



Précis and action points from the **Professional Development Committee** meeting held on Tuesday 4th May at RGU.

Present

Catriona McAlister(CM)
 Pete Burgon (PB)
 Grant Reilly (GR)
 Scott Neill (SN)
 David Hegarty (DH)

In attendance

Ross Simpson (RS)

Apologies

Simon Christie (SC)
 Sam Roberts (SRO)
 Sarah McMichael (SM)
 Jacqui Stone (JS)
 Jamie Macdonald (JM)

1. WELCOME, AND SCENE SETTING

1. CM welcomed everyone to the meeting and especially thanked DH for hosting the meeting and providing the best spread of the year.
2. *Meeting of 29th March 2010* – the minutes were reviewed.
3. The minutes from previous meeting were approved and all matters arising are to be covered in meeting.

2.Conference 2010

Programme 2010, Venue up date, Conference gift, Bookings, Buses, Media and Branding.

4. CM informed the group about the extra breakout group that had been added, and everyone thought it was fine.
5. CM updated the group on the venues and logistics.
6. CM to call Aberdeen to investigate options about Aberdeen lunch option.
7. RS to make change to programme to suggest delegates bring gym stuff.
8. The group were all happy with the programme.
9. CM and RS to look into room capacities.
10. RS to add I touch booking to conference booking form.
11. GR updated the group on the conference gift option – either a green SUS t-shirt or a blue Colleges t-shirt. The numbers, colours and sizes must be with Colin by 31st May.
12. RS to have booking form live by tomorrow lunch time.
13. Buses are to be organised by DH and Christine Duncan.
14. RS to put transport question on booking form.
15. GR updated the group that there were problems getting a film team to do conference. The group suggested asking Aberdeen University, and DH said he would ask Delta. SM to investigate at Dundee.
16. Presentations for conference need to be with Apple by 25th May.
17. CM asked if the marketing group would make the decision in what branding should be purchased.

ACTION

CM
 RS
 CM,RS
 RS

 RS
 DH
 RS

 DH
 SM

3.Special Interest Groups

Operations

18. SN updated the group on the Ops day – 15 people attended the day. It was a great success with some best practice and problems shared from several different institutions.
19. Feedback has been positive and SN will send feedback forms to SUS.

Administrations

20. RS and Elaine Anderson are to work on.

SN

SDO

21. PB updated the group that the booking form is now live for the SDO workshop. He is currently waiting for sportscotland to get back to him regarding the delivery of the workshop but all is in hand.

Marketing

22. GR informed the group that the marketing committee were meeting next week to pick up jobs that come from today's meeting.

4. SUS Strategy

PDC Action Plan

23. CM updated the group that PDC had done brilliantly this year with the action plan and great deal of this effort has to go to the marketing committee. The plan now is to set some aims for next year.
24. CM talked through a few points relating to next years plan - The SUS Audit next year will only be a mini audit, Potential Audit on mental health, database of contacts through Google docs.
25. GR suggested that Marketing committee look into resources next year.
26. The group agreed that the main focus for the committee should be on Seminar and Conference. To help this the group felt that it would be best to have venues at least a year in advance for these.
27. All to think about annual plan ideas and feed to CM.
28. CM to speak to JL about a college hosting conference.
29. RS to ask JS about college personnel on committees.

ALL
CM
RS

5. Committee Name

30. CM updated the group on the SUS HR review and the plan to change the function of the committees. It has now been decided not to change function but change name of PDC to be more suited to its roll.
31. CM asked for new name suggestions.
32. Name suggested were – Innovation Development Committee, Membership Services, Growth and Development.
33. All ideas to CM.

ALL

AOCB & DONM

Links with NUS

29. CM, JS AND DH to meet with NUS to chat about Mental Health and sport.
30. NUS are very keen to work with SUS on this project.
31. The plan is that presidents would get a 2 day mental health training course.
32. They would then be able to present to their own clubs on the matter.
33. There will be an award scheme available on it too.
34. The group thought it was a great idea and are happy to push this forward.
35. This is the last meeting and CM thanked all again for their great work.

Actions list:

Investigate lunch venue options at ASV	CM
To make conference booking form (with all requirements listed)	RS
Check room capacities	CM & RS
Look into buses and liaise with CD	DH
Work on finding a film crew	DH & SM
Send ops forum feedback to SUS	SN
Annual plan ideas	ALL
Liaise with JL about College venue for seminar	CM
Ask JS about college personnel on committees	RS
New name ideas for PDC	ALL