/ FE sector.
44. The Exec was happy with the submission and this would be taken to AGM to be signed off.

JS

**Equity Standard: Verbal update**

45. JS updated the group that training was not happening today but next years Executive committee would go through the training.
46. JS is to focus on equity after the submission is completed.

**SUS Risk Strategy: Verbal Update**

47. CM updated the group that the Risk Strategy was all fine apart from Finance which was previously spoken about.

**AGM**

**SUS Structure: SUS(EX)m25~8**

48. JS updated the group on the new proposed committee structures.
49. PDC now has 3 presidents on, and it used to be 1.
50. Marketing is no longer a special interest group but should now be seen as a separate sub committee supporting all SUS committees and would have its own chair through PDC.
51. The group asked that there be support to focus on finance for the executive. SUS will look for a financial consultant within the network.

SUS

**Constitutional Changes: SUS(EX)M25~7**

52. The group were all happy with the constitutional changes and these should be sent to AGM.

CM,RC,JD

**SUS AGM: SUS(EX)m25~8**

53. The AGM paper was tabled.
54. The committee annual review papers are to be back by start of June to JS.
55. The deadline for Honorary Local Heroes is before the AGM to FA.

**Engine Room Updates - Reports for info/action**

**Competitions: SUS(EX)m25~9**

56. RC directed everyone to the comps paper.
57. The Home Nations was a great success, and big thanks have to go to SF for his huge efforts that week.

**Physical Activity: SUS(EX)m25~10**

58. JD directed everyone to the SUSPAC paper.

59. The Active Age Festival will be at Strathclyde this summer and preparations are under way.

ALL

**Professional Development: SUS(EX)m25~11**

60. CM directed everyone to the PDC paper.

61. Everyone to sign up to conference and spread the word.

62. JS, Dave Hegarty and CM met with NUS to talk about mental health and sport. CM explained the healthy body, healthy mind award.

63. The committee asked about issues if unis were not NUS members. SFla to email JS about who is and isn't member of NUS.

SFLA

**AOB**

64. CM suggested making Exec meetings longer next year to make them more effective, as most people at the moment take a whole day out of work to attend them any way. The group agreed that this was a good idea.

**Actions List (SUS Executive meeting of 14<sup>th</sup> MAY 2010)**

Fill out equity questionnaire if not already done so	ALL
Write to BUCS about payment of invoice and challenging figures	FA
Revisit document on pulling out teams from BUCS	SF
College work to carry on while funding is sorted out	JL
Work on advocacy paper	SS & JS
Budget for 2010/11 to be corrected to be a zero balance	JS
Email JS with comments on Kukri deal	ALL
Focus on equity after submission is done	JS
Seek a financial consultant	SUS
Committee annual review papers are to be back by start of June to JS	CM,RC,JD
Help with conference sign up	ALL
Find out which unis are members of NUS	SFLA