



**Ulster-Scots Agency**  
Boord o Ulstèr-Scotch

## **Board Decisions 2009**

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**2009**

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**Tha Boord o Ulster-Scotch**

**85<sup>th</sup> Board Meeting**

**23<sup>rd</sup> January 2009**

**Ulster-Scots Agency Board Room, Belfast**

<b>Present;</b>	Mr Mark Thompson
	Mrs Angela Graham
	Mr William Humphrey
	Dr Aileen Douglas
	Mrs Jacqui Reed
	Dr Ian Adamson
	Dr William Roulston
<b>In attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Jim Millar
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 85<sup>th</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

Apologies were tabled on behalf of Mr William Leathem.

**3. Minutes of the last meeting (15<sup>th</sup> December 2009)**

The Board accepted the minutes of the previous meeting with some minor amendments.

**Proposed and Agreed: that the minute be accepted.**

**4. Matters Arising**

**TV Programme**

Mr Millar informed the Board that the Programme was delayed due to difficulties with an end piece. A primary School in Donegal had now agreed to participate in the programme to facilitate the concluding scenes. Completion is due after these scenes have been finalised.

### **Sister Cities Gala**

This joint project with Foras na Gaeilge is work in progress.

### **BELB-Central Library**

Mr Patton informed the Board that Board Members are invited to attend different workshops relating to the refurbishing of Central Library.

### **Young Ambassadors Programme-Milwaukee Irish Fest**

The Board discussed the level of involvement that the Ulster Scots Agency will be putting into North American Festivals in the future, and agreed that budget figures should be presented at the next Board Meeting.

## **6. Executive Report**

Copies of this report were tabled.

The Board accepted this report from the Executive.

**Proposed and Agreed.**

## **8. Budget and Business Plan**

Copies of this report were tabled and discussed.

## **10. Grants**

### **(1) North Antrim Media & Events Committee**

Proposal	£8836.39
	The proposal will promote The Ulster-Scots Language through radio broadcasting as well as music, literature and promoting Ulster-Scots events.

The Board were in agreement to offer this group £8836.39 funding for this project.

**Proposed and Agreed.**

**(2) Stephenstown Pond Trust LTD**

Proposal	€29,120
	The proposed project will promote an awareness of The Ulster-Scots Culture and Heritage through the works of Robert Burns along with students from North and South of the border. Upon completion of the project the students will record a CD of the songs/poetry that they have learned.

The Board discussed this project and agreed that it did not meet the criteria for grant under the Financial Assistance Scheme.

**(3) Cairncastle LOL 692 Community and Cultural Group**

Proposal	£6,746.25
	This project, which is a number of soirees, is an event promoting the study, conversation and development of The Ulster Scots Language.

The Board were in agreement to offer this group funding for this project on the basis of each event equating to an "Ulster Scots Night".

**Proposed and Agreed.**

**(4) Ullans Speakers Association**

Proposal	£52,240.00
	The proposal is dedicated to the preservation and promotion of the Ullans Leid.

The Board discussed this project and agreed in principle to approve funding. The Group would need to present amended figures and discuss the project further with the executive.

**Proposed and Agreed.**

**(5) The Ulster Scots Language Society**

Proposal	
	The project is to maintain a full time staffed office to deliver the 2009 Business Plan of the Language Society.

The Board approved core funding and the Executive is to prepare the terms and conditions compliant with this.

**Proposed and Agreed.**

**7. Report from ASM Howarth**

Mr Humphrey and staff with the exception of the Chief Executive and the Recording Secretary left the meeting at this point.

A representative from ASM Howarth joined the meeting.

Mr Humphrey returned to the meeting at this point.

Copies of this Report were tabled and discussed by Mr McKay of ASM Howarth. He clarified points and answered questions from Board Members. It was agreed that Board Members would further consider the document and confirm their acceptance of the Report to the Chief Executive by 28<sup>th</sup> January.

The Board adjourned for lunch.

Mr Humphrey leaves for the day.

After Lunch the Board started with item nine on the Agenda.

## **9. Revised Financial Assistance Scheme**

The Board gave further consideration to the Report and Policies and the Executive answered questions raised by the Board. The Board agreed the revised scheme and accompanying policies. The board emphasised the necessity for aspects of these to be implemented without delay.

## **11. Audit Update**

Mr Alan Thompson from Goldblatt McGuigan joined the meeting. He circulated a document on the internal audit he completed on the Agency.

Mr Thompson highlighted areas of the report that were of concern for discussion with the Board.

Mr Thompson left the meeting at this point.

All staff left the meeting at this point as the Board discussed other issues.

Staff then returned to the meeting.

## **5. Chairman's Report**

The Chairman listed the events he had attended and the organisations he had been in contact with since the last meeting.

## **12. Staffing**

Mr Patton reminded the Board that Mr David McComb had joined the Agency earlier that month as The Finance and Administration Manager. He then went on to inform them of the Organisational Day the Agency Staff were attending next month. The Board also discussed the idea of getting a skilled meet and greet type person who has a good knowledge of Ulster-Scots into the Visitors Centre.

**13. AOB**

**PR Marketing**

The Board discussed a tender for an external PR person.

**Newton Emerson Article**

The article was tabled and read by Board members.

**Agency Presence at the American Tourism Pow Wow**

The Board agreed that they would have to take some consideration of what events to attend in USA.

**Report from NSMC Meeting**

Mr Thompson gave an update on this event.

**Presentation on the Plantation**

To be discussed at the next Board Meeting.

**Agency Burns Night**

Mr Patton thanked the organisers and those who attended.

**American Students**

A great success, the students now have a much improved understanding of Ulster-Scots Heritage.

**14. Date and venue of next Meeting**

The next Board meeting will take place on Friday 20<sup>th</sup> February 2009 with a 9am start at the Agency offices.

Signed: .....

Dates: .....



**Tha Boord o Ulster-Scotch**

**86<sup>th</sup> Board Meeting**

**20<sup>th</sup> February 2009**

**Ulster-Scots Agency Board Room, Belfast**

<b>Present;</b>	Mr Mark Thompson
	Mrs Angela Graham
	Mr William Humphrey
	Dr Aileen Douglas
	Dr Ian Adamson
	Mr William Leathem
<b>In attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Jim Millar
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 86<sup>th</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

Apologies were tabled on behalf of Mrs Jacqui Reed and Mr William Roulston.

**3. Minutes**

The Board accepted the minutes of the previous meeting with some minor amendments.

**Proposed and Agreed: that the minute be accepted.**

**4. Matters Arising**

**TV Programme**

Mr Millar informed the Board that they are in the final process of completion.

Mr McCullough joined the meeting at this point.

### **North American Budget**

£20,000 was suggested for the budget for North American Festivals such as Pow Wow, Stone Mountain and Milwaukee Irish Festival; the Board discussed the level of involvement that the Ulster-Scots Agency will be putting into these Festivals in the future. The Board asked that they revisit this matter at a later stage.

### **Proposed and Agreed.**

## **5. Chairman's Report**

### **Meetings:**

- BBC Radio Ulster Burns Night live broadcast from the John Hewitt
- John Anderson re: Tourism Ireland advertising
- Two meetings with Tourism Ireland
- BBC meeting
- DCAL afternoon session at Cultra Manor for Chairs and CEOs
- Union College Library (bigger collection than Linenhall, much of which is of Ulster/Scottish interest)
- Meeting with Minister Arlene Foster re: Ulster Scots America strategy
- Glasgow Ulster-Scots Society
- Northern Ireland Environment Agency – potential for partnership at state monuments
- Northern Ireland Tourist Board – draft audit of Ulster-Scots tourism product
- Ards Borough Council – Donaghadee public art and Agency presence in possible seafront heritage centre. Discussions to take place over coming weeks
- Scottish Covenanters Memorial Association (correspondence re: possible partnerships)
- Presbyterian Historical Society – now wish to make applications for publication projects they have already discussed with the Agency. Also want to discuss an application to replace their microfilm reader (valuable resource used by students and researchers, broken and confirmed as unrepairable)
- Carrickfergus Covenanter events in 2 primary schools

### **Strategies: (as mentioned at previous Board meeting, but missing from draft Minutes)**

- Integrated 9 county community development strategy
- Border counties strategy

- Language Promotion strategy
- Tourism development strategy

To be presented to the April Board meeting (circa 8 weeks to develop)

**Projects:**

- Irish Manuscripts Commission: Digitized edition of Bishop George Montgomery’s 1607 Survey of Derry, Raphoe and Clogher – a partnership production between IMC and the Agency. Costs, roles and timetables to be discussed with IMC over coming weeks. IMC are to confirm on 31 March.
- Launch or photo opportunity and PR to be organized for the digital editions of The MacDonnell’s of Antrim and The Plantation in Ulster (accompanied by Raven maps supplied by PRONI, with narrative written by Prof Raymond Gillespie of NUI Maynooth). Suggest late April / early May.

**Contracts:** (as mentioned at previous Board meeting, but missing from draft Minutes)

- List of outsourced services
- Move from project-by-project tendering, to service provision tendering (3 year contract, reviewable every 12 months) to appoint one, or a roster of 2 or 3, suppliers for each service
- Design, advertising, PR, drama, etc

**Forthcoming meetings:**

- Covenanters Information Days – Coleraine tomorrow
- DCAL/DCGRA accountability meeting Fri 27 February

**6. Executives Report**

Copies of this report were tabled.

The Board accepted this report from the Executive.

**Proposed and Agreed.**

**11. Audit Report**

**Appointment of Mr Arthur Scott**

The chairman thanked Mr Scott for his work over the past few weeks at the Agency.

### **Goldblatt McGuigan Verification of drawdown**

A draft copy of the Drawdown Verification Exercise was tabled and discussed by Board Members. The Board decided to set up a meeting with Goldblatt McGuigan to clarify certain details and accelerate the report. It will be presented at the next meeting of the Audit Committee.

**Proposed and Agreed.**

### **10. Grants**

The Board agreed that the Grant applications would be revisited at the next Board Meeting.

Festival applications were tabled and discussed. The Board approved the Festival applications with one exception where further information was to be sought. The Board also decided to run a second tranche of Festival funding applications closing on 10<sup>th</sup> March which would be advertised on the Agency's website.

Mr McCullough and Mr Millar left the meeting at this point

### **7. ASM Horwath**

The report was received at the previous Board Meeting. However the Board decided they needed more clarity surrounding specific job posts and the change of certain titles. The Chief Executive and Chairman are to meet with ASM Howarth along with any other Board Members available to discuss these matters. It was also suggested that Mr Arthur Scott would comment on the report.

The topic of the Visitors Centre was also brought up, it was decided by the Board that it will not open until a business case is made for it.

Mr McCullough and Mr Millar returned to the meeting at this point.

### **8. Budget**

Papers were tabled and discussed.

**12. Staffing**

The Chief Executive explained to the Board that Mr Mark Fitzsimmons was due to finish his work with the Agency mid February. He proposed they extend this to the end of March.

**Proposed and Agreed.**

**9. Revised Financial Scheme**

The board were updated on the revised financial scheme. The Board agreed to amend the policy of “up front” payment for summer schools to 30% of award.

**13. AOB**

**Presentation on the Plantation**

Dr Roulston to discuss at next Board Meeting.

**Agency Organisational Days**

Agency staff will be attending 26<sup>th</sup>, 27<sup>th</sup> February 2009.

**Letter from the Ulster Scots Community Network**

Letter was tabled and discussed and the Executive to follow up.

**14. Date and venue of next Meeting**

The next Board Meeting will take place on Friday 27<sup>th</sup> March 2009 at the Agency offices.

Signed:.....

Date:.....

**Tha Boord o Ulster-Scotch**

**87<sup>th</sup> Board Meeting**

**27<sup>th</sup> March 2009**

**Ulster-Scots Agency Board Room, Belfast**

<b>Present;</b>	Mr Mark Thompson
	Mrs Angela Graham
	Mr William Humphrey
	Dr Aileen Douglas
	Dr Ian Adamson
	Mrs Jacqui Reed
	Mr William Leathem
	Dr William Roulston
<b>In attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Jim Millar
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 87<sup>th</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

There were no apologies.

**3. Minutes**

The Board accepted the minutes of the previous meeting with no amendments needed.

**Proposed and Agreed: that the minute be accepted.**

**4. Matters Arising**

**TV Programme**

Mr Millar informed the Board that they are in the final process of completion.

## **7. Presentation from Ulster Scots Community Network**

Mr Matthew Warrick and Mr Ian Carlisle joined the meeting at this point.

Mr Warrick, Mr Carlisle and Mr Humphrey gave an in depth presentation to the Board on behalf of the Ulster Scots Community Network.

The Board thanked the members of the Ulster Scots Community Network for their presentation.

Mr Warrick, Mr Carlisle and Mr Humphrey left the meeting at this point.

## **5. Chairman's Report**

The Chairman listed the events he had attended and the organisations he had been in contact with since the last meeting.

The Board accepted the report.

Mr Humphrey returned to the meeting at this point.

## **6. Report from Executive**

Copies of this report were tabled and discussed with the Executive and the Board.

Work has been ongoing in the case of allegations made by a former member of a community organisation. The Agency is working with the Arts Council and DCAL on this.

The Board gave unanimous support to the Executive in terms of how this was being dealt with.

The Board accepted the report.

## **8. Budget**

A paper on possible savings in the event of budget cuts was tabled and agreed.

The Board had a lengthy discussion regarding Community Festivals and specifically the issues that would arise should groups not receive an “up front” payment. A possible solution regarding “on the day payments” was suggested by Mr McCullough and endorsed by the Board.

### **Proposed and Agreed.**

The Executive provided an update on Audit and the Board approved a decision to seek guidance from the Department Solicitors Office regarding the Financial Assistance Scheme.

The Board adjourned for lunch.

Dr Douglas and Mr Humphrey left the meeting for the day.

After lunch the Board started with item nine on the Agenda.

## **9. Revised Financial Assistance Scheme**

A paper on Sponsorship was tabled and discussed. The Board were asked to have feedback on the paper by the 1<sup>st</sup> April.

### **Proposed and Agreed.**

## **10. Grants**

Festival Applications were tabled. After discussion and consideration the Board agreed to the awards as listed.

### **Proposed and Agreed.**

Grant applications were tabled and discussed.

**Ulster Scots Folk Orchestra Organisation**



The Board decided to leave until a report is received from the Arts Council on how they hope to progress this project.

**Proposed and Agreed.**

The Executive drew the attention of the Board to a number of issues surrounding funding awards.

The Executive advised that the Festival organised by Tyrone Orange Vision was subject to a series of meetings. The community has been brought on Board following meetings between the Agency and Dungannon Council regarding The Plantation. There was a need for the group to revisit their plans and scale back on them.

A revised application from the Ullans Speakers Association meeting the requirements of the board was received and in line with their previous decision the Board agreed to fund this project. However it would be subject to a Service Level Agreement and not of the Financial Assistance Scheme.

The Ullans Speaker Association had a proposal at the previous Board Meeting to get it below £50,000 and the application was approved.

A sponsorship application from RSPBA could not be considered as it was not received in time. It will be tabled at the next meeting.

A revised timetable and events listing was received from Bushmills Ulster Scots Heritage group and the Board agreed the revised funding.

A number of other projects were discussed and the Board advised that they could not proceed under the revised schemes until NSMC approval was received.

Mrs Graham and Dr Adamson leave the meeting for the day.

**14. Date and venue of next Meeting**

The next Board Meeting will take place on Friday 24<sup>th</sup> April 2009 at the Agency offices.

**13. AOB**

**Language Promotion Strategy**

Policy was tabled and will be discussed in more detail at the next Board Meeting.

**ASM Horwath**

Paper was tabled and discussed. Board members to have comments with the CEO by 1<sup>st</sup> April and the paper would be revisited at the next meeting.

**Presentation on Plantation**

Dr Roulston talked to the Board about him producing a short guide to the Plantation for groups to use. He will have more details at the next Board Meeting.

**Border Counties Strategy**

The CEO advised that with Mr Reaney's absence there could be slippage on this.

**IUSS**

An update on funding of the IUSS was provided to the Board.

Signed:.....

Date:.....

**Tha Boord o Ulster-Scotch**

**88<sup>th</sup> Board Meeting**

**24<sup>th</sup> April 2009**

**Ulster-Scots Agency Board Room, Belfast**

<b>Present;</b>	Mr Mark Thompson
	Mrs Angela Graham
	Mr William Humphrey
	Dr Ian Adamson
	Mr William Leathem
	Dr William Roulston
<b>In attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Jim Millar
	Mr Arthur Scott
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 88<sup>th</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

Apologies were tabled on behalf of Dr Aileen Douglas and Mrs Jacqui Reed.

**3. Minutes**

The Board accepted the minutes of the previous meeting with some minor amendments needed.

**Proposed and Agreed: that the minutes be accepted.**

**4. Matters Arising**

**TV Programme**

Mr Millar informed the Board that the previous choice of voice-over has now been changed. The project is almost near completion. Currently there is no Broadcasting date confirmed.

**Action: Mr Millar to ask for copies for Board Member.**

### **Ulster-Scots Folk Orchestra**

This issue is ongoing and work in progress.

### **ASM Howarth Report**

All staff were asked to leave the room at this point so that the Board and Mr Patton, CEO and Mr Scott could discuss this item.

Mr Scott and Mr Patton are to prepare and circulate a paper detailing proposals to take this forward to Board Members who would liaise with the Chair and provide approval re the suggestions.

### **5. Audit Update**

A paper was tabled and discussed by the Board.

The Executive informed the Board that they had arranged a meeting with DCAL on Monday 27<sup>th</sup> April 2009 to discuss this matter. The Board are pleased that this matter is progressing.

### **Ulster-Scot Float**

The Policy of this was outlined. Due to minimal interest in the Float the Board proposed that the Agency close this ongoing project by the end of the calendar year as it is a liability to the Agency.

Mr Humphrey left the room at this point.

### **Goldbalt McGuigan**

A letter received from Alan Thompson was tabled to the Board.

Mr Humphrey returned to the Board.

### **Ulster-Scot Newspaper**

A paper was tabled on the future of the Ulster-Scot Newspaper.

The Board proposed that the Newspaper print run be reduced to 6 per year and the mailing list be discontinued. Only Libraries are to receive multiple printed copies.

**Action: Executive of get approval for single tender service from DCAL for the insertion of the paper in the Newsletter and a competitive tender be organised for printing.**

## **6. Chairman's Report**

The Chairman listed the events he had attended and the organisations he had been in contact with since the last meeting.

The Board accepted the report.

## **7. Report from Executive**

Copies of this report were tabled and discussed

**Proposed: The Board accepted the report.**

The Board adjourned for lunch.

## **9. Revised Financial Assistance Scheme**

Copies of the revised scheme were tabled and discussed. Amendments to the scoring framework 3.6 were noted.

**Proposed and Agreed.**

### **Tranche Funding**

Copies of the proposals were tabled and discussed.

**Action: This policy paper was approved by the Board.**

The working with others scheme was discussed and the Board felt it would be appropriate to write in flexibility in relation to funding from other sources.

Arising from a proposal from Gareth Fulton Entertainments it was agreed that the Agency would be willing to work with Councils who were to pursue the avenue.

Mr Leathem left the meeting at this point. He returned when discussions were completed.

## **10. Grants**

Festival Applications were tabled. After discussion and consideration the Board agreed to the awards as listed.

### **Proposed and Agreed.**

Grant applications were tabled and discussed.

### **Ulster Scots Folk Orchestra Organisation**

The Board confirmed that this application form was incomplete. The application was rejected.

### **Titanic Schools Project**

This application was discussed. The Ulster-Scots content of the specific project was not obvious.

**Action: After discussion this application was rejected with a unanimous decision.**

### **First and Second Markethill Presbyterian Church**

The Board noted that the current financial assistance scheme could not offer funding to a Church. However, the project concept was excellent and it was agreed that this should be followed up by the Development Officer for the area to see if a new approach could be considered.

### **Maiden City Festival – Appeal**

The organisers of this festival ask that the Board review their original offer. After clarification had been sought from the organisers the appeal was partially upheld.

**Proposed and agreed.**

### **Schomberg Society – Appeal**

The organisers of this festival ask that the Board review their offer. It was agreed that in light of the evidence provided the appeal could be partially upheld.

## **Proposed and Agreed**

Mr Patton and Mr Millar left the room at this point. Mr Leathem retired from the meeting.

## **RSPBA**

A sponsorship application was considered and an award made in line with the Boards earlier acceptance of the new Sponsorship scoring method.

**Proposed and agreed.**

## **Blue Eagle Productions**

This application was discussed and it was noted that this could not be considered until the revised financial assistance scheme was approved.

## **Lawrence Holden**

The current application from Dr Holden is ongoing but consideration is to be given to moving this forward.

**Action: Mr Millar to meet Dr Holden.**

## **Wilderness Road**

A paper was tabled and discussed.

It was proposed that this is noted in the North American Strategy document.

Mr Patton and Mr Millar returned to the meeting at this point.

Correspondence was received from Mr James Kee regarding a possible opportunity for Ulster-Scots involvement in the Edinburgh Military Tattoo. The Board were in agreement that after discussion Mr Kee should be commissioned to carryout further research into this as he was the person with the contacts at the Tattoo.

## **8. Budget**

Papers on this issue were tabled and discussed.

### **East Donegal Ulster-Scots Association**

A letter was received expressing disappointment with the level of funding and support which the Agency had provided over the past few years. The Board expressed the view that the Staff had acted properly and in actual fact the Association had received a high level of support.

## **11. Community Development**

A paper was tabled on this item.

The Board members were asked to consider this and provide for feedback to Mr Patton by 1<sup>st</sup> May 2009.

## **12. Staffing**

The Board were briefed on staffing issues.

## **13. AOB**

### **Language Promotion Strategy**

Further work is to be done on this and a report tabled at the next Board meeting.

### **Report on Peripatetic Music Tutors**

It was agreed that a review is to be carried out, on the scheme. This review is to be an independent review.

**Proposed and agreed.**

### **PR Marketing**

Executive informed the Board that they would be receiving a full update from Tibus this coming Wednesday on the page turning software.



**Action: Feedback will be emailed to Board members.**

**2010 Business Plan**

A strategy workshop will be held to facilitate this.

**Action: Dates will be circulated to the Board for consideration.**

**Cruise Ships**

Copies of this report were tabled and discussed with the Executive and the Board.

The Board were in agreement to proceed with proposal two which outlined entertainment at the Giants Causeway and Victoria Square, Belfast for passengers on the Cruise Ships and the general public.

**FUSE FM**

The Board noted that it was impossible to provide grants for capital equipment and this could have an effect on the future of FUSEFM.

**Church Buildings**

The Chairman reported on the funding which 1<sup>st</sup> Derry Presbyterian Church has received from Northern Ireland Tourist Board. It is anticipated that this is something the Agency might engage with and a meeting is to be arranged in the near future.

**14. Date and venue of next Meeting**

The next Board Meeting will take place on Thursday 28<sup>th</sup> May 2009 at the Agency offices.

Signed:.....

Date:.....

**Tha Boord o Ulster-Scotch**

**89<sup>th</sup> Board Meeting**

**29<sup>th</sup> May 2009**

**Ulster-Scots Agency Board Room, Belfast**

<b>Present;</b>	Mr Mark Thompson
	Mrs Angela Graham
	Mr William Humphrey
	Dr Ian Adamson
	Mr William Leathem
	Dr William Roulston
	Dr Aileen Douglas
	Ms Jackie Reed
<b>In attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Arthur Scott
<b>Recording Secretary;</b>	Miss Lyndsey Hanna

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 89<sup>th</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

Apologies were tabled on behalf of Mr Jim Millar who was representing the Agency at a DCAL meeting and Mr Michael McCullough who would not be present at the morning part of the meeting.

### **3. Minutes**

The Board accepted the minutes of the previous meeting with some minor amendments needed.

**Proposed and Agreed: that the minutes are accepted.**

### **4. Matters Arising**

#### **TV Programme**

Mr Millar met with the programme producers re: voice over. Currently there is no Broadcasting date confirmed.

**Action: Mr Millar to ask for copies for Board Member.**

**Mr Thompson suggested that the Agency should in the future include in the Agency terms of offer for such funding, that a commitment is required from a Broadcaster before funding will be released for a project of this kind.**

#### **Ulster-Scots Folk Orchestra**

This issue has now been resolved.

#### **ASM Howarth Report**

This report will be tabled at the next Staff meeting.

#### **Community Development Strategy**

This will be dealt at Item 9.

#### **Wilderness Road**

Tourism Ireland continues to work on this project and have invited Mr Humphrey and Mr Patton to New York in June to meet those involved in this project.

**Proposed and Agreed: that Mr Patton and Mr Humphrey attend.**

## **5. Audit Update**

The Internal Audit Committee met earlier this morning. Members of the committee gave the Board a brief update. Working is ongoing to ensure that the Agency is meeting all objectives and targets set out.

The Internal Audit Committee advised the Board that the Goldblatt McGuigan Report will be available from 19<sup>th</sup> June 2009.

**Action: All Board to receive a copy and feedback welcomed for the next meeting.**

The Chair, Mr Thompson asked that the Language Body Accounts be with Dublin for consolidation possibly before the end of July.

**Action: Mr Patton to advise if possible.**

Mr Scott left the meeting at this point.

## **6. Chairman's Report**

The Chairman listed the events he had attended and the organisations he had been in contact with since the last meeting.

**The Board accepted the report.**

Mr Thompson asked that the minutes note his thanks to Mr Patton and Mr Scott for their assistance on producing a Business Report for the Donaghadee Mural proposal, which will not proceed.

Item 9 from the agenda was discussed.

### **Revised Financial Assistance Scheme**

Proposals were tabled, regarding the funding for Community Workers Scheme.

Collective approval was given. The Board suggested a timescale and budget for delivery.

**Action: This is to be the lead story in the next Ulster-Scots paper, two Ministers are to be invited for comment on the revised scheme and the article is to outline the timetable for deadlines.**

## **7. Report from Executive**

Copies of this report were tabled and discussed

**Proposed: The Board accepted the report.**

The Board adjourned for lunch.

## **9. Revised Financial Assistance Scheme**

The revised scheme received collective approval at item 6.

Further discussion on this matter concluded. Provisions for buying equipment to enhance projects to be written onto page 17 of the revised scheme, also an exception for planned 40 week musical tuition classes – 3 tender quotations should not be needed for the tutor or tendered costs.

**Both provisions were collectively agreed by the Board.**

## **10. Grants**

### **Altnaveigh House**

#### **Project: Life & Times of John Mitchell**

The Board collectively agreed that a decision could not be made as there were insufficient details supplied.

Mr Humphrey left the meeting at this point.

### **Ulster-Scots Community Network**

The USCN Business Plan was tabled and discussed. The Board approved the funding requested. Information on this sent to the Sponsor Departments given the level of funding.

Mr Humphrey returned to the meeting and Mr McCullough joined.

## **11. Correspondence re: Plantation Masterplan**

A paper was tabled on this item.

The proposal outlined the Agency engage a consultant for 5 days work at the cost of £300.00 per day to establish the Agency with the project and help network with all involved.

**The Board collectively agreed. Mr Patton to progress this matter.**

### **John McCavitt Proposal**

This project previously tabled to the Board cannot be approved until the revised financial assistance scheme has been adopted by the Sponsor Departments.

The Board however, feel this is a worth while project and will advise once the new scheme is implemented.

## **12. Staffing**

The Board were briefed on staffing issues.

## **13. AOB**

### **Language Promotion Strategy**

As Mr Millar was not present at this meeting the Board collectively agreed that the paper was to be emailed to the Board for consideration.

### **PR Marketing**

The new Agency Website is under work and is proposed to be completed by 29 June 2009.

Mr Leathem left the meeting at this point for the day.

### **Ullans Speakers Association**

Mr Patton received a letter from the group offering the Agency a desk in their new premises for the Agency Development Officer in the North. Although grateful of the offer, the Board collectively agreed to decline on this occasion.

**Action: Mr Patton and Mr Humphrey to meet with the group and explain the reason why the Agency has declined.**

### **North Antrim Regional Ulster-Scots Hub**

The group has offered to make a presentation to the Board to provide further information on the group. Executive advised that the group are looking for Agency funding to develop a Business Plan, however, the Board agreed that a Business Plan be presented to the Board before any funding could be considered.

### **Irene Knox, CEO, Libraries Northern Ireland**

Correspondence was received by Mr Patton and tabled. As Newtownards Library is receiving a refurbishment, Ms Knox has offered the Agency potential display space.

**Proposed and agreed; the Executive follow up.**

### **Milwaukee Irish Fest**

Approved – Milwaukee Irish Fest. The Board formally adopted the proposals outlined in written procedures.

### **Central Scotland**

Airdrie – Mr Patton was invited to present a paper on Ulster Scots on 6<sup>th</sup> July to Airdrie Ulster Scots group as part of their festival week. The Board approved this.

### **DCAL Email**

Mr Patton informed the Board that DCAL has received an email complaining about an aspect of the Plantation of Ulster Booklet and CD Rom that the Agency had produced. The Board agreed there was no intent to offend through this publication.

**Action: The Agency Board agreed that the CEO write to the Department with clarification on the complaint.**

**Proposed: It was also agreed by the Board that the Plantation of Ulster theme become the Marketing theme for 2009.**

## **Boat Factory**

The Board watched the promotional DVD for the Boat Factory project. The evaluation paper for 2009 project was tabled.

Executive asked the Board for approval to engage with partners and other potential Funders for 2010.

**The Board agreed in principal to engage this project further.**

The possibility of a drama project on Ulster Scots at the Somme with the Lyric Theatre and Ballywalter Community Association was discussed. The budget was estimated at a maximum of £6000.

**The Board approved the project.**

Mr Scott rejoined the meeting at this point.

## **8. Budget and Business Plan Progress.**

Due to a new finance system being tested at present, full breakdown of financial figures could not be tabled.

**Action: To be emailed to the Board ASAP.**

The Board were advised that the potential for Budget cuts remain.

**Action: Executive to continue to keep a watching brief.**

## **Ulster-Scots Agency Visitors Centre**

In the ASM Howath Report it was suggested that staffing of the centre be outsourced. However, the Board feel that all avenues should be explored.

**Action: Executive to examine the risks and benefits for alternative options and create a Business Case to present to the Board.**

Executive informed the Board that ROI Departments have implemented a recruitment moratorium.

**Action: Executive to find out if this applies to North/South Bodies.**



The Chair, Mr Thompson referred to the ongoing work on the Tourist Trails he and other are engaged on in discussion with the Northern Ireland Tourist Board and Tourism Ireland. It was noted that the Agency may need to consider funding the production of the trails.

**14. Date and venue of next Meeting**

The next Board Meeting will take place on Thursday 25<sup>th</sup> June 2009 at Foras na Gaeilge Offices.

Signed:.....

Date:.....

**Tha Boord o Ulster-Scotch**

**90<sup>th</sup> Board Meeting**

**25<sup>th</sup> June 2009**

**Foras Na Gaeilge Head Office, Dublin**

<b>Present;</b>	Mr Mark Thompson
	Mrs Angela Graham
	Dr Ian Adamson
	Mr William Leathem
	Dr William Roulston
	Dr Aileen Douglas
<b>In attendance:</b>	Mr George Patton
	Mr Jim Millar
<b>Recording Secretary;</b>	Miss Sarah Lockhart

**1. Welcome from the Chairman**

Mr Thompson welcomed and thanked everyone for attending the 90<sup>th</sup> Board Meeting at Foras Na Gaeilge's Offices, Dublin.

**2. Apologies**

Apologies were tabled on behalf of Mr William Humphrey, Mrs Jacqui Reed and Arthur Scott. Mr Michael McCullough was on Annual Leave.

**3. Minutes**

The Board accepted the minutes of the previous meeting with some minor amendments noted.

**Proposed and agreed: that the minutes are accepted.**

**4. Matters arising**

**TV Programme**

Mr Millar met with representatives from Vinegar Hill to discuss the TV programme. Mr Millar asked for the revised cut to distribute to board members. Upon receipt Mr Millar will copy and dispatch to members. Mr Millar informed the board the new voiceover was David Dugan and there were no major changes to the film. When broadcast is approved a date will be discussed.

### **Media coverage – Ulster-Scots Folk Orchestra**

Mr Millar informed the board of the reasons why Mr Willie Drennan may have made a public attack on the Ulster-Scots Agency. Mr Millar also stated in George and Michael's absence he had spoken with DCAL and had prepared a briefing document. At this point it was agreed to return to this matter at the end of the meeting.

### **Consultant – First Derry Presbyterian Church**

After the last board meeting Mr Scott and Mr Patton met with Mark Lusby to discuss the potential project. Upon further discussions Mr Scott's advice was not to proceed with the project as the work outlined in Mr Lusby's proposal could be carried by Ulster-Scots Agency staff.

Dr Roulston stated that Mr Lusby had established good working relationships with people who could contribute to this project and it would be hard for the Agency staff to start this anew. Mr Leathem reiterated this statement and asked it be re-visited.

### **Proposed and agreed: The Board examine the project further**

#### **Language Promotion Strategy**

All board members received a copy of the draft document which is open for discussion. Mr Millar stated he welcomed comments from the board members and suggested a language sub-committee be established for members who have a particular interest in the Ulster-Scots Language. Mr Thompson congratulated Mr Millar on producing the document and suggested targets be prioritised and costings be put against each priority. Mr Millar stated he would be grateful for feedback by the end of August 2009.

**Action: Board members to respond by 31<sup>st</sup> August 2009**

#### **5. Audit Update**

Copies of the risk register were circulated to board members. Mr Millar informed the board of a meeting with staff from Goldblatt McGuigan on 24 June 2009 which addressed audit risks and ongoing issues. Mr Millar informed the board Mr Thomson is making some amendments to the document asked for by Mr Millar and Mr Scott. When complete it will be circulated to all board members and the Permanent Secretary.

The Board conveyed their thanks and appreciation to staff for their work and noted the limited number of transactions which are causing limited assurances.

#### **Ulster-Scot Newspaper**

Mr Patton informed the board that during his trip to America the people there told him a personal copy rather than an emailed version is important to them. Mr Patton also stated a severe pruning of

the database needs to be carried out to reduce costs. It was suggested by Mrs Graham that large quantities to a selection of groups and organisations in some Republic of Ireland counties would be worthwhile.

## **6. Chairman's Report**

### **Community Worker Scheme / Jim Allister / Press Release**

Mr Thompson responded to a letter from Jim Allister who then posted Mr Thompson's response on his website and used it as a publication from the Ulster-Scots Agency. Mr Thompson received written instruction from Steven Brimstone to put the letter into the newspaper.

### **Meeting with John Wilson, Frank Ferguson and Gerry Carruthers**

Mr Thompson reported of his meeting at Jordanstown University regarding the publication; *'Revising Burns and Ulster'*.

### **Meeting with Bready Ulster-Scots**

Mr Thompson stated the meeting was very worthwhile and the group were much happier with regard to the Community Worker's Scheme.

### **Meeting with John O'Keeffe and William Roulston**

Mr Thompson and Dr Roulston met with Dr O'Keeffe of the Northern Ireland Environment Agency to discuss areas of mutual interest between the respective organisations. Dr O'Keeffe was appreciative of the work the Agency had done in relation to the Hamilton-Montgomery project and in particular the production of the DVD reprints of the Hamilton and Montgomery Manuscripts.

### **Meeting with Laura Spence, new Ulster-Scots Producer for BBCNI**

Mr Thompson encouraged Board members and Agency staff to maintain good working relationships with Miss Spence.

### **Meeting with Jim Millar and Lawrence Holden**

### **Meeting with Arthur Scott, George Patton re: CEO Performance Targets**

### **Book Launch – Philip Robinson novel**

Mr Thompson attended the launch of Mr Robinson's new novel.

### **Morning with Eull Dunlop and William Roulston**

Mr Thompson met recently with Dr Dunlop and Dr Roulston to visit a number of sites associated with the 1859 Revival in Mid Antrim. Dr Dunlop has proposed writing a couple of articles on the Revival in Mid Antrim for the Ulster-Scots. Mr Thompson has spoken to Billy Kennedy about this.

### **Willie Drennan letter / Lawrence Holden / BBC**

With issues that have occurred in the past, Mr Thompson stressed the need to have a PR Strategy in place in order to deal the media.

### **7. Report from Executive**

The Executives Report was omitted from the pack and not emailed to board members. Mr Patton apologised and will circulate as soon as possible. Mr Patton also welcomed any comments members might have.

**Action: Mr Patton to circulate Report as soon as possible**

### **8. Budget and Business Plan**

Mr Patton informed the board the budget is being re-profiled as spend is running higher than expected particularly in running costs, however there is a very significant under spend in Grants – FAS. Mr Patton also stated the Ulster-Scots Agency and Foras na Gaeilge have recently prepared a policy on Code of practice which will be produced at the end of the Summer 2009.

Mr Patton then asked everyone to look at Business Targets and welcomed any comments. He also noted the document would not go live until 30<sup>th</sup> June 2009.

It was noted that a decision was to be made by the end of August 2009 on the future of the Peripatetic Tutors Programme.

Mr Leathem proposed an external consultant carry out a broader client satisfaction survey. Mrs Graham seconded this. All were in agreement.

### **9. Revised Financial Assistance Scheme**

Mr Patton stated the Department of Finance and Personnel had received the revised Financial Assistance Scheme. The Board were happy with Mr Patton's responses.

## **10. Grants and Appeals**

### **Glenn Comhaltas**

#### **Project: Various Musical Workshops**

Even though the application for financial assistance is under £3,000 Mr Patton stated it is the first application the Ulster-Scots Agency had ever received from a traditional Irish organisation.

Mr Leathem proposed the application be accepted with the provision that it be monitored very closely.

**Proposed and agreed.**

### **Altnaveigh House**

#### **Project: Life and Times of John Mitchell**

Mr Patton stated the further information sought was sufficient and the Board approved.

**Proposed and agreed funding.**

## **11. 2010 Business Plan – Strategic Workshops**

The draft was received by the Board.

**Action: The Chair, Mr Thompson asked board members to have responses made by the 24<sup>th</sup> July 2009.**

## **12. Staffing**

### **ASM Horwath**

Mr Patton informed the Board of unease and unrest within staff as parts of the document suggest staff will be made redundant. Mr Patton praised and gave staff credit for continuing their hard work.

Mr Patton stated that the staff were of the opinion the consultation occurred in October 2008 and a lot of their suggestions or opinions have been overlooked.

Mr Leathem suggested a further consultation on staff while document is still on draft form and open for discussion. Dr Douglas stated ASM Horwath did what they were asked to do and felt it unnecessary for a further consultation.

Mr Patton expressed the view that the process underway was sufficient in terms of staff consultation.

The Chair, Mr Thompson asked the executive to collate feedback from staff and bring to the Board.

## **Tribal Helm**

Mr Patton informed the board that Mark Fitzsimmons who has been contracted out from Tribal Helm ends his contract with the Ulster-Scots Agency on 31<sup>st</sup> July 2009. Although the running costs are high Mr Patton suggested discussing with Tribal Helm the potential to contract Mark out at specific times of the month to complete draw downs.

Mr Leathem proposed Mark continue his work with the Agency full time until 31<sup>st</sup> August 2009 due to summer being a busy time with Summer Schools, Festivals and on the day payments.

**Proposed and agreed.**

**Action: Mr Patton to discuss with Tribal Helm**

## **13. AOB**

### **Country Media Link**

The Board were of the opinion this service would have to be tendered for.

### **NSMC**

The next NSMC Meeting is to take place on 9<sup>th</sup> July 2009. The former and new ministers for DCAL will be present as well as Mark Thompson. The FAS has to be approved.

### **Fair Faa Ye USA**

A copy of the email from Jonathan Burgess was circulated to all board members. Mr Burgess is now asking for the play to be postponed until 2010 due to a number of reasons including funding. Mr Patton stated this extra time would allow the Ulster-Scots Agency to source other potential funders. It was also noted that the envisaged spend of approximately £20,000 will not occur within this year.

### **Tourism Ireland**

Mr Patton informed the board he had met with the Wilderness Road team. The Chair, Mr Thompson suggested the costs be reviewed. Mr Patton asked the board for an interim decision to be made on the style, size and format of the 'Plantation of Ulster' booklet. The Board agreed on an;

A4 – 32 Page booklet (similar to the Plantation of Ulster booklet produced as part of SEUPB project).

Royal Mail door to door distribution

Gillian Gilmore was also to look into a distribution service for Counties Cavan, Monaghan and Donegal.

### **"Scots Presbyterians on the Frontier"**

Mr Patton stated the application does meet the criteria under 'working with others'.

The Board were in agreement to support the project pending the decision a the NSMC Meeting on 9<sup>th</sup> July 2009.

**Public Attitude Survey 2008**

It was agreed that language projects need to start at the base level.

**Response to Willie Drennan**

Although not on the agenda due to the events of the previous days the Chair, Mr Thompson suggested a letter be sent to Mr Willie Drennan and copied to Gareth Gordon and Mark Adair of the BBC. Mr Thompson also stated a statement should not be made in any newspapers.

The Board agreed.

**13. Date and venue of Next Meeting**

Neither date nor venue was confirmed. It was agreed all board members would circulate possible dates.

Mr Patton and Vice Chair Mrs Graham both took the opportunity to thank Mr Thompson on behalf of all staff and the executive team for his hard work throughout his time as Chairman of the Board.

Signed.....

Date.....



**Tha Boord o Ulster-Scotch**  
**91<sup>st</sup> Board Meeting**  
**6<sup>th</sup> August 2009**  
**Ulster-Scots Agency Office, Belfast**

<b>Present;</b>	Mrs Angela Graham
	Mrs Jacqui Reed
	Mr William Humphrey
	Dr Ian Adamson
	Dr William Roulston
<b>In Attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Arthur Scott
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1. Welcome from the Chairperson**

Mrs Graham welcomed and thanked everyone for attending the 91<sup>st</sup> Board Meeting at the Agency Board room, Belfast.

**2. Apologies**

Apologies were tabled on behalf of Mrs Aileen Douglas and Mr William Leathem who were unable to attend the meeting. Mr Jim Millar was on annual leave and Dr William Roulston would not be present at the morning part of the meeting.

**3. Minutes**

The Board accepted the minutes of the previous Board Meeting with some minor amendments noted.

**Proposed and agreed: that the minutes are accepted.**

**4. Matters Arising**

**The Question of Plantation**

Commemorations were subject to a business case which would be submitted to the Departments.

The project involving First Derry Presbyterian Church to be pursued.

Dr Roulston joined the meeting at this point.

### **Language Promotion Strategy**

A paper was tabled and discussed on developing a strategy to mark the plantation. The Board will have feedback on or before 31<sup>st</sup> August 2009.

### **TV Programme**

A letter that Mr Millar had received from David Rane, Managing Director of Soilsiu Films was tabled. He explained in the letter that a final cut of the film was submitted to TG4 and they have now asked for about one week of "fine cutting", which means just a polish on the edit. An email was then sent to Mr Millar explaining that the two preferred editors are engaged with other projects; David Rane has asked TG4 for a list of recommended editors.

### **Community Workers Scheme**

Following approval of the Community Workers Scheme the Executive presented options to the Board for a policy which would ensure maximum community benefit while maintaining corporate governance compliance.

The Agency will request business cases to include the Community group's full year of activity for 2010. This would allow a full award of salary £10,000 and a full award of running costs and overheads providing the 25% shortfall in total project costs would be made up through the planning and delivery of a number of one-off Ulster-Scots nights which only attract a FAS award of £250.00 or projects which are not Agency funded.

Proposed and Agreed.

## **5. Audit Update**

### **Goldblatt McGuigan Report**

Copies of these reports were tabled and discussed.

Mr Humphrey left the room at this point.

## **Ulster-Scot Newspaper**

Tenders will be taking place and will hopefully be finalised by 30<sup>th</sup> September 2009.

Mr Humphrey returned to the meeting.

### **6. Report from Executive**

Copies of this report were tabled and discussed.

**Proposed and Agreed: The Board accepted the report.**

The Board adjourned for lunch.

After lunch the Board continued the meeting with item 7 on the Agenda.

### **7. Budget and Business Plan Progress**

Papers were tabled and discussed. Mr Patton explained that work still has to be done on budget profiles. He also informed the Board of the excellent work Mr Mark Fitzsimmons has been doing for the Agency as his secondment is coming to an end.

Mr McCullough returns from lunch.

A re-tender will be taking place for a new IT provider and will hopefully be in place by 1<sup>st</sup> January 2010.

### **8. Revised Financial Assistance Scheme**

Letters have been sent out to Community Groups regarding the Financial Assistance Scheme. All information is on the Ulster-Scots website.

Dr Roulston left the room at this point.

## 10. 2010 Business Plan

A meeting is being held with Mr Alan Shields and the Executive team on the 13<sup>th</sup> August, there will be a paper for the Board at the next meeting.

Dr Roulston returned to the meeting.

## 9. Grants and Appeals

**John McCavitt**

**Project: General Ross and the Second War of Independence**

**Amount of grant being sought from the Ulster-Scots Agency: £12,990**

The Board decided that the project didn't fall under Partnership Funding, therefore couldn't take this forward.

**Proposed and Agreed.**

**Jonathan Burgess**

**Project: The Private Memoirs and Confessions of a Justified Sinner**

**Amount of grant being sought from the Ulster-Scots Agency: £20,000**

The Board approved this application in September 2008 but it was placed on hold until the new Financial Assistance Scheme was approved. The Board agreed that this project fell under Partnership Funding and approved.

**Proposed and Agreed.**

**Jonathan Burgess**

**Project: Love in a Bottle**

**Amount of grant being sought from the Ulster-Scots Agency: £6,000**

The Board approved the level of funding requested.

**Proposed and Agreed.**

**Markethill Presbyterians**

**Project: Exhibition-1610 Plantation of the Fews and 400 Years of Presbyterianism**

**Amount of grant being sought from the Ulster-Scots Agency: £2,190.00**

The Board collectively agreed for this application be given further consideration.

**Proposed and Agreed.**

### **Wae A Heart An A Half-Banbridge**

**Amount of grant being sought from the Ulster-Scots Agency: £3,845.00**

This was dealt with under grants but is an Agency led initiative to introduce Ulster-Scots through drama to communities.

The Board approved the level of funding requested.

**Proposed and Agreed.**

## **11. Staffing**

### **ASM Horwath**

Staff had previously attended sessions to give comments regarding the ASM Horwath report and how it had been conducted. These will be reviewed at the next Board Meeting.

### **Music Tutors**

A paper on Peripatetic Tutor Evaluation was tabled.

The Board discussed the resignation of Miss Georgina Kee and asked that the minute note their thanks to her for the work she had done for the Agency.

Mr Patton and Mr Humphrey left the room at this point.

### **CEO Targets**

The Board discussed the approval of the CEO targets for 2009. A query was raised regarding the 07 and 08 position. Mr Scott suggested that advice be sought from DCAL for the next Board Meeting.

Mr Patton returned to the meeting.

## **12. AOB**

### **Institute of Ulster-Scots Studies**

A paper was tabled.

The Board decided to invite members of the Institute to do a presentation for the Board at Octobers Board Meeting.

**Proposed and Agreed.**

**Co Antrim Etymology Project**

The Board noted the presentation made by the Executive regarding procurement issues and authorised the closure of the project before delegated limits were breached.

Mr Humphrey returned to the meeting.

**Agency information Centre**

Mr McCullough explained to the Board the idea of the Agency, the Community Network and the Ulster Society working together to have a pilot opening in the Agency Information Centre at the end of August for three weeks. Promotional work and staffing issues would be resolved between the three organisations.

**Proposed and Agreed.**

**Letter from Scottish Covenanters Memorials Association**

A letter from the association was tabled and discussed.

**Community Development Strategy**

Mr Patton suggested that the Board revisit the draft report before next months meeting.

**Sister Cities International**

Mr Patton informed the Board that the feedback from people involved in Sister Cities International had been excellent.

**Dinner with Minister**

Some of the Board Members attended the dinner in the Malone Lodge hotel later that evening.

**Glenn Comhaltas**

Mr Humphrey explained to the Board that he had some concerns regarding the funding to this group.

**Eddie Irvine Sports Centre**

The Board accepted the proposal of sponsorship for the centre. A number of murals/paintings will be carried out.

**13. Date and Venue of Next Meeting**

The next Board Meeting will take place on 25<sup>th</sup> September 2009 in the Agency offices, Belfast.

Signed.....

Date.....

**Tha Board O Ulster-Scotch**  
**92<sup>nd</sup> Board Meeting**  
**25<sup>th</sup> September 2009**  
**Ulster-Scots Agency Board Room**

<b>Present;</b>	Mrs Angela Graham
	Mr William Leathem
	Mr William Humphrey
	Dr William Roulston
	Dr Ian Adamson
	Mrs Jacqui Reed
<b>In Attendance:</b>	Mr George Patton
	Mr Michael McCullough
	Mr Jim Millar
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1) Welcome From Chairperson - remarks**

Mrs Graham welcomed and thanked Board members for attending the 92<sup>nd</sup> Board Meeting in the Ulster-Scots Agency offices. Mrs Graham outlined some procedural issues in relation to the meeting.

The Ulster-Scots Agency registered for the Macmillan's World's Biggest Coffee Morning. As the official date of this was 25th September, staff at the Agency decided that this would be a great opportunity for the staff and Board to support such a good cause on the morning of the Board meeting.

**2) Apologies**

Apologies were tabled on behalf of Mrs Douglas who was unable to attend this months meeting. Dr Adamson would also be leaving the meeting early.

**3) Minutes of last Meeting**

The Board accepted the minutes of the previous Board Meeting with some minor amendments noted.

**Proposed and Agreed:** that the minute be accepted.



#### **4) Matters Arising**

##### **First Derry Presbyterian Church**

A meeting with The Northern Ireland Tourist Board has been requested, a date is yet to be set.

Dr Adamson and Mr McCullough left the meeting at this point.

##### **TV Programme**

Mr Millar explained to the Board that the process is ongoing. Editing is taking place and hopefully a broadcast date will follow.

Mr McCullough returned to the meeting.

##### **CEO Targets**

The Board await a response from DCAL in relation to 07/08 and the 09 targets.

##### **Agency Information Centre**

It was decided at a previous Board Meeting to open the centre for a trial run for a few weeks, but this had not been possible due to staffing resource issues. The Board discussed this and decided to go ahead with the business plan.

##### **Proposed and Agreed.**

##### **Plantation Project**

A draft outline business case had been sent to the Departments who had advised that an economic appraisal was requested combining all proposal Plantation Events. Concern was raised at this and the Board collectively agreed that it would be beneficial for the Board to meet with the Minister to discuss the project, prior to the next Board Meeting.

Mr Patton thanked Dr Roulston for his work around the Plantation.

## **5) Audit Update**

Minutes from the last Audit Committee Meeting were tabled together with an update on Audit recommendations.

One outstanding issue impacting on the procurement recommendation was the un-tendered services around the Ulster-Scots float. Coleraine Festival take ownership for the float and they will be receiving it on the 6<sup>th</sup> October.

## **6) Report from Executive**

Copies of this report were tabled and discussed.

**Proposed and Agreed:** The Board accepted the report.

## **7) Budget and Business Plan Progress**

Papers were tabled and discussed. Amendments will be made to the business plan dependant on issues raised with the Minister. In the interim any further comments were to be advised to the Executive.

The Board adjourned for lunch.

## **8) Grants and Appeals**

### **Artists in Creative Enterprise**

**Project:** Wordland-A creative writing and spoken word cross border cultural project

**Amount of grant being sought from the Ulster-Scots Agency: £10,000**

The Board collectively agreed that they needed more clarification for funding, therefore couldn't approve the application at this point. Mr Millar was asked to contact the group with a view to present a Revised Application for the next Meeting.

**Proposed and Agreed.**

### **Happenstance Theatre Company**

**Project:** All the Queens Men

**Amount of grant being sought from the Ulster-Scots Agency: £7,500**

The Board approved the level of funding requested.

**Proposed and Agreed.**

### **Blue Eagle Productions**

**Project:** Fair Fa Yee USA

**Amount of grant being sought from the Ulster-Scots Agency: £31,665**

It was proposed that the total budget be funded 50/50 from Tourism Ireland and The Ulster-Scots Agency, each giving a contribution of £31,665. The Board felt they needed more clarification for funding and a letter of commitment from Tourism Ireland. Mr Patton will follow up on this.

**Proposed and Agreed.**

### **Blue Eagle Productions**

**Project:** The Ulster-Scots Writing Project

**Amount of grant being sought from the Ulster-Scots Agency: £21,025**

The Board felt they needed more clarification for funding. Mr Patton will discuss with the Artistic Director of the project-Mr Jonathan Burgess he will also speak with the Arts council regarding their approval. This will be brought back at the next Board Meeting.

**Proposed and Agreed.**

### **Mid Armagh Community Network**

**Amount of grant being sought from the Ulster-Scots Agency: £20,847.50**

This application was from a community group who could not receive funding under the FAS tuition scheme because of the high level of activity delivered. Mr Humphrey commented on his knowledge of the group and the need for this stream of funding to be accessible. The Board approved the level of funding requested.

**Proposed and Agreed.**

### **Appeal from Corbet Accordion Band**

The CEO advised that Corbet Accordion Band made application for financial assistance for tuition in June 2007 and were awarded a grant totalling £2,400. Payment was scheduled to be made in two stages. Application for the first period was received and paid in January 2008. The second and final claim was not received by the date due-16<sup>th</sup> April 2008. On 27<sup>th</sup> August 2009 a letter was sent to the group advising that the file had been closed some 16 months after the claim should have been made.

The Board collectively agreed that this appeal could not be upheld as the claim refers to a financial year which is past and the conditions of the letter of offer have not been met with the time delay being such that there is no room for flexibility.

### **Community Workers Scheme**

Mr Patton and Mrs Reid left the meeting at this point having declared a conflict of interest.

A panel met on Tuesday 22<sup>nd</sup> September to make recommendations for the Community Workers Scheme applications. The Board accepted these recommendations and Mrs Graham thanked the panel for their help.

Mr Patton and Mrs Reid returned to the meeting.

### **9) Language Strategy**

A paper was tabled and discussed.

The proposed strategy is designed to ensure a systematic approach to the work of the Agency in terms of its commitment to the Ulster-Scots language.

The adoption of the strategy in full will impact upon the available financial resources. There will also be consequences to the wider Ulster-Scots community. Funds normally destined for other projects will have to be redirected.

It was agreed by the Board that the paper will be brought back to the October Board Meeting after seeking guidance from the department and the Minister.

**Proposed and Agreed.**

### **10) Community Development Strategy**

The draft discussion paper was re-tabled and discussed.

The Board collectively agreed to process the strategy.

## **2010 Business Plan**

A paper on the Agency's 2010 Business Plan was tabled and discussed. Mr Patton asked Board members to read over and have comments in for the following week. The final draft needs to be in place by Octobers Board Meeting.

### **11) Staffing**

A paper was tabled and discussed. The paper sets out the Executive Team's response to the recommendations made by ASM Horwath.

The CEO reiterated his concerns about the lack of staff resources.

The Board accepted the paper and agreed that a member of the Board will speak with Agency staff regarding any concerns they have, preferably at the next staff meeting.

The Board discussed the role of Agency Accountant and agreed that the position needs to be filled urgently.

### **Music Tutors**

Music Tutor contracts terminate at the end of October. A business case has been sent to the Department and options are to be considered for any gaps in provision. The Board approved a course of action to continue some music tuition through the workshop budget until the end of the year.

Mr Leathem left the meeting at this point.

### **12) A.O.B**

#### **Institute of Ulster-Scots Studies**

A new date is required for a presentation and it was suggested that this take place at the November Meeting.

#### **Co. Antrim Historical Ethnology Project**

The Board received an update on the current situation. The CEO expressed concern that the advice received from the Department would take this project over the delegated limits and was contrary to the action recommended to the board at the last meeting.

**Stone Mountain Games**

Mrs Reid and Dr Adamson will be travelling to Atlanta on the 15<sup>th</sup> October to attend the event.

**Launch of the Agency Website**

The new Ulster-Scots website will be officially launched on Thursday 15<sup>th</sup> October.

**13) Date and Venue of Next Meeting**

The next Board Meeting will take place on 16<sup>th</sup> October 2009 in the Agency offices, Belfast and will be followed by a meeting of the Language Body.

Signed .....

Date .....

**Tha Board O Ulster-Scotch**  
**93<sup>rd</sup> Board Meeting**  
**16<sup>th</sup> October 2009**  
**Ulster-Scots Agency Board Room**

<b>Present;</b>	Mrs Angela Graham
	Mr William Humphrey
	Mr William Leathem
	Dr William Roulston
<b>In attendance:</b>	Mr George Patton
	Mr Michael McCullough
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1) Welcome / Comments from the Chairperson**

Mrs Graham welcomed and thanked Board members for attending the 93<sup>rd</sup> Board Meeting in the Ulster-Scots Agency offices.

Mrs Graham paid tribute to Dr Aileen Douglas who has recently resigned from the Board.

**2) Apologies**

Apologies were tabled on behalf of Dr Adamson and Mrs Reed who were currently attending the Stone Mountain Games in Atlanta. Mr Millar was unable to attend the meeting due to a medical appointment.

To award difficulties regarding quorum it was agreed to amend the Agenda and deal with issues requiring decisions in the first instance.

## **6) Grants and Appeals**

### **2010 Tuition Programme**

The Agency received a huge uptake for the 2010 tuition programme with requests for £1.45m in financial assistance. The Board were advised of a range of 6 options which could be used to filter the tuition budget to an agreed maximum budget of £800k.

Following discussion the Board instructed 2 filters to be used to ensure the overall financial support did not exceed budget. Firstly, awards for only 1 night tuition for associated activities (e.g. Flute and drum tuition on 2 separate nights would only attract 1 night support – also accordion and drum, pipe and drum. However lambeg drum and bagpipe tuition on 2 separate nights would both be eligible for support). Secondly, all “band” associated tuition would be eligible to an across the board % reduction to ensure the overall tuition programme budget is not exceeded.

Where the tuition was “non band” associated (e.g. dance, fiddle, lambeg, fife) i.e. tuition which would not normally be available without the support of the Agency the level of support to such groups will be maximised.

As with all applications, groups can revise their programmes of activity prior to and during the tuition delivery, however all changes must be notified in advance and approval granted. Revised awards will not exceed the initial award made within the tranche funding assessment.

**Action point: Exec to profile for budgets of £600k, £700k and £800k for November Board meeting.**

### **The Centre Stage Theatre Company**

**Project:** ‘That Woman at Rathard’ by Sam Hanna Bell.

**Amount of grant being sought from the Ulster-Scots Agency:** £25,000

The Board had previously offered £15,000 sponsorship for the project but it is more appropriate to deal with it under ‘Partnership Working’. The Arts council has offered a grant of £37,960 and the balance will be met by the box office. The project meets the conditions of the partnership working scheme. The Board agreed the grant be awarded.

**Proposed and Agreed: £10,000 of this would be paid over in 2009.**

### **Artists in Creative Enterprise**

**Project:** Wordland – Young Peoples Written and Verbal Arts Project

**Amount of grant being sought from the Ulster-Scots Agency:** £10,000

The Board felt that given the 2010 Budget constraints it would be appropriate to reject all new applicants for Partnership Working and seek a call for fresh applications to be with the Agency by March as part of a Tranche funding initiative.

**Proposed and Agreed.**



A paper was tabled and discussed on Festival Tranche Funding.

The Board approved the criteria as set out. Letters will be sent out to Community Groups by the end of October explaining the procedures for festival funding planning. This information will also be put on the Agency's website.

**Proposed and Agreed.**

**North Antrim Media and Events – funding for website**

The Board collectively agreed that this application be rejected.

**Proposed and Agreed.**

It was further agreed that at this time of efficiency savings the Agency would not provide funding for websites in general.

Dr Roulston left the meeting at this point.

**Altnaveigh House Appeal**

The Board received and agreed a report from the Appeals Panel. Given the nature of some of the issues raised in the appeal it was suggested that the original assessment panel reconvene to clarify for what appears to be inaccurate information was conveyed to the applicants.

## **7) Budget and Business Plan Progress**

A paper was tabled and discussed on 2009 Budget and Business Plan.

**The Board approved the budgetary recommendations.**

## **10) 2010 Business Plan**

The Board discussed the Business Plan. The CEO advised that the plan has to be sent to the sponsor Departments. However the Board were of the opinion that they would wish to spend more time discussing the Budget implications which they would raise in a meeting in November with Minister McCausland.

### **3) Minutes of last Meeting**

The Board accepted the minutes of the previous Board Meeting.

**Proposed and Agreed:** that the minute be accepted.

### **4) Matters Arising**

#### **First Derry Presbyterian Church**

Mr Patton presented a Report which was accepted.

#### **TV Programme**

There was no update on the programme. It was agreed by the Board that the production company be given a deadline of 31<sup>st</sup> December 2009 to obtain a broadcast date.

#### **CEO Targets**

The Board await a response from DCAL in relation to 07/08 and the 09 targets.

#### **Meeting with the Minister**

Mrs Graham reported on the meeting with the Minister. A number of issues discussed would be recognised under agenda items.

The Department recognises the need for the Agency Accountant post to be filled and a job description needs to be written for the position.

### **8) Language Development Strategy**

It was reported that during the meeting with the Minister clarification had been received that there was no movement on the establishment of the Academy. The Board agreed that the Language Strategy Document would therefore remain as a draft at this stage.

### **9) Plantation Project**

At the meeting with Minister McCausland the Board presented their views on the Plantation project and the Minister appeared to be receptive. The Executive reminded the Board that there was a

financial issue with the Plantation Marketing Strategy in that it could not now be completed this year and finance would not be available next year. The Board expressed the view that further clarification would be received from the Department later that day.

## **5) Report from Executive**

Copies of this report were tabled and discussed. The Board suggested that the item on NARUSH be reused with the Minister at the next meeting.

**Proposed and Agreed:** The Board accepted the report.

## **11) A.O.B**

### **Institute of Ulster-Scots studies**

The Board collectively agreed that the presentation from the Institute due to take place at next months Board meeting should be cancelled or at least would take the form of a presentation of their work to date.

### **Dr Lawrence Holden**

Mr Patton will meet with the Arts Council and Dr Holden to discuss the Partnership Funding next week.

### **Stone Mountain Games**

Dr Ian Adamson and Mrs Jacqui Reed are currently attending the Stone Mountain Games in Atlanta.

### **Launch of the Agency's Website**

The Launch of the Agency's new website took place successfully in the Ulster-Scots Information Centre on the 15<sup>th</sup> October. Mrs Graham thanked Gillian Gilmore and Lyndsey Hanna for organising the event.

### **Staffing**

A paper was tabled on staffing issues.

Mr Patton was pleased to inform the Board that Derek Reaney has returned to post after illness but with agreement will be taking things at an appropriate level for a period of time.

**12) Date and Venue of Next Meeting**

The next Board Meeting will take place on 18<sup>th</sup> November 2009 in the Agency offices, Belfast.

Signed.....

Date.....

**Tha Board O Ulster-Scotch**  
**94th Board Meeting**  
**18<sup>th</sup> November 2009**  
**Ulster-Scots Agency Board Room**  
**Belfast**

<b>Present;</b>	Mrs Angela Graham
	Mrs Jacqui Reed
	Dr Ian Adamson
	Mr William Humphrey
	Mr William Leathem
<b>In attendance:</b>	Mr Michael McCullough
	Mr Jim Millar
	Mr Arthur Scott
<b>Recording Secretary;</b>	Miss Siobhan McNally

**1. Welcome / Comments from the Chairperson**

Mrs Graham welcomed and thanked Board members for attending the 94<sup>th</sup> Board Meeting in the Ulster-Scots Agency offices; Board members had previously that morning attended a meeting in the Agency Board room with staff from DCAL and DCRGA.

Mrs Graham paid tribute to Dr William Roulston who has recently resigned from the Board.

**2. Apologies**

There were no apologies.

### **3. Minutes of last Meeting**

The Board accepted the minutes of the previous Board Meeting with some minor amendments.

**Proposed and Agreed:** that the minute be accepted.

### **4. Matters Arising**

#### **Community Worker Scheme**

A brief report was given on the Community Workers Scheme appeal that was investigated by the CEO and acting Chair. The report of the appeal upheld the earlier decision; this outcome had been made known to this group. The group has also received a copy of this, the Agency are now awaiting a response from them.

An information seminar and training session will take place for all the groups who had been successful through the Community Workers Scheme on Saturday 21<sup>st</sup> November 2009, in the Agency Board room.

#### **CEO Targets**

The Board await a response from DCAL in relation to 07/08 and 09 targets. Mr Scott will follow this up on behalf of the Board.

#### **Plantation project**

The Agency has already had discussions with UTV in relation to a possible TV screening about the Plantation. Since then the BBC has shown an interest in doing something with the Agency to mark the Plantation anniversary; the Agency will look into this. Mr Millar was asked to await developments from the BBC discussions before pursuing further the UTV option.

#### **Stone Mountain Games report**

A paper was tabled on behalf of Mrs Reed and Dr Adamson. They also gave a verbal report to the Board on their trip to Atlanta where they attended the Stone Mountain Games on behalf of the Agency.

#### **Staffing/Tutor**

Job posts for Tutors and an Administration Officer have been placed in Thursday and Fridays newspaper. Interviews will be held to fill these posts.

## **IUSS**

The Board were joined by 4 members from the Institute of Ulster Scots Studies. They gave a presentation on their work to date.

The Board adjourned for lunch at this point. Mr Humphrey left the meeting for the day. After lunch the Board continued with item 7 on the Agenda.

### **7. Budget and Business Plan Progress 2009/ 2010 Budget Allocation**

#### **Budget and Business Plan Progress 2009**

Papers were tabled and discussed by Board Members relating to current and anticipated spend for 2009 and 2010. Budget headings were agreed and populated with levels of funding for 2010. The Executive team were directed to commence work for 2010 with the agreed figures.

Mr McCullough informed the Board that a budget review will be carried out in September 2010 and a paper presented to the November 2010 Board Meeting for approval.

#### **2010 Business Plan**

The 2010 business plans for the Ulster-Scots Community Network, the Ulster-Scots Language Society and the Ullans Speakers Society were tabled and discussed. All 3 bodies have previously been funded by the Agency. The Board felt that in light of the levels of expenditure groups could present countermeasure business cases under directions from DCAL in order to comply with Corporate Governance. The Board agreed to allocate funding for 2010 at the levels awarded in 2009, less than 6%. These payments would be interim and contingent on a successful business case being prepared within 3 months.

A business plan for Monreagh Ulster-Scots Heritage and Education Centre was recently received at the Agency and was tabled.

Mrs Reed left the meeting at this point due to a conflict of interest. They have never received funding from the Agency. The Board agreed that this group should be considered as a suitable core funded group but that as 2010's funds were already committed, no funds could be made available in 2010.

Mr Millar was directed to inform all 3 groups of this decision and to inform the Ulster-Scots Community Network that any current recruitment process should be discontinued immediately.

Mrs Reed returned to the meeting at this point.

## **6. Grants and Appeals**

### **Dr David Lyttle**

Total requested from Ulster-Scots Agency **£5427**

The Board collectively agreed not to fund the project.

### **Dr Lawrence Holden**

This project fell under the Partnership funding scheme. The Board agreed in principal to fund the project for years 2 and 3, but asked Mr Millar to convene a meeting with Mr A. Scott from DCAL and Mr D. Smyth from ACNI to work out a funding package to allow the project to continue. A further decision on this would be required subject to the outcome of this matter.

## **10. AOB**

### **Oot an Aboot**

The magazines will be printed and delivered to the Agency on Wednesday 2<sup>nd</sup> December.

### **Staff Meeting**

This month's staff meeting was held on 3<sup>rd</sup> November 2009, which Mr. Humphrey attended on behalf of the Board members. Board members will receive a copy of the minutes.

### **TV Programme**

Mr. Millar has already informed Vinegar Hill Productions of the Board's previous decision. The TV programme is scheduled to be completed before December 31<sup>st</sup> and a screen date has been identified early in 2010. Confirmation of this will be received before January 2010 in order to release the final payment.

## **5. Executive Report**

A copy of the Executive Report was tabled and discussed.

### **Non approved staff engaged in core-funded bodies.**



Mr. Millar was directed to inform the group that some payments would be suspended until this matter and others were resolved.

**Schools Quiz**

The Board approved a document allowing the Agency to commit a payment of up to £3k for a schools quiz to help promote Ulster-Scots and the website.

**Liam Logan**

The Board approved publication of this text.

**CAL Committee**

Mr. Millar informed the Board of recent correspondence with the Agency.

Mrs Graham took the opportunity to thank the Executive Team for all their work while Mr Patton is absent from the Agency.

**11. Date and Venue of Next Meeting**

The next Board Meeting will take place on Friday 18th December 2009, in the Agency Board room, Belfast.

Signed:.....

Date:.....

**Tha Board O Ulster-Scotch**  
**95th Board Meeting**  
**18<sup>th</sup> December 2009**  
**Ulster-Scots Agency Board Room**  
**Belfast**

<b>Present;</b>	Mrs Angela Graham
	Mrs Jacqui Reed
	Dr Ian Adamson
	Mr William Humphrey
	Mr William Leathem
	Mr John Hunter
<b>In attendance:</b>	Mr Michael McCullough
	Mr Jim Millar
	Miss Hazel Campbell
<b>Recording Secretary:</b>	Ms Lyndsey Hanna

**1. Welcome from the Chairperson**

- 1.1 Mrs Graham welcomed and thanked Board members for attending the 95<sup>th</sup> Board Meeting in the Ulster-Scots Agency offices. She thanked the Board for all the assistance she has received from them during her time as the Acting Chairperson of the Ulster-Scots Agency Board.
- 1.2 Mrs Graham welcomed the interim Chair of the Board, Mr John Hunter and the interim Chief Executive Officer, Miss Hazel Campbell.
- 1.3 As interim Chairperson of the Board, Mr Hunter proceeded from this point to Chair the Board meeting.

- 1.4 Mr Hunter welcomed everyone to his first meeting as interim Chair and said that it was an honour to be asked to Chair the Board of the Ulster-Scots Agency.
- 1.5 Mr Hunter gave an overview of his experience and wealth of knowledge on corporate governance issues. He indicated that he was keen to gain an understanding of the work of the Ulster-Scots Agency and to developing good working relationships with the Board members.

## **2. Apologies**

- 2.1 There were no apologies.
- 2.2 At this point Mr Hunter informed the Board members that a new southern appointment had been made to the Board. Mr Tony Crookes will be in attendance at the next Board meeting. A further new southern appointment to the Board is still to be announced.

## **3. Minutes of last Meeting**

- 3.1 The minutes of the last Board meeting were tabled. The Board accepted the minutes of the previous Board Meeting with some minor amendments.
- 3.2 Mr Hunter requested that the minutes of future Board meetings should be more expansive.
- 3.3 *Proposed and Agreed: that the minute be accepted.***

## **4. Matters Arising**

### **4.1 CEO Targets**

Miss Campbell informed the Board members that DCAL had confirmed that there would be no bonus payments to be considered for the CEO for 07/08 or 08/09 because targets were not agreed and no assessment of performance was made by the Board.

Mr Humphrey asked the Chair for clarification on who set the targets for the CEO. Mr Hunter informed Mr Humphrey that the targets are meant to be agreed between the CEO and the Board members at the beginning of the year, then they should be signed off and agreed by the Departments. The targets should include personal

performance targets as well as the Agency Business Plan targets. Without such targets being stated at the start of the reporting period, bonuses cannot be considered.

- 4.2 Mrs Graham informed the Board that she had sent a card to Mr Patton, Chief Executive Officer at the Agency on behalf of the Board.

#### **4.3 Plantation Project**

Mr Millar provided the Board with a verbal update on this matter. He reminded the Board that the original Business Case for the Plantation Project had been suspended; however, a new revised business case would be tabled in 2010.

### **5. Appointment to Audit Committee**

- 5.1 Mr Hunter noted the written confirmation from Mrs Graham her resignation as a member of the Agency Audit Committee.
- 5.2 At this point Mr Leathem gave his verbal resignation as a member of the Audit Committee. Mr Hunter asked that Mr Leathem confirm this in writing immediately.
- 5.3 Mr Hunter highlighted that this left Mr Dolan from Safe Food Ireland as the only existing member of the Audit Committee. Mr Hunter advised the Board members that the Audit Committee was an important committee and that it was vital that this is up and running. He invited nominees for new appointments to the committee.
- 5.4 As there were no nominations forthcoming, Mr Hunter advised that this would be on the Agenda for the next meeting.

### **6. Interim Chief Executive Officer's Report**

- 6.1 This report was tabled.
- 6.2 Miss Campbell gave a brief overview of her first two weeks as interim Chief Executive Officer at the Agency.
- 6.3.1 She highlighted the following issues:

- 6.3.1 The recent media queries questioning areas of expenditure on value for money grounds
  - 6.3.2 Staff training on the requirements for business case/ economic appraisal to support investment;
  - 6.3.3 The 2005 consolidated accounts for the language body were formally signed off;
  - 6.3.4 The Agency's 2006 accounts have been finalised and are ready for consolidation with Foras na Gaeilge accounts;
  - 6.3.5 Helm consultants have completed their work on the Agency's 2007 accounts and these have been forwarded to the NI Audit Office;
  - 6.3.6 Meetings had taken place with the Ulster Scots Community Network and the Ulster Scots Language Society to discuss the way forward on their funding applications for 2010.
- 6.4 Miss Campbell recommended to the Board that a new tender exercise should be completed for the services of the Agency Internal Auditors as the HELM contact was due to end on 31 December 2009.
- 6.5 Mr Hunter advised the Board members that this was good practice for the Agency to re-tender these services.
- 6.6 *Proposed and Agreed: that the Agency tender for this service, through Construction Procurement Directorate of DFP.***
- 6.7 Miss Campbell also informed the Board members that the "Letters of Offer" for applications to the Financial Assistance Scheme for music and dance tuition were being prepared for issue.
- 6.8 Mr Leathem indicated that he was not pleased with the actions the Agency had used to promote the new website. He had difficulty explaining this to community groups who had not yet received their grants for summer festivals. Mr Leathem asked that this be recorded in the minute.
- 6.9 Dr Adamson said that he had received positive feedback from members of the public who attended the event at Ravenhill. He felt that the event had been successful in raising the Agency's profile.

- 6.10 Mr Hunter advised the Directors that the Board needs to be informed of all marketing and publicity events before they proceed.
- 6.11 Miss Campbell informed the Board that the Agency would be engaging in “Robert Burns Celebrations Commemorations” from Monday 25<sup>th</sup> to Friday 29<sup>th</sup> January 2010. The Agency would like to use the Visitors Centre to invite the local community and public to participate in the celebrations through poetry, music and dance. The anticipated spend for the event would be around £3k.
- 6.12 *Proposed and agreed:*** After discussion the Board agreed for this event to proceed subject to it being taken to County Donegal for one day during the week.

## **7. Corporate Governance**

- 7.1 Miss Campbell informed members that she would be arranging “Onboard” training for the new Board members and she suggested that the Board as a whole receive this training along with the Directors of the Agency. Training would also be arranged for the members of the Audit Committee when appointed.
- 7.2 Mr Hunter informed the Board that he was the Chair of the Chief Executive’s Forum who organised this training. He encouraged all members to attend.
- 7.3 The Board agreed this proposal.
- 7.4 *Proposed and Agreed:*** that this training is arranged for early 2010.

## **8. Finance Reports**

- 8.1 Tables were distributed showing expenditure to date and the anticipated spend to the end of the financial year (December 2009).
- 8.2 Miss Campbell also tabled a letter received from the Sponsor Departments directing the Agency to restrict spend to 80% of profile for 2010 until the budget allocation was been agreed.

- 8.3 Mr McCullough advised the Board that the Agency's revised budget was £3.208m for 2009 and the Agency is on track to spend this by 31 December 2009. The Agency had delivered the required 3% efficiency savings.
- 8.4 Mr Hunter noted that the Agency had a large anticipated spend in December 2009, compared to other months. Mr McCullough advised that every effort was being made to process outstanding grant claims before the end of the year.
- 8.5 Mr McCullough also advised the Board that he was waiting further clarification on the budget for 2010. He was unsure whether the 80% restriction applied in addition to the 6% efficiency savings target.
- 8.6 Mr Hunter requested the Executive to seek immediate clarification on this point.
- 8.7 Mr Hunter queried the expenditure incurred on rental of accommodation. Mr McCullough advised that this included costs for rental of the Agency's previous premises as well as covering the rental of the current premises of the USCN and USLS on the third floor.
- 8.8 Mr Hunter requested that future financial reports should be colour coded for ease of reference for Board members.

## **9. Budget and Business Plan Progress 2010 Budget Allocation**

- 9.1 Miss Campbell reported that the Agency had received comments from the Departments on the Agency's draft 2010 Business Plan and these were tabled for discussion.
- 9.2 Miss Campbell advised that further work was needed to bring the plan to the point where it could be approved by the Sponsor Departments and Finance Departments.
- 9.3 Mr Hunter advised that he has not yet had the opportunity to review the plan but will be doing so in the forthcoming weeks.
- 9.4 Dr Adamson advised that there were some points in the Departments response that he did not agree with. Dr Adamson was asked to forward his comments to the Executive.
- 9.5 Mr Hunter welcomed feedback from all the Board members on the draft plan.

9.6 The Board noted that the final budgets for 2010 were unlikely to be agreed until the Business Plan was approved by the North South Ministerial Council.

## **10. Core Funded Organisations**

10.1 Mr Humphrey left the meeting at this point.

10.2 Miss Campbell provided the Board with an up-date on the correspondence and meetings she had with the USCN, the USLS and the Ullans Centre who currently receive core funding from the Agency. The USCN and the USLS were deeply concerned about the decisions taken at the previous Board meeting to reduce funding in 2010. Furthermore, the USCN had already taken action to fill posts based on the decisions taken at the May 2009 Board meeting.

10.3 Mr Hunter reflected on the difficult climate for public expenditure and advised that there needed to be a clear rationale and strategic approach to funding decisions backed by an approved business case. Without this there was a danger of ad hoc solutions being taken.

10.4 The Chairman advocated that an independent evaluation should be carried out for all core-funded bodies and that the outcome of this would inform future funding decisions.

10.5 Mrs Reed left the meeting at this point to allow consideration of the request for funding for Monreagh.

10.6 The Board agreed that Monreagh should be included in the evaluation. Miss Campbell circulated a proposed terms of reference for the evaluation and the Board agreed that an independent consultant should undertake this.

**10.7 *Proposed and Agreed: that the independent evaluation of core funded groups should proceed.***

10.8 Mrs Reed returned to the meeting.

10.9 The Board then considered what level of funding should be awarded in the interim.



10.10 After discussion the Board agreed to respond to each organisation as follows:

**10.10.1 USCN:** In deciding the way forward for 2010, the Board took account of the Agency's budget position where it has been instructed by the two Sponsor Departments to operate at 80% of indicative budget and also the fact that the USCN has consistently underspent on its allocations to date. The Board agreed to offer USCN an award of £300k for the 2010 calendar year.

The Board also agreed that the USCN could prioritise how it would allocate the £300k award with the condition that the main focus should be on community development work and strategic projects.

**10.10.2 USLS:** The Board agreed that in the interim the Ulster-Scots Language Society should continue to be funded for publications work. The Board agreed to fund the salary of both the Administrative Officer and the part-time Administrative Support Officer for 2010.

The Board also agreed that the Agency should receive copies of minutes of Society meetings, details of their membership and their annual report and accounts as soon as possible to satisfy governance requirements. The Agency should also receive more detailed reports on the outcomes delivered. The offer of funding would be conditional on meeting these requirements.

**10.11 *Proposed and Agreed:*** that the above decisions be communicated to the organizations involved.

## **11. Financial Assistance Scheme**

11.1 Mr McCullough informed the Board that the grants team were currently preparing the letters of offer for music and dance tuition. Mr Leathem was concerned that the groups needed to be advised of their offer as soon as possible as tuition was due to commence in January 2010. Miss Campbell agreed and advised that this would be given priority.

## **12. Lawrence Holden Project**

- 12.1 Mr Millar reported on the meetings he had held with the Arts Council (ACNI) and DCAL with regards to a possible funding package for the project.
- 12.2 A paper was presented on this matter to the Board.
- 12.3 Funding from the ACNI for two years has been agreed at 25% of the annual cost.
- 12.4 The Board approved funding for two years through the Working with Others Programme for the completion of this project.
- 12.5 The Board further agreed that work targets for this project should be established by Dr Holden in order to sign post progress for the two year period.

## **13. Progress Report on Agency Performance**

- 13.1 A report on progress against the targets in the Agency's business plan was circulated. The Board noted that there were still some staff appraisals outstanding due to the absence of the Chief Executive Officer.

## **14. Staffing**

- 14.1 Miss Campbell advised that the advertisement for recruitment of the Staff Officer Accountant post would go to press in the New Year.
- 14.2 Mr McCullough informed the Board that interviews would be taking place on Monday 21 December 2009 for the position of Grants Administrative Assistant.
- 14.3 He also informed the Board that three tutors have recently been appointed to roll out the tuition programme.

**15. AOB**

**15.1 Oot an Aboot**

The Chairman advised that the latest edition of the Agency Oot an Aboot magazine had recently been circulated. Mrs Reed complimented the Executive on the quality and content.

**15.2 TV Programme**

Vinegar Hill is to provide a completed copy of the film on DVD and a date for broadcasting is to be sought to allow final payment to be made.

**15.3 First Derry Presbyterian Church**

Miss Campbell advised that the Agency has been approached by the NITB to contribute £4k towards the preparation of a plan for an interpretative centre at the church which was undergoing a major restoration Project, part funded by the Tourist Board. This was part of the wider Walled City Signature Project. Miss Campbell advised that the project could be considered under the Agency's Working with Others Scheme. A formal proposal would be put to the next meeting of the Board.

**15.4 North South Ministerial Council (NSMC)**

Mrs Graham gave a report on the recent NSMC meeting she attended as acting Chairperson.

**16. Date and Venue of next Board Meeting**

16.1 The next meeting will take place on Wednesday 27<sup>th</sup> January 2010.

Signed:.....

Date:.....