



Précis and action points from the **Professional Development Committee** meeting held on Monday 29th March at St.Andrews University.

Present

Catriona McAlister(CM)
 Pete Burgon (PB)
 Grant Reilly (GR)
 Sarah McMichael (SM)
 Jamie Macdonald (JM)
 Scott Neill (SN)
 Sam Roberts (SRO)

In attendance

Jacqui Stone (JS)
 Ross Simpson (RS)

Apologies

Simon Christie (SC)
 David Hegarty (DH)

1. WELCOME, AND SCENE SETTING

1. CM welcomed everyone to the meeting and especially thanked SR for hosting the meeting.
2. *Meeting of 22nd January 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, Dinner & Accommodation, and Gift

4. CM updated the group on the visit and let everyone know how great the facilities look.
5. Aberdeen lecture theatre is very big but areas to be sectioned off
6. CM suggested that a longer lunch break on the Tuesday, to allow for ASV tour and sports.
7. JS, CM & RS looked at 3 different dinner venues. Ardoe House stood out from the rest.
8. 55 rooms have been reserved at the Hotel to start with.
9. Alison Frew from RGU is organising the details with the Hotel on behalf of PDC.
10. It was agreed the Presidents would prefer to stay in the city centre.
11. CM reported that RGU's facilities were perfect and everything is ready.
12. CM discussed the planned programme & RS to circulate to the group.
13. The debate topic is the only thing that is not decided yet.
14. DH to update the group on filming the conference.
15. A lengthy discussion was had regarding conference gifts. The group agreed that a good quality t-shirt was fine and the deadline fro these would be the 15th May. The t-shirts will be green for Universities and Navy for Colleges.
16. It was agreed not to go ahead with the USB idea.

3.Special Interest Groups

Operations

17. SN updated the group on the planned Ops day.
18. The agenda for the day is – integrating Management Systems, lunch, and finishing with Staff performance and development.
19. SN to email updated programme to SUS for advertising.

Administrations

20. JS updated the group on the Admin forum and explained she had been in discussions with EA. It looks like May would be best to have it and EA is looking at content.

SDO

21. PB then discussed an SDO workshop. It was decided to drop the Winning Student idea and focus more on the Volunteer idea. PB to further investigate

ACTION

RS
 DH

SN

PB

and feedback to SUS.

Marketing

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| 22. GR updated the group on the great progress the marketing group have been making. He asked that everyone further plug the Twibbon and Facebook applications. | ALL |
| 23. Branding was discussed and it was agreed that SUS need to purchase more pop ups and banners. | SUS |
| 24. GR asked that what was going to be spent on the USBs be used for marketing instead. | |
| 25. SM is working on a branding document for SUS. | SM |
| 26. SR to contact RGU & Aberdeen about wi-fi at conference. | SR |
| 27. GR asked that he has access to web stats for conference. | |
| 28. SM, SR, JM and DH to proof check each sports tab on SUS website. | SM,SR,JM,D
H |

4. SUS Strategy

PDC Action Plan

23. CM updated the group that PDC were very much on target with the action plan. CM thanked everyone for their efforts with this through out the year.

Future Role of PDC

24. JS updated the group on the current SUS HR review and commented that change would be likely. It has been suggested that chairs have less time to do SUS committee work and Julie Ommer has reviewed the current structure and made some suggestions.
25. It was discussed that PDC had out grown the PDC title. JS will keep the group updated on the PDC committee restructure.
26. Some restructuring ideas were discussed, looking at possible sub groups such as how the marketing committee has worked this year.

AOCB & DONM

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|---|-----------|
| 29. JS discussed the idea to have a conference brochure and SM kindly offered to help out with this. All to generate ideas of people to approach to go into brochure. | SM
ALL |
| 30. Next meeting – 4 th May RGU | |

Actions list:

Circulate conference programme	RS
Update group on filming conference	DH
Email updated ops programme to SUS	SN
Further investigate SDO workshop	PB
Plug FB and Twibbon around network	ALL
Purchase more branding	SUS
Develop branding document	SM
Contact RGU and Aberdeen about wi-fi for conference	SR
Proof check each sports tab on SUS website	Presies
Help develop SUS conference brochure	SM
Generate ideas for Conference brochure	ALL