

Précis and action points from the **Professional Development Committee** meeting held on Monday 30<sup>th</sup> January 2011 at The University of Strathclyde.

**Present**

Peter Burgon (PB)  
Adam Downie (AD)  
Karen Mackellar (KM)  
Grant Reilly (GR)  
Sam Trett (ST)  
Sandy King (SK)  
Charlie Mckenzie (CM)

**In Attendance**

Chris Sellar (CS)  
Jenni Lloyd (JL)

**Apologies**

George Mcverry (GM)

**WELCOME**

1. PB welcomes all to PDC meeting
2. *Conflicts of interest*: none noted
3. *Notes from PDC meeting 7.10.11*: reviewed and approved as an accurate record
4. *Matters arising*: no matters not otherwise covered on the agenda.

**SSS Update: Verbal update**

5. JL updates- CS added to PDC committee as a result of office re-shuffle. Getting ready for hectic sports programme in March. Finance going well.

**Marketing Group: Verbal update**

6. GR updates- Video for conference on-going. New banners and pop-ups in circulation. Image logistics decided for website working with **sportscotland**. Social media going well. Credit given to live broadcast of Comps draws.

**Volunteering Group: Verbal update**

7. PB updates- recognition of workshop on 7<sup>th</sup> of Feb. Background and motive for SSS volunteering award presented.

**Christmas Seminar**

8. Review of 2011 seminar is discussed.
9. AD suggested it was a bit unclear as to what was expected end product from those taking breakout session. JL reassured and noted for coming year. PB suggested it was a positive move to avoid splitting group into functional committees, made for more productive breakout sessions with mix of experience. Event made a small profit. Positive feedback about Mary Allison's keynote speech.
10. Seminar 2012 was discussed. Open up bidding as soon as possible. City of Glasgow College express possible interest in seminar bid. JL to organise bid document.
11. Thanks to PB for hosting and thanks to those from PDC who delivered sessions.

**ACTION**

**JL**

## Conference 2012

12. Edinburgh has been decided as venue for conference 2012. ST updated committee on motives for bid- Olympic year, first conference of new body, SSS, along with other motives behind the scenes that are soon to be cemented and revealed.
13. Torch relay and Olympic theme to be incorporated into programme, which may influence exact dates, however definitely going to be on week beginning 11<sup>th</sup> of June
14. GR suggested possibly splitting tradeshow into two different 1 day -1 for NGB's and 1 for Corporate. GR also suggests a new targeting strategy for tradeshow, balance between corporate and student brands -all agreed.
15. Different ideas as to mixing up event pleasantries; ghost tours, monopoly game, treasure hunt, informal dinner; run around the meadows; GB match; Arthur Seat; Climbing wall- exciting and positive discussion to be decided nearer the time.
16. CS to distribute previous conference itinerary to PDC committee to instigate views on possible content of breakout sessions and keynote speakers. **CS**
17. KM suggested nominations for presidents to enter SSS committees to be earlier this year. Incoming presidents to be available to contact SSS chairs. JL suggested nominations to present themselves at voting- all agreed.
18. Timing of AGM was discussed- all agreed AGM to be first item on 2<sup>nd</sup> day of conference with close of play consisting of keynote speaker to send delegates home happy and enthused.
19. Possible Winning Students breakout session with athletes themselves was discussed. Other possibilities suggested were Olympics speakers, Mark Beaumont, CPD (Edinburgh University HR course). ST to follow up the latter. CM to contact Michael regarding another possible breakout or keynote speaker. **CM**
20. Marketing group to look for sponsor for possible business breakfast. GR to follow up. **GR**
21. Planned schedule for conference to be ready for next meeting in March. KM suggested guided tour of conference site prior to next meeting- all agreed.
22. PB and JL to arrange site tour with ST in next few weeks. **PB/ JL**

## Training

23. PB suggested we utilise institution's HR departments to offer perspective HR courses to those within the sector- ALL to update PB with any possibilities. **ALL**
24. It was suggested that there is demand for another clarity and impact course, JL to follow up. **JL**

## AOB

25. Adam Downie "volunteered" for PDC's 1000 Mile Challenge captain.
26. CS to email city CM regarding possibility of Brand Ambassador.- CS to arrange date for meeting with new BA's. **CS**
27. *Date of next meeting:* 26.3.12 at SSS HQ

## **Actions List**

JL to organise bid document for Seminar 2011	<b>JL</b>
CS to distribute previous conference itinerary to PDC committee	<b>CS</b>
CM to contact Michael regarding another possible breakout or keynote speaker	<b>CM</b>
GR to follow up on identifying a sponsor for possible business breakfast.	<b>GR</b>
PB and JL to arrange site tour with ST in next few weeks	<b>PB/JL</b>
ALL to update PB with any possibilities for perspective HR Course	<b>ALL</b>
JL to follow up on another possible Clarity and Impact course	<b>JL</b>
CS to email city CM regarding possibility of City of Glasgow College Brand Ambassador	<b>CS</b>