



Précis and action points from the **Professional Development Committee** meeting held on Thursday 25th May at Riverside Playing Fields, Dundee University.

Present

- Osla Dougal (OD) Chair
- Jacqui Stone (JS)
- Jude Ramsay (JR)
- Jan Griffiths (JG)
- Louise Campbell (LC)

WELCOME, AND SCENE SETTING

1. Osla welcomed everyone to the meeting. Apologies were received from Ian who had recently undergone knee surgery – PDC wish him a speedy recovery.
2. *Meeting of 28th March 2006* – the précis of the 5th Professional Development Committee meeting was reviewed and approved as an accurate record.
3. *Matters Arising*: There were no matters arising.

SUS OFFICE UPDATES

4. JS updated that she and Stew have now moved into the offices in 48 Pleasance. Phones and computers are installed but photocopier/printer yet to arrive. A notice will be sent round shortly with full contact details for the new office. Expenses Sheets for claims for attending meetings will be circulated and these should be returned to JS with receipts where possible for payment.

PROJECT TEAM REPORTS

5. Website

It was noted that SUS had still received no invoice from SHAW Marketing for the development of the logo so an exact figure on how much of the marketing element of budget had been spent was unable to be identified.

The tender document was in the final stages of preparation and it was hoped that it would be sent out next week.

It was felt that the money for the website would come out of the 2006-07 budget but the bill for the branding needed to be settled prior to the end of this financial year.

A brochure/leaflet for SUS is to be actioned over the summer and would look to include high quality images from BUGS/Conference etc.

6. Audit

A group had been formed which has now met twice. The group looked at the scope of the Audit and thought that now was a good time for this to be carried out. As it is the beginning of SUS it would be possible to set benchmark targets for the future. The Audit would go to all 21 HE institutions in Scotland.

The group have thoroughly looked at the content of the Audit and have modified/added where needed (i.e. volunteering, staff development, participant programmes, funding etc.). The document should give a broader picture of University sport.

Another meeting is planned for post conference and it should be discussed then what content of the Audit could be yearly. The format also needs to be considered (i.e. could it be accessed via the website?). The structure of the document means that it would not be just one person filling it out but in sections – directors, administrators, presidents etc.

It needs to be discussed who is conducting the research and how. The timing is quite important as if collecting in October would be able to collate 05-06 figures which is what we would like.

An Audit update would be given by OD at the conference in her SUS Forward Planning Session and she would contact Jim/ Lawrie Randak about getting in touch with John Best from Sport Scotland for support.

7. Administrators' Forum

Ian had been in contact with certain administrators to identify topics and areas of

ACTION

JS

JS

JS/SF

OD/JS/SF

Audit Group

OD



common interest that could be looked at and there was plenty of interest. The comment was made that directors need to be made aware of the bigger picture that administrators need to be involved. It was felt that the Administrators should have ownership of the forum to include sharing of good practice and maybe looking into online booking systems and management information. It was noted that there is a HE Torex group that meets and feedback from this group would be sought. Dissatisfaction with Torex was noted and it was felt that this would be useful to know when shopping for a booking system. The conference would be used to get the Administrators together – time tbc.

All

8. Conference and AGM

LC updated on how things were going with the conference. To date 67 people had signed up from a broad spectrum of institutions. Many of the first choice speakers were now confirmed and the programme is taking shape. The cost for attending the conference will be included in SUS membership so only need to pay for dinner/accommodation. There will however be a cancellation fee for those who have signed up and then do not attend. BUNAC and Precor are the two main sponsors with nine other supplementary sponsors. The programme had been chosen in order to have a balance between all of SUS's elements and it would be a conference of involvement. Wednesday would mark an induction day for new presidents where old presidents could impart information. LC then went through the programme explaining sessions and identifying speakers. Speakers were still needed for the 'Uni Updates' Session where there would be six ten minute slots. JR would ask Jennifer Tattersall if she would speak about the Zambia project and suggested that Orla Gilmore might like to present on elite sport retirement.

JR

Jim Aitken had asked LC to ask the PDC if they would take on the role of recommending the future for the conference. Should Uni's bid for it? Where does Christmas Seminar fit into that? PDC was asked to make recommendations for next five conferences. It was felt that a rotational basis should be used but new Universities should be asked if they would want to host the conference.

All

The question was – whose conference is it anyway? The host or SUS? It was felt that the two days of conference and one day of training was a good format. Also noted that there would be no huge cost to the host if SUS were taking control. This is important as not all Universities would be able to afford to subsidise a conference. It was agreed that there should be collaboration – SUS to lead the content but the host to sort domestics in order to still showcase the University/City. SUS would search for big sponsors but the host to look at local suppliers for other sponsorship. Overall it should be accessible to as many people as possible. It was important that the dates don't clash with those of UCS so SUS should try to arrange their dates quickly. The UCS model was not attractive for SUS but the PDC was also not keen on a 5 university rotation either as trying to be inclusive. PDC to come up with an action plan for next five conference so look at options/dates

All

AGM would see renewal of posts so committee would have to think about whether they would stay on. OD confirmed she would remain in post for another year. OD to prepare an annual report for the AGM which was to be presented as progress against an annual plan. Financials would be presented at the AGM as a statement with full accounts to be ratified at the Christmas Seminar. OD thanked the PDC for their commitment. She felt they had had a successful year and had achieved more than they thought they would. It was put to the PDC how things should be taken forward. OD felt that the office needed to be supported but also given the power to go ahead and make decisions as all business did not need to come to the committee as this would slow some things down. It also needed to be considered how the office would be supported down the line (i.e. when JCA moves on from chair). The PDC congratulated OD as great chair and an ambassador for the committee.

OD

It was discussed whether meetings should be timetabled for the year (i.e. Wed mornings) but a decision not reached at this stage.

LC and JG indicated they would be stepping down from the committee so PDC was asked to think of people that could be on the committee for next year. Ideally a balance of expertise and enthusiasm and gender and geography would be sought.

All

REPORTS TO PDC

9. Reports

The minutes from the last Exec Meeting were circulated.
No news from Cops or PAC (meeting in the afternoon).
No news from SSA or UCS.

OTHER BUSINESS

10. Web Directory/Handbook

JS and OD would meet post conference to update. The directory should be a who's who and what they do. Previously had two contacts per institution i.e. a director and a president but the new directory has to be useful for the office and committees.

JS/OD

11. Honorary Vice Presidents

Nominations for Honorary Presidents should be to Jim by the 26th May. JS to check with Graham Shaw about SUSF honorary VPs prior to AGM.

All/JS

12. *Next meeting* – there will not be another meeting before the AGM so any interim business should be conducted via email.

Actions List

Notice Out about Contacts	JS/SF
Chase SHAW Marketing for Invoice and settle payment	JS
Web Tender Document to go out	JS/SF
Produce SUS Leaflet	SF/JS/OD
Audit Meeting to finalise who to complete Audit and yearly content	Audit Group
Report on Audit at Conference and contact Sport Scotland for support	OD
Administrators' Forum to be held at Conference	All
Speakers to be sought for Uni Updates sessions at conference	JR/All
Consider Future of Conference – Action Plan for next 5 years	All
Annual PDC Report to be presented at AGM	OD
Think who should be on committee next year and timetabling meetings	All
Web Directory/Handbook meeting post conference	JS/OD
Honorary Vice Presidents Nominations to be sent in/clarified	JS/All