

USA03/119/27.09.12

**Tha Boord o Ulstèr-Scotch**

**Meeting No: 119**

**Date: 327 September 2012**

**Paper No: 03/119/27.09.12**

**Agenda Item: Minutes of 30 August 2012**

**Tha Board O Ulster-Scotch  
118<sup>th</sup> Board Meeting  
30 August 2012, 11.00am  
Ulster-Scots Agency Board Room, Belfast**

<b>Present:</b>	Mr Tom Scott (Chair)
	Mrs Hilary Singleton
	Ms Sharon Treacy-Dunne
	Ms Ida Fisher
	Mr William Leathem
	Mr Tony Crooks
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Jim Millar, Director Mr David McCallum, Staff Officer Accountant
<b>Recording Secretary:</b>	Lyndsey Sullivan

**1. Welcome from the Chairperson**

1.1 The Chair welcomed members to the 118<sup>th</sup> Meeting of the Board.

**2. Apologies**

2.1 Apologies were received from Mr Trevor Wilson.

**3. Minutes of Last Meeting**

3.1 Minutes of the meeting of the Board on 5 July 2012 were agreed subject to a number of drafting amendments.

**4. Matters Arising from minute of 5 July 2012**

4.1 Mr Crozier informed the Board that the repairs to the Visitors Centre had now been completed by the Landlord and would therefore reopen from Monday 3 September 2012.

**ACTION:** Agency to approach Landlord to discuss possible *reduction in rent over the period of closure due to damages*.

4.2 Outstanding policy recommendations by the Audit & Risk Committee are currently with the Internal Auditors for comment and will be presented for approval at the next meeting.

**ACTION:** *Mr Crozier to forward documents in advance of the next Board meeting.*

**5. Chief Executive's Report**

5.1 Mr Crozier informed the Board that the Agency budget for 2013 would likely incur a further 3% reduction in the DAHG contribution to its budget, with no further reduction in the DCAL contribution. This amounts to a further reduction of approximately £21,962.

5.2 Mr Crozier advised the Board of ongoing issues surrounding the Annual Reports and Accounts. Joint meetings of the Language Body have been scheduled for Thursday 27<sup>th</sup> September in Belfast, with a further meeting on Friday 14<sup>th</sup> December in Dublin to sign of Reports.

**ACTION:** *Mr Crozier to finalise times for these meetings with Foras na Gaeilge.*

5.3 Mr Crozier advised the Board that a draft job description and personnel specification for the post of Director of Corporate Services is currently with Sponsor Departments for comment.

5.4 Mr Crozier informed the Board that a business case for the Agency premises is currently being drafted.

**ACTION:** *Mr Crozier to report back at the next Board with a recommendation for alternative accommodation for the Raphoe Office.*

5.5 Mr Crozier gave an update on current joint working projects with Foras na Gaeilge.

5.6 The Board were advised that Mr Crozier has met with the Ballycarry group in relation to possible activities to mark the 400<sup>th</sup> Anniversary of the arrival of Edward Brice in 2013.

**ACTION:** *A further update on progress will be provided at the next meeting.*

5.7 The Board were informed that the Ulster-Scots Hairtlan concept paper would not be table at the NSMC meeting until December 2012. However, in the meantime a steering group is being arranged to develop the concept.

5.8 The first edition of the new formatted Ulster-Scot Paper will be issued in November 2012.

**ACTION:** *Board to received copies of new suggest format at the next Board meeting and a paper on the up-to-date statue of issue.*

- 5.9 Mr Crozier informed the Board that MAGUS was currently working on a proposal for the location of the Ulster-Scots collection currently stored in Redwood House and he has suggested premises sharing with the Agency could be considered.

## **6. Finance Report**

- 6.1 Mr McCallum presented his report which was noted. Board members expressed their concern over CPD charges applied to the Agency from April 2012 for assistance in tendering. The Board agreed that the Executive should challenge this cost.
- 6.2 The Board requested a paper on the Community Workers Scheme to be tabled at the next meeting on the progress of the scheme to date.

**ACTION:** *Paper to be presented at the next meeting.*

## **7 Update on Suspected Fraud Cases**

- 7.1 Mr Millar gave a verbal update on this matter to the Board.

## **8 Progress Report Update**

- 8.1 Board members noted the report and requested that the report for September be revised to include anticipated completion dates and owners for individual targets.

## **9. Marketing Report**

- 7.1 The marketing paper and the evaluation report on the summer events were noted.
- 7.2 Mr Crozier informed the Board of an opportunity for Agency representation at the Stone Mountain Games in Atlanta Georgia in October 2012.

**ACTION:** *Board members were invited to express their interest for attending this event with Mr Crozier.*

## **10 Tuition ETI Progress Report**

- 10.1 This paper and the progress on the project were noted.

**11 Departmental Public Consultation: Strategy for Ulster-Scots and Irish**

- 11.1 The Board noted the strategy paper for the Irish language.
- 11.2 The Board agreed that comments on the Ulster-Scots Strategy paper should be forwarded to Mr Crozier before the next meeting.

**ACTION:** *Mr Crozier to collate feedback and report to next meeting.*

- 11.3 It was agreed that a meeting would be arranged between the September and October Board meetings to discuss this issue in full.

**12 AOB**

- 11.1 The Monreagh Centre was discussed and the Board agreed that they wish to support the Centre as long as the Centre's work continued to be focussed on Ulster-Scots.

**ACTION:** *Agency Executive to investigate current position at Monreagh and liaise with Sponsor Departments as necessary.*

- 11.2 The Board were advised that an application to fund a joint programme with the Arts Council of Northern Ireland for Mid Armagh Community Network was currently being processed. Mr Crozier asked permission to circulate the information to Board members via email for decision and the Board approved this.

- 11.3 Mr Leatham expressed an interest in the Board exploring a visit to Lurgan High School to visit the School Workshop.

**ACTION:** *The Chair to follow this up.*

**12 Date of Next Meeting**

- 12.1 It was agreed that the next Board meeting would take place at the Agency offices in Belfast on 27 September 2012.

Signed: .....

Dated: .....