

Minutes from the **Physical Activity Committee** meeting held on Friday the 30<sup>th</sup> of November 2011 at Glasgow University.

**Present**

Julie Falls (JF)  
Hazel Ednie (HE)  
Seona McKenzie (SM)  
Lyndsay Gallacher (LG)

**In Attendance**

Fiona Mathie (FM)  
Chris Sellar (CS)

**Apologies**

Melvin Henley (MH)  
Alastair Adamson (AA)  
Claire Gibb (CG)  
Jenni Lloyd (JL)  
Nicola Scott (NS)

**WELCOME**

1. JF welcomed all to the third SSS PAC meeting for 2011/12 committee
2. Discussed the make-up of future committees- All agreed that President may not always be the best person to be involved with PAC and would be more open to allowing non-President students onto committee
3. *Minutes 09-09-11*: The minutes were agreed as an accurate record
4. Actions from previous meeting were discussed

**Dance Festival (DF) 2011**

5. CS updated committee on DF 2011; 59 participants and overall loss of £200 due to not meeting required numbers and increased teacher costs
6. To ensure this does not happen again the group discussed possible solutions:
7. All agreed list of questions should be created and distributed to determine why sign up was low
8. SM suggested that DF could include fitness based dance classes- all agreed
9. CS suggested a promotional video to advertise- all agreed
10. HE suggested that sign up form should include not guaranteed classes until paid
11. SM suggested greater use of own teachers to promote DF- all agreed
12. JF suggested pole fitness should be re-introduced- all agreed
13. CS suggested that festival should be opened up to host institution students who could sign up per class- all agreed
14. HE suggested free place/ prize draw for filling out evaluation, which should now be administered at event rather than online- all agreed
15. Location for 2012 discussed and HE will look into availability of Dundee
16. LG suggested freshers' week should be utilised more to promote event- all agreed

**PAC Action Plan 2011-12**

17. Each objective discussed in turn
18. FM to chase up Ross Saunders, of SUCSES.
19. JF to incorporate eating disorder into action for objective 1.
20. FM to start up newsletter again
21. CS to put newsletter on Facebook and get rid of PAC Facebook page
22. FM suggested that committee has successfully delivered quality events for the sector- all agreed
23. LG suggested the committee should have a single liaison responsible for promotion- all agreed

**ACTION**

**CS**

**CS**

**HE**

**FM**

**JF**

**FM**

**CS**

- 24. JF to incorporate marketing into promotion
- 25. Targets for future 2012 events discussed and agreed as 100 for DF and 100 for AAF

JF

**Active Age Festival (AAF)**

- 26. HE suggested that PAC should try and integrate AAF into World Age Congress- All agreed
- 27. HE suggested PAC should have trade stand at congress- all agreed
- 28. Dates for abstract submission discussed; 31<sup>st</sup> January for submission and 16<sup>th</sup> March for feedback
- 29. JL or FM to contact Dawn about World Age Congress

JL/ FM

**Eating/ Disorder workshop- review**

- 30. FM to redraft guidelines for eating disorder workshop
- 31. Directors to provide some comment from seminar meeting
- 32. SM identified eating disorder week; 26<sup>th</sup> Feb- 3<sup>rd</sup> Mar
- 33. HE suggested a good practice guideline should be produced and endorsed by workshop organisers, SSS and institutions- all agreed.

FM  
SSS

ALL

**Newsletter**

- 34. SM suggested that a list of nominated contacts should be retrieved from institution directors to ensure accurate mailing list- all agreed
- 35. Roles discussed and all agreed to the following:
- 36. JF- Editor's letter; LG- Recipe and Class (new year lifestyle workout); MH- Interview; SSS- Round the departments; HE- Forthcoming events; FM- Scottish Disability Sport; CG- Colleges Update; CS- 1000 mile challenge, Dance Festival; SM- New physical activity guidelines; HE/SM- Eating disorder week: a review; AA- Myths and Facts.

CS

ALL

**Flyer updates**

- 37. FM updated on flyers
- 38. FM suggested we prioritise flyers and work through those not written up- all agreed

ALL

**1000 mile challenge**

- 39. CS updated on progress
- 40. All agreed to extend challenge beyond Christmas Seminar
- 41. CS to establish number and total raised for seminar
- 42. JF suggested we have a donation bucket and sign up at seminar- all agreed
- 43. CS to initiate 1000 Mile Challenge SSS committee competition
- 44. JL to contact MB to endorse

CS

CS  
JL

**Scottish Disability Sport**

- 45. Everyone to read over draft BUCS disability sport strategy 2011-2016 to initiate programme at next meeting
- 46. FM suggested presidents/ student rep. should be encouraged to contact and work with disability services- all agreed
- 47. FM identified the National Disability Development Day on 3<sup>rd</sup> March, which is available to all students- all to promote.

ALL

ALL

**AOB**

- 48. JF unavailable for Christmas Seminar, therefore, HE will provide an update on JF's behalf

Next meeting: 25<sup>th</sup> January 2012 @ St Andrews

## Actions List

|  |               |
|--|---------------|
| CS to create and distribute list of questions to determine why DF sign up was low                | <b>CS</b>     |
| CS to create DF promotional video  | <b>CS</b>     |
| HE will look into availability of Dundee for 2012 DF   | <b>HE</b>     |
| FM to chase up Ross Saunders, of SUCSES.   | <b>FM</b>     |
| JF to incorporate eating disorder into action for objective 1 of Action Plan                     | <b>JF</b>     |
| FM to start up enewsletter again   | <b>FM</b>     |
| CS to put newsletter on Facebook and get rid of PAC Facebook page                                | <b>CS</b>     |
| JF to incorporate marketing into promotion   | <b>JF</b>     |
| JL or FM to contact Dawn about World Age Congress  | <b>JL/ FM</b> |
| FM to redraft guidelines for eating disorder workshop  | <b>FM</b>     |
| SSS to ensure directors comment on eating disorder guidelines from seminar meeting               | <b>SSS</b>    |
| Good practice guideline to be produced and endorsed by workshop organisers, SSS and institutions | <b>ALL</b>    |
| CS to gather contact list for newsletter   | <b>CS</b>     |
| Newsletter Contributions (as above)  | <b>ALL</b>    |
| ALL to contribute to completing unwritten flyers   | <b>ALL</b>    |
| CS to establish number and total raised for seminar  | <b>CS</b>     |
| CS to initiate 1000 Mile Challenge SSS committee competition                                     | <b>CS</b>     |
| JL to contact MB to endorse  | <b>JL</b>     |
| ALL to read over draft BUCS disability sport strategy 2011-2016                                  | <b>ALL</b>    |
| ALL to promote National Disability Development Day on 3 <sup>rd</sup> March                      | <b>ALL</b>    |