

Tha Boord o Ulstèr-Scotch

Meeting No: 121

Date: 29 November 2012

Paper No: 03/121/29.11.78

Agenda Item: Minutes of 18 October 2012

Tha Board O Ulster-Scotch
120th Board Meeting
18 October 2012, 11.00am
Ulster-Scots Agency Board Room, Belfast

Present:	Mr Tom Scott (Chair)
	Ms Sharon Treacy-Dunne
	Ms Val O’Kelly
	Ms Ida Fisher
	Mr William Leathem
	Mr Tony Crooks
	Mr Trevor Wilson
In attendance:	Mr Ian Crozier, Chief Executive Mr David McCallum, Staff Officer Accountant
Recording Secretary:	Lyndsey Sullivan

1. Welcome from the Chairperson

- 1.1 The Chair welcomed members to the 120th Meeting of the Board.
- 1.2 The Chair gave a brief report on his activity since the last meeting.

2. Apologies

- 2.1 Apologies were received from Mrs Hilary Singleton and Mr Jim Millar who were at the Stone Mountain Games representing the Agency.

3. Minutes of Last Meeting

- 3.1 Minutes of the meeting of the Board on 27 September 2012 were agreed subject to a number of drafting amendments.

4. Matters Arising

- 4.1 Mr Crozier informed the Board matters arising were covered in the CEO Report.

5. Chief Executive's Report

- 5.1 Mr Crozier tabled his report. He apologised to the Board for not receiving the report in advance of today's meeting.
- 5.2 Mr Crozier advised the Board that the Executive had submitted a revised Business Plan to Sponsor Departments for 2012 reflecting the recent budget reduction. It is anticipated that this plan will be tabled at the NSMC in December for approval.
- 5.3 Mr Crozier informed the Board that the Executive is currently finalising inputs to the 2009 and 2010 Annual Reports, to facilitate approval when Accounts are completed. He also told the Board that the Executive met with the NIAO on 28th September to discuss the draft Report To Those Charged With Governance. The Executive continues to liaise with the NIAO in relation to a number of disputed areas.
- 5.4 Mr Crozier advised the Board that work is continuing on the business case for accommodation to regularise the position in relation to accommodation costs. The Agency is liaising with Economics Branch in DCAL in relation to this and hopes to have the business case completed soon.

- 5.5 Mr Crozier tabled a Business Cases and pictures of the proposed accommodation in Raphoe. The Board approved option 2 subject to Sponsor Department approval of the Business Case.
- 5.6 Mr Crozier circulated a copy of the new Brice 400th Anniversary Leaflet. The promotional leaflet was developed in relation to the Presbyterian 400 Anniversary of Edward Brice's arrival at Ballycarry in 1613, which will be distributed at Stone Mountain and also through a variety of local outlets.
- 5.7 The Marketing team also placed an advertisement on the Brice 400th Anniversary that will be carried in the Tourism Ireland marketing book for North America for 2013. Around 250,000 copies will be distributed in USA and 30,000 in Canada. An action plan of activities for 2013 is underway with key individuals in Ballycarry.
- 5.8 Mr Crozier advised the board that discussions are now also underway with North Down, Ards, Belfast and Craigavon in relation to the development of heritage/tourism opportunities.
- 5.9 Mr Crozier advised that he has been involved in discussions with MAGUS re: the current Memorandum of Understanding. He also advised that he is working with MAGUS on a joint presentation to the CAL Committee at Stormont on 25th October.
- 5.10 Mr Leathem joined the meeting at this point.
- 5.11 The Board were informed that work is currently ongoing to devise the "terms of reference" to engage external expertise to develop a Community Development Strategy for the Agency. The Executive are aiming to have a working draft strategy document by December 2012.

6. Finance Report

- 6.1 This paper was tabled.

- 6.2 After consideration to the paper Mr Leathem suggested that the Agency needs to revisit the policy for Small Grants and increase to £500 which would assist in more applications to the serving the community budget in 2013.

ACTION: *Evidence around the Small Grants Scheme to be investigated.*

- 6.3 It was suggested that promotion of Ulster-Scots needs looked at again for 2013 to encourage groups to avail of the Ulster-Scots financial assistance scheme.

- 6.4 Board members were in agreement that receiving such detailed reports was enabling them to have a better outlook on the Agency spend to date.

- 6.2 Mr Crooks tabled a report on the Audit and Risk Committee meeting dated 5 July 2012. The Chair thanked Mr Crooks for his report.

ACTION: *Feedback on the report to be given at the next Board meeting.*

Mr Crooks reminded the Board that the Audit and Risk Committee is still an external member short after the departure of Ms Farmer and was advised that this matter is still in progress.

ACTION: *Mr Crozier to raise this issue with DCAL.*

7 Progress Report Update

- 7.1 Mr Crozier gave a verbal overview on the progress to date.
- 7.2 The Chair asked the southern Board members to correspond on how they feel they could feed into the City of Culture Plans for 2013.
- 7.3 During 2013 the Agency plan to hold its Burns Event and St Andrews Night in the City of Culture.

- 7.4 Southern Board members asked if the “Boat Factory” performance from the Edinburgh Festival could possibly be toured in the South of Ireland.

ACTION: *Mr Crozier to follow up.*

8 Update on Suspected Fraud Cases

- 8.1 In Mr Millar’s absence the Board received an update from Mr Crozier.

9. Marketing Report

- 9.1 Mrs Pearson joined the meeting and highlighted recent and planned events from the Marketing report.
- 9.2 At the request of the Board Mrs Pearson gave a verbal update on the Milwaukee Irish Fest she attending in August 2012. Mrs Pearson then left the meeting.

10 AOB

- 10.1 The Board approved the Information Risk Management Policy.
- 10.2 Mr Crozier tabled a report on Monreagh Culture & Heritage Centre prepared by Mr Millar. The Board were in agreement to proceed with the outlined recommendation.
- 10.3 It was agreed that a report on the Community Workers Scheme would be available for the next meeting.

ACTION: *Mr Crozier.*

11. Date of Next Meeting

10.1 It was agreed that the next Board meeting would take place at the Mayor's Parlour, Island Civic Centre, Lisburn on Thursday 29 November 2012 at 10am followed by the Audit & Risk Committee meeting at 2pm.

Signed:

Dated: