



Précis and action points from the **Professional Development Committee** meeting held on Tuesday 5<sup>th</sup> May at SUS Offices, Edinburgh.

**Present**

Catriona McAlister(CM) Chair  
 Pete Burgon (PB)  
 Ann-Marie Hughes (AMH)  
 Grant Reilly (GR)  
 Jacqui Stone (JS)  
 Shona Roche (SR)

**Apologies**

Alex Cooper  
 Paul Blake  
 Lorna Cruikshank

**WELCOME, AND SCENE SETTING**

1. CM welcomed everyone to the meeting.
2. *Meeting of 26<sup>th</sup> February 2009* – the minutes were reviewed and approved as an accurate record. Proposed by CM, seconded by PB
3. There were no matters arising.

**CONFERENCE 2009**

Programme:

4. CM and SR now privy to everything in case JS has to leave earlier than planned.
5. All agreed Programme looked good.
6. Katherine Grainger is a no for Conference, now looking at Hannah Mylie or a representative from Event Scotland.
7. Keiser speaker has confirmed but as yet unsure of exact topic.
8. All three updated sessions are all pretty much confirmed.
9. Alan Haliday of Coca Cola has confirmed for a breakout session.
10. Louise Critchley from the University of Hertfordshire will be leading a breakout on the Smart Card Operation. It is hoped to continue to have guests from English, Welsh and Northern Irish institutions in the coming years.
11. JS to look into having someone along the health and physical activity lines on the panel.
12. There is still a chance the minister may come for a photo op to present the first cheque for Winning Students.
13. Leisure time will take place in the Heriot-Watt Sports Centre and Golf Centre.
14. The Programme will be online by Friday 8<sup>th</sup> May.

Bookings:

15. Booking form is now online and has been distributed in the E-newsletter. SR would send out an email link to all SUS contacts. A letter of invitation would be sent to local heroes and other contacts.

Function:

16. All has been pretty much finalised. Expecting approximately 80.
17. There will be a half hour stadium tour prior to pre dinner drinks costing £5.
18. Pre-dinner drinks, dinner and the ceilidh will all be held in one room.
19. There may be a player appearance at the pre-dinner drinks.
20. JS to finalise the ceilidh band.

Sponsorship:

21. Inspirit are the headline sponsor. Exhibitors to include Gladstone and Alpha Leisure. Need to do more to attract additional companies for the Trade Show Lunch.

President's Training Day:

22. SF and CM to meet with Heriot-Watt.
23. Training day includes a handover from old to new presidents to take place in the Heriot-Watt Business School.
24. All will partake in social activity on the Monday night, possibly at Ratho.

Update and Allocation of Tasks:

ACTION

JS

SR

JS

SF, CM

- |   |        |
|---|--------|
| 25. GR sent pictures to Antony Stone, will send on more as well as an email requesting more photos from other institutions. AS to make DVD of images through the ages. Missing 1950/60s period. All to try and source some photos and post/email to JS. | GR     |
| 26. PB would expand list of past presidents and send on contacts to SR.   | All    |
| 27. Packs will be done up on the Friday before Conference and transported to Heriot-Watt on Monday.   | PB     |
| 28. CM and PB to look into videoing the Conference and find out the cost.   | CM, PB |
| 29. Main help needed is at registration   |        |
| 30. JS and SR to pick up gifts for speakers etc.  | JS, SR |

## SUS STRATEGY

Update:

31. The Strategy is in the final stages of completion, needs to be finalised by the end of this week and circulated to whole membership for final consultation before presenting to the Executive next Friday.
32. JS currently completing a one page summary document. Priorities for PDC to be included in the one page summary were identified; Communication, Marketing and Research

PDC Operational Action Plan 2009-2010:

33. Action Plan needs to be done at the first meeting next year.
34. Priorities for PDC to be included in the one page summary were identified; Communication, Marketing and Research.
35. Committee members will be allocated more tasks due to JS's absence.
36. The annual report to be collated from written reports that come into SUS. PDC would take Annual Report forward at the first meeting of the New Year.

## AOB

37. There is now an Administrator's Forum online on the In The Winning Zone Website.
38. Notice for the AGM will go out next week, candidates have up to 24 hours before the AGM to provide a written application if they wish to stand for a position. CM hopes all will put themselves forward for re-election.
39. PDC would look at how presidents may be trained throughout the year.
40. CM thanked everyone for their hard work throughout the year.

## Actions List

Look into having someone along the health and physical activity lines on the panel	JS
Send out an email link of booking form to all SUS contacts.	SR
Finalise the ceilidh band	JS
Meet with Heriot-Watt re, Training Day	CM, SF
Send on more as well as an email requesting more photos from other institutions	GR
Source some photos and post/email to JS	All
Look into videoing the Conference and find out the cost	CM, PB
Pick up gifts for speakers etc	JS, SR