



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

## **Board Decisions 2008**

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**2008**

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**Tha Boord o Ulster-Scotch  
74<sup>th</sup> Board Meeting  
25<sup>th</sup> January 2008  
Ballymascanlon Hotel, Dundalk**

<b>Present</b>	<b>Chairman;</b> Mr Mark Thompson Mr William Humphrey Mr William Leathem Dr William Roulston Ms Angela Graham Ms Jacqui Reed Dr Aileen Douglas
<b>In attendance</b>	Mr George Patton Mr Michael McCullough Mr Jim Millar
<b>Recording Secretary</b>	Lyndsey Hanna

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 74<sup>th</sup> Meeting of the Board at the Ballymascanlon Hotel, Dundalk. This meeting was also the first of the newly appointed Board.

**2. Toure de table**

The Board members individually introduced themselves and gave a brief overview of their background and interest in Ulster-Scots.

**3. Structure and the work of the Ulster-Scots Agency**

**Organisational Structure**

Miss Hanna presented the Board with an overview of the Ulster-Scots Agency and an introduction to the Agency staff.

Mr McCullough informed the Board that the previous Board had gave approval for the Executive to carryout a staffing review of the Agency in 2008. The Agency will be seeking a receptionist and an administration assistant ASAP.

Mc McCullough also sought approval from the Board to advertise the vacant position "Director of Culture".

**Proposed: Mrs Graham. Seconded: Mr Leathem.**

Mr McCullough informed the Board that at present the Agency were seeking alternative office premises. The current premises are unsuitable due to the rise in staffing, health & safety issues, office hours, parking and hotel bills to hold meetings. The Board agreed that the Executive should proceed with relocation to larger, more suitable premises.

### **The Agency to Date**

Mr Millar presented the Board with an overview of the Ulster-Scots Agency's involvement in projects and activities from 1999 to 2007, outlined the growth of the work of the Agency

.

### **Corporate Plan**

Mr Patton presented the Board with a brief overview of the Ulster-Scots Agency Corporate Plan for 2008/10. He advised the Board that planning for the 2009 Business Plan will take place from March 2008.

### **Business Plan**

Mr McCullough presented the Board with a brief overview of the Ulster-Scots Agency Business Plan 2008. He advised the Board that in 2007 the Agency had bided for 5.5 million funding for 2008 but had received 3.3 million.

### **Chairman's Remarks**

Mr Thompson presented the Board with a paper on "Introduction of the Role of the Board".

### **Questions and Answer Sessions**

The Board forwarded questions on the work of the Agency to the Executive for discussion.

### **15. Dates for meetings in the coming Year**

The following dates were agreed by the Board for the next forthcoming meetings:

Friday 15<sup>th</sup> February 2008                      Belfast

Friday 28<sup>th</sup> March 2008

Friday 18<sup>th</sup> April 2008

Friday 23<sup>rd</sup> May 2007

Friday 13<sup>th</sup> June 2007

Mr Patton advised the Board that Tourism Ireland would like to give the new Board a presentation of their work at a future Board meeting.

**Action: Mr Patton to forward forthcoming dates to Tourism Ireland for a possible presentation.**

**5. Appointment of Audit Committee**

Nominations were received for the audit committee and the Board were in agreement that audit committee representatives would be Mr Humphrey, Ms Graham and Mr Leathem, Mr Humphrey being the Chair.

**6. Language Body Meeting**

The North/South Language Body Board members met for a presentation on the “Role of Board” and “Conflict of Interest” by Tom Bluett, Internal Auditor of Foras na Gaeilge and David Nicholl, CIPFA.

**Signed:** .....

**Dated:** .....

**Tha Boord o Ulster-Scotch  
75<sup>th</sup> Board Meeting  
16<sup>th</sup> February 2008  
Holiday Inn Hotel, Belfast**

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

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 75<sup>th</sup> Meeting of the Board at the Holiday Inn, Belfast.

Mr Thompson informed the Board that Ms Gilmore would be giving a presentation on the Corporate Identity.

**2. Apologies**

Apologies were sent on behalf of Mr Millar, Director of Language & Education who is off ill at present.

**3. Minutes of last meeting 25.01.08 and 10.12.08**

**Minute of 25.01.08**

Dr Adamson informed the Board that he would not be able to make the proposed dates for board meetings on 18<sup>th</sup> April and 23<sup>rd</sup> May 2008.

With the exception of a few typing errors the minutes was adopted by the Board.

**Proposed – Mrs Reed. Seconded – Mrs Graham**

**Minute of 10.12.07**

This minute could only be proposed and seconded by the two Board members who are continuing their term. The minute was adopted.

**Proposed – Dr Adamson. Seconded – Mr Thompson**

**4. Matters Arising**

**Internal Audit Committee Meeting**

As the last minute of the Internal Audit Committee could not be approved the current Board gave a collective approval for this minute to be adopted.

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

The Chairman listed the events that he had attended and the organisations he had been in contact with since the previous meeting:

### **World Pipe Championships**

He and Mr Humphrey went to Scotland for the announcement of the World Pipe Championships location for 2010. Belfast came second leaving Glasgow as the host city for the event.

Mr Thompson asked that the Executive send a letter to the Lord Mayor of Belfast City Council and his team to thank them for their assistance in the work to promote and nominate Belfast as the host for this event. He also gave thanks to Mr Humphrey on all his assistance and involvement.

Mr Thompson spent 3 days in Scotland visiting historical sites on behalf of the steering committee for the Covenanters programme. He is also looking at possible INTERREG funding for this programme. He will feedback more details at the next meeting.

Forthcoming meetings:

- Meeting with CAL committee at the NI Assembly on 28<sup>th</sup> February 2008.
- Meeting with representatives of the Home Coming Scotland events.
- Meeting with the Controller of BBC Scotland to look at joint programmes.

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

### **Belfast/Nashville**

The Belfast/Nashville committee will be travelling to Nashville in March. Mr Humphrey will be attending in his capacity as a Councillor of the Belfast City Council. He stressed that this would give opportunity for networking with potential links that will open up new opportunities for Ulster-Scots.

**Action: It was proposed that the Agency arrange for materials on Ulster-Scots to be sent to America for this event.**

**Proposed – Dr Adamson. Seconded – Mr Leathem.**

A group from Nashville will in return visit Belfast in April. Mr Humphrey will speak with the committee to see if the agency can be involved in hosting an event while the visitors are here.

The Board were keen that the Agency send a representative (the Chair) to this event in Nashville and Mr Thompson to check availability and advise the Executive accordingly.

### **Museums in Coleraine and Virginia**

CBC has asked that the Agency provide financial support for Ms Helen Perry to attend a conference organised by the Association of Museums of Virginia

The Board felt that the Agency could benefit from this research and suggested that the Agency offer a Sponsorship of £500 towards cost in return for a full report on research carried out on potential links with museums in Virginia

### **Belfast Convention Bureau**

Mr Patton advised the Board that in 2007 34 Cruise Ships had docked in Belfast. He envisages that this would be a great opportunity to showcase Ulster-Scots during 2008. Potentially this would see the Agency showcasing Ulster Scots performers whilst passengers were disembarking. Additionally the Agency are exploring the possibility of Ulster Scots murals as the ships docked and discussions are being held with the Harbour Commissioners in this regard.

Finally there was the potential for Ulster Scots “bus tours”. This would not be something that the agency could provide but may be able to provide support to an organisation willing to take on this initiative.

**Proposed – Dr Adamson. Seconded – Dr Roulston.**

### **Gillian Gilmore gave a presentation to the Board on the new Corporate Identity.**

The Board wish to see alternative choices for the corporate identity than those that were tabled today. Mr Gilmore is to email these to the Board and feedback will be given at the next meeting.

### **Janice Taylor-Clarke from the Agency gave a presentation to the Board on**

**“Funding Assessments over £5,000”.**

Mrs Taylor-Clarke tabled a document on this. It was proposed by the Board that grant applications brought before the Board should be increased from £5,000 to £10,000.

**Proposed – Mr Humphrey. Seconded – Mr Leathem.**



It was suggested that assessment of Grant Applications should include TSN. This is not to be an essential criteria but more consideration should be given to these areas. **Action: The Executive are to access how this would be addressed in the application form and prepare a paper to be presented to the Board at the next meeting.**

**Proposed – Mr Humphrey. Seconded – Ms Reed.**

Mr Patton advised the Board that approval would also need to come from Sponsor Departments.

### **Traunche Funding for Festivals**

The Board were advised that all applications for festivals are to be received by the Agency before 29.02.08.

A paper was tabled on festival funding re: Assessment Process. Areas suggested for consideration were: experience, other funders contributions, contributions from the group, publicity campaign and the numbers attending against total cost. To forward to the next stage applications are to have a minimum 10 points from this first stage.

In 2007 the Agency supported 25 festivals amounting to £200,000. in 2008 there will be a possible 18 applications.

It was suggested that when the assessment process is complete the Agency should send out a press release informing communities of the support the Agency is provided to festivals. It will also provide initial PR to the communities involved.

It was proposed by the Board to adapt the outlined document and ensure that each Development Officer has at least one Festival Programme in their area.

## **8. Grant Applications**

### **(1) IUR-fm (aerwaves Ltd)**

Proposal:	Seeking £4940 from a total cost of £6190
	The project will provide training to 5 Presenters / Producers for a weekly Ulster Scots Programme on community radio in the Newry /south east Ulster area.

The Board were in agreement to decline this application.

**Proposed – Ms Reed. Seconded – Dr Adamson.**

**(2) Ulster-Scots Folk Orchestra Association**

Proposal:	
	There are two applications from the Folk Orchestra which were deferred from the previous Board. However these applications were dependent upon financial assistance from the Arts Council. The Orchestra was not successful in this regard and therefore the applications as they exist cannot be considered. The Folk Orchestra is aware of the situation.

Both applications were received with adequate time in the time frame set out by the Agency. The programme of events continued with no confirmation of funding. With the Arts Council declining funding the Orchestra now has a spend of £500 which will now not received funding.

The Board approved for the Executive to negotiate with the group and provide some assistance in helping with the shortfall they have occurred.

**Proposed – Dr Douglas. Seconded – Mrs Graham.**

**(3) Kilmegan and Aughlisnafin Rural Community Group**

This relates to an application received last year which was initially incorrectly assessed. When the matter was pursued the award was reduced.

The total cost of the project was £23,330.00 The Agency offered funding of £7,818.00.

If the Agency grant of £7818 is added to the total income it amounts to £20,978 leaving a shortfall of £1,136.49.

The Board agreed that the Agency should pay the shortfall in this instance as a gesture of good will.

**Proposed – Dr Adamson. Seconded – Mr Leathem.**

**(4) York Island Arts and Heritage Association**

Proposal:	Seeking £20,640 from a total cost of £25,640
	The proposal seeks to establish an online map based catalogue of Ulster Scots built heritage sites. The

	organisation believes this will aid and stimulate historical and genealogical research into Ulster Scots.
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The Board were in agreement to decline this application.

**Proposed – Mr Leathem. Seconded – Mrs Reed.**

## **SPONSORSHIP APPLICATIONS**

### **Royal Scottish Pipe Band Association**

The Association are requesting £30,000 sponsorship against a project worth £94,450. They are looking for the Agency to tie into a 3 year package of Year 1 £30,000, Year 2 £35,000 and Year 3 £40,000. A total of £105,000 over 3 years.

The Board feel that the Agency will receive value for money as the scale of the Royal Scottish Pipe Band events attracts thousands.

**Proposed – Mr Leathem. Seconded – Mrs Graham.**

### **“On Eagles Wing”**

The Agency gave £50,000 sponsorship towards this event in 2004 which include a claw back to the money once the show became profit making. The owners of

“On Eagles Wing” are now selling the show and have approached the Agency to remove the clause in order to make the show more appealing to bidders.

After speaking with Sponsor Departments Mr Patton advised the Board that the Agency is unable to do this.

**Dr Adamson left the meeting at this point and the Board retired for lunch.**

## **7. Budget and Business Plan Progress for 2008**

Financial reports of spend to date were presented to the Board. Approximately £100k of spend to date related to accrued expenditure from 2007. This being the first financial report of the year there was little opportunity to identify trends in spend and a more detailed discussion on finance could occur at the March Board meeting.

## **10. AOB**

**FUSE fm**

The radio station ran in 5 locations in 2007 with a consultant employed to do so. Due to great demand this year the Agency would like to progress this in 2008.

To make it more cost effective the Executive proposed that the Agency employ an in-house employee on a 20hr week contract for 10 months on a pro rata of £21,000. This will be better value for money than hiring a consultant and at the end of the programme the Agency will own an archive of work created that can be used over.

It was proposed by the Board to accept the advice of the Executive and for them to proceed with the recruitment process.

Mr McCullough also advised the Board that he was looking into the possibility of the Agency employing 3 musical tutors to go into the communities and after schools clubs to provide tuition. At present the Agency are paying consultant rates for this. **Action: Mr McCullough to present this further at the next meeting.**

### **Primary School Website**

For information Mr Patton informed the Board that the Department of Education have been seeking clarification on the site in relation to the funding they provided to CCEA toward the site. Mr Millar will respond to this.

### **Lyric Theatre**

The Executive outlined the proposal that the Agency commission 6 Ulster-Scots plays by Dan Gordon. These would cost £1,500 per play. If the first was to proceed it would have a Titanic theme and aimed at Key Stage 2.

The Board engaged in the idea and proposed that the Executive proceed with this project.

**Proposed – Mr Roulston. Seconded – Mr Humphrey.**

### **David Healy Fitba Day**

Mr McCullough advised the Board that letters have been sent to the 26 northern Councils and the 3 bordering councils.

After visiting two locations, Craigavon BC and Cookstown DC for a location Mr McCullough recommend Cookstown DC but needs approval to proceed.

**Proposed – Mrs Graham. Seconded Dr – Douglas.**

### **After Schools Clubs**

The Agency will be running 24 After Schools Clubs in 2008. Each venue will run for 5 weeks on a Tuesday and Thursday afternoon. The Executive are keen to ensure that all entertainers employed by the Agency will be provided with some Child Protection training.

## **CAL Committee**

Mr Patton and the Chair, Mr Thompson will be giving a presentation to the CAL Committee on 28<sup>th</sup> February 2008.

## **Straightforward Productions**

Straightforward are producing a further 4 episodes of "Dander with Drennan". They are looking for sponsorship from the Agency and in return will give the rights of the programmes to the Agency so they can be reproduced.

**Action: Mr Thompson to prepare a paper on this issue for next meeting.**

## **NSMC**

Meeting with NSMC and Minister on 16<sup>th</sup> April 2008.

The Agency is to prepare a paper on Scotland and North American links. One element of the paper would relate to 50 ½ hour programmes which PBS will commission. It may also look at building a website in year 1.

## **The Walled City**

Mr Roulston brought it to the attention of the Board that the 1<sup>st</sup> Derry Presbyterian Church that has been closed for some time has been given funding from the NITB to restore it. Mr Roulston is to arrange a meeting between Agency and church representatives to explore possible support for an exhibition. He will report back at the next meeting.

## **Office Accommodation**

Mr McCullough advised the Board that the Agency is looking for new office accommodation in the Belfast location. Any Board members familiar with the area are welcome to forward suggestions.

## **Ulster-Scots Heritage Council Funding**

The Council had an under spend of £30,000 in their funding in 2007. This was due to staff shortages and free office accommodation. The Board were in agreement to give the Council the £30,000 to proceed this year until they give a presentation on their 2007 spend at a future Board meeting.

**Proposed – Dr Roulston. Seconded – Mr Leathem.**

**SEUPB**

The SEUPB funding will finish in May 2008. The Agency have received an extra £73,000 for this project. It will go toward promoting the Plantation project which will be launched in April/May 2008.

**9. Staffing**

Mr Thompson, Mr Patton and Mr McCullough left the Board meeting at this point.

Mr Humphrey Chaired this meeting on behalf of Mr Thompson. The Board discussed issues that have been raised within the Agency regarding a staff grievance.

The Board were in agreement that there was a need to appoint a Deputy Chair to handle this matter further. It was proposed and agreed that Mrs Graham become the Agency Deputy Chair.

**Proposed – Mr Leathem. Seconded – Dr Roulston.**

Mrs Graham accepted this newly appointed position.

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

The next Board meeting will take place in Dublin. Mr Patton is to speak with Tourism Ireland re: presentation and if the Agency is able to use their Board facilities for the day on 28<sup>th</sup> March 2008.

Signed: .....

Dated: .....

**Tha Boord o Ulster-Scotch  
76<sup>th</sup> Board Meeting  
28<sup>th</sup> March 2008  
Tourism Ireland Board Room, Dublin**

<b>Present</b>	<b>Chairman;</b> Mr Mark Thompson Mr William Humphrey Mr William Leathem Dr William Roulston Ms Angela Graham Ms Jacqui Reed Dr Aileen Douglas Dr Ian Adamson
<b>In attendance</b>	Mr George Patton Mr Michael McCullough Mr Jim Millar
<b>Recording Secretary</b>	Lyndsey Hanna

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 76<sup>th</sup> Meeting of the Board at the offices of Tourism Ireland, Dublin.

**2. Apologies**

There were no apologies.

**3. Minutes of last meeting 16.02.08**

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

**Proposed and agreed; that the minute be accepted.**

Dr Roulston informed the Board that he had met with Dr Latimer re: the Walled City and work is scheduled to commence soon.

It was agreed that Mr Patton and Miss Hanna propose a template for future Board minutes. Dr Roulston and Dr Douglas will help approve the structure. Mr Patton is to circulate template.

**Proposed and agreed.**

#### **4. Matters Arising**

##### **Straightforward Productions Sponsorship**

Executive gave the Board an update on this matter. They were advised that by providing sponsorship for this project, the Agency would in return receive the "Copyrights" to the series of programmes produced.

**Proposed and agreed.**

##### **Corporate Identity**

This item has been forwarded to the next meeting.

##### **Dan Gordon Plays**

Executive informed the Board that a Contact has been signed for the 1<sup>st</sup> play. The play will be published into books and CD's. Belfast City Council will be providing this project with £25k to tour in its council area.

#### **5. Presentation from Tourism Ireland**

The Board received a presentation from Tourism Ireland on its new "North American Strategy". Present was Niall Gibson, Director of Corporate Services and Marie Fullington the Marketing Manager for America. Also in attendance was Rosemary Lightbody from the Northern Ireland Tourist Board.

Mr Thompson, Chair asked that a letter to be sent to Mr Paul O'Toole, CEO for Tourism Ireland to thank him for the presentation and hospitality.

**Action: Executive**

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

The Chairman listed the events that he had attended and the organisations he had been in contact with since the previous meeting:

- Presbyterian Historical Society re: future publications support from the Agency
- Presbyterian Historical Society launch of "Adair's Narrative" reprint
- Jim Devenney re: further projects he is developing
- Derry City Council re: First Derry Presbyterian Church visitor centre, and Plantation commemorations
- Launch of the "Gregg Volume"
- Presentation with the CEO to the CAL Committee at Stormont



- Darwin Templeton, Editor of the News Letter
- William Blair, Ballymena Museum and Arts Centre
- Stranocum "Alternative St Patrick's Night"
- Downpatrick St Patrick's Evening
- Ballymoney FUSE FM Radio Station
- Meetings of "The Covenanters in Ulster" steering group
- Professor Raymond Gilmore re: Plantation commemoration

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

The Executive tabled the minutes from the Executive meeting of Monday 10<sup>th</sup> March 2008.

Item 5 was highlighted – Child Protection. Board were advised that regulation will be changing. All appointed officers for the Agency will be receiving training on this. Mrs Reid volunteered to become a Board representative on the steering committee for child protection.

Item 6 was questioned. Executive informed the Board that the minute should note 30 fiddles instead of 3 fiddles.

Item 7 was questioned – Summer Schools. Whilst the Business Plan called for 30 the Executive anticipated greater demand but this would be offset against Agency capacity.

Board agreed that the period of notice for the Summer Scheme Training Away Day last year was not sufficient. It was proposed that all groups should receive information early next week on this year's event.

### **Proposed and Agreed.**

The Executive advised the Board that in accordance with Corporate Governance requirements all Summer Schools must provide value for money. If a school does not provide value for money then it will be closed. The Board also agreed that a maximum number of places be agreed and added to the guidelines provided.

### **Action: Executive**

### **Proposed and agreed.**

The Executive were informed that the East Donegal Ulster-Scots Association have yet to receive information on the Summer Schools. Executive advised that correspondence was made with all groups in February. This will be followed up and letter reissued.

### **Action: Executive.**

**8. Report from presentation to CAL**

Mr Thompson already discussed this item in his report.

**9. Budget and Business Plan**

Executive asked the Board to note that the Agency had no flat line spend. 9% of budget has been spent to date but this normally peaks in the summer months.

Board proposed that the budget report be sent one week before meeting and the breakdown sheets to have alphabetical order of categories.

**Proposed and agreed.**

**Action: Executive**

**10. Grant Applications**

**A) Festival Funding**

After consideration the Board agreed to the recommendations outlined for all applications tabled today.

**Proposed and agreed.**

It was agreed that 25% of funding for festivals could be drawn down on receipt of annex 1.

**Proposed and agreed.**

**B) Other Grants**

**(1) Ulster-Scots Folk Orchestra Association**

Proposal:	£7,890 of £7,890
	The project will explain Burns' popularity during his lifetime in 18 <sup>th</sup> century Ulster and why he should be recognised as one of the greatest influences on Ulster cultural traditions.  Project will include the creation of stage show and workshops from 1 <sup>st</sup> April to 30 <sup>th</sup> June 2008.

The Board were in agreement that this group should receive £7,890.

**Proposed and agreed.**

**(2) Ulster-Scots Language Society**

Proposal:	£17,480 of £17,480
	Enclosed is the interim Business Plan for April – June 2008

The Board were in agreement that this group should receive £17,480. 50% should be an upfront payment.

**Proposed and agreed.**

**Titanic Town Festival – Highland Dance Competition**

The total cost of this project is £65k and the group are seeking £15k from the Agency. The other financial assistance will come from 4 other joint Funders and entry fees from competitors.

As this application was late to the Executive, the Board were in agreement that the application be copied to the Board under written procedures.

**11. Financial Assistance Scheme**

Copies of the Gibson Report were tabled.

Executive advised the Board that recommendations for a Grants Procedure Manual is work in progress and will be available for the next Board meeting.

The Gibson Report advised that a record book should be opened to record only applications for grant assistance at the Agency. This will be actioned. In the long term the Agency are looking at a new computer system that will allow the tracking of all applications.

**Action: Executive**

**12. Staffing**

Executive are seeking guidance from Sponsor Departments to advertise the post of Director of Culture.

The Education officer post was approved at staff officer levels previously. With changes to the job description the Executive are awaiting approval from Sponsor Departments to advertise the job at E01 level.

Approval has been sought from Sponsor Departments to proceed with a Staff Review at the Agency. The Board need to create the terms of reference for this tender. It was agreed that the Executive are to advise the appointed consultant to visit other North/South organisation to see their setup.

**Action: Board and Executive.**

The Executive are seeking approval for 3 Musical Tutors for the Agency.

After today's presentation from Tourism Ireland the Board feel that the Agency needs a Tourism Officer at the Agency.

Mr Thompson advised Mr Patton that the Board supports the work of the COE to date and future work at the Agency. Mr Patton thanked the staff at the Agency who have supported his role as the accounting officer.

Recommendations to update the Agency Grievance Procedure was tabled. This document of proposals was agreed by the Board.

**Proposed and agreed.**

The Board also agreed that the update of the Grievance Procedures should be considered by an external Human Resources Consultant before it would be adopted by the Board.

**Proposed and agreed.**

### **13      Audit Committee Report**

A copy of this report was tabled.

The Board were informed that at the last meeting it was agreed that the Agency accounts would be handled in-house for 2008. This was agreed due to HELM's errors in 2006.

### **10.      AOB**

## **SEUPB**

This project will finish in June 2008.

Mr Patton updated the Board on all aspects of this project. Concerns were raised that this project may not be completed by the project finish date. Board members offered their assistance to retrieve the situation.

## **Office Accommodation**

Executive informed the Board that new premises have been secured. At present the Lands and valuation Agency are negotiating costs on behalf of the Agency.

The Board in principal proposed that new premises for the Agency are to be treated as urgent due to the present working conditions of the staff.

## **Proposed and Agreed.**

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

The Executive received a letter from a Mr Jim Allister QC MEP re: Recruitment Processes at the Institute. Executive are to investigate this further.

## **Action: Executive**

## **Summer Schools/After Schools**

Executive are working to plan 30 excellent Summer Schools with community groups.

It is essential that each School should have a member of staff if not all POCVA trained. The Agency will be stipulating this in all terms and conditions.

## **Action: Executive**

## **Community Radio**

The FUSE fm radio station is currently running in Ballymoney. The community group involved have proposed that they run the station later in the year for a 4 week period.

## **Young Ambassadors Program**

This is a joint project with Foras na Gaeilge and will include bringing 12 young people from the USA to participate.

There were 400 applications received. Sifting has taken place and at present 100 possible candidates are being interviewed.

### **David Healy Fitba Day**

This item was covered in other Agenda items. A projected budget costing for the project was presented.

### **NSMC**

Mr Thompson and Mr Patton will be giving a presentation in Dublin in April 2008.

### **Cruise Ships**

The Agency are working with the Belfast Visitor and Convention Bureau and the Ulster-Scots Heritage Council to provide Port Side Ulster-Scots entertainment for ships that will be docking in Belfast during 2008.

To provide first class entertainment the Agency will need to provide some groups with a generator and cover to perform.

**Agreed and Proposed.**

### **TV Proposal – Language Program**

Work is in progress

### **Ulster-Scots Statue**

This has been commissioned and will be on display in the Shankill area, Belfast in September 2008.

### **Lawrence Holden**

Mr Holden is still waiting written confirmation from the Agency to proceed.

**Action: Executive**

### **Partnership with the Ulster Historical Foundation**

The Board were in agreement to accept this as a single tender process as no other organisation can provide the service that will be received from the Ulster historical Foundation.

**Proposed and Agreed.**

**Derry & Raphoe Action Group**

It was brought to the attention of the Board that Woodrow Wilson Summer School had still not received their financial assistance award.

**Action: Executive to investigate.**

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

The next Board meeting will take place in Belfast.

Signed: .....

Dated: .....





Mr Patton has not followed up on a review of HR issues mentioned in the minute. This is an issue for the Board however, Mr Patton will advise the Chair on procedures to take.

#### **4. Matters Arising**

##### **Corporate Identity**

A presentation will be given later in the meeting.

##### **Straightforward Productions**

Executive informed the Board that they are still waiting approval from DCAL to proceed with this project.

##### **Ulster Historical Foundation partnership**

Executive informed the Board that they are still waiting approval from DCAL to proceed with this project after presenting them with a business plan.

##### **Education Officer**

Executive informed the Board that they are still waiting approval from DCAL to proceed with a down grade from Staff Officer to EO2. The Board advised the Executive to proceed to fill this post at the Staff Officer level.

Board are concerned that DCAL are preventing the Agency move forward with some Projects and Agency issues. The Executive advised the Board that DCRGA work with the Agency proving quick responses at all times. It was proposed that this remark be noted.

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

The Board have asked that Mr Patton provide them with a list of issues that are being held up by DCAL.

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

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

The Chairman listed the events that he had attended and the organisations he had been in contact with since the previous meeting:

- His meeting with NSMC re: USA Strategy had been postponed and will now take place on 30<sup>th</sup> April 2008.
- He spoke with Niall Gibbons after the last Board meeting and he is excited about the agency USA Strategy.
- On 17<sup>th</sup> April 2008 he met with BBC Scotland in Glasgow. Initial contact was made via Mark Adair.
- Mr Thompson and Mrs Graham met with Mr Edgar Jardine, DCAL
- Meeting with Mark Lusby and Pat Ramsey re: plans for the Ulster Plantation.
- Attended an evening “Who are the Covenanters?”

## **6. The Covenanters**

Mr Thompson tabled a paper to all Board giving a summary of the Covenanters project to date. Suggestions included:

- A Heritage Trail Map that could be distributed to the churches in Ireland;
- Possible partnership for sponsorship with Visit Scotland;
- Coverage on the radio programme “Kist o’ Words”
- Six articles will run in the Belfast Newsletter on the Covenanters in May 2008.

It was suggested that material could be published to bring the story to Sunday schools. A possible art competition could be planned.

Mr Thompson will find out which congregations are active and will refine numbers of the Heritage Trail map accordingly for the next meeting.

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

This report was tabled.

Executive highlighted paragraph 1 in their report re: Bursary’s for Dance Teachers. The Board felt that in the long term this will be relevant to Ulster-Scots growth. It was agreed that the Agency should draw up terms and conditions and implement this.

### **Proposed and Agreed.**

The Irish Football Association has approached the Agency with a view to having Ulster Scots performances at a number of cities where the International team will be playing during the next World Cup qualifying campaign. The potential exists for this to be piloted in Glasgow in August and a meeting has been arranged for May to discuss this. Executive asked that a Board representative attend this meeting. Mr Thompson volunteered.

The Agency is not able to participate in this years Royal Ulster Agricultural Show at Balmoral in May. It would appear that an invitation was sent to DCAL but was declined. Board asked that Executive investigate if the Agency can still attend the show independently.

A new tender has been completed and Goldbaltt McGuigan was been successful to in securing the contact to look after the Agency internal audits.

## **8. Annual Report**

The Executive asked that comments be forwarded by 25<sup>th</sup> April 2008.

## **9. Budget and Business Plan**

A copy of the progress report was tabled.

The Budgets sheets tabled where analysed by the Board.

The presentation of the Corporate Identity was given to the Board by Mr Thompson. Miss Gillian Gilmore and Miss Jane Wallace joined the meeting at this point.

After the presentation and question, answer session, the Board were in agreement to propose the new Agency Logo. This will be launched at the opening of the Agency new office premises.

Point 11 was dealt with at this point of the meeting.

## **11. Presentation from Development Officers**

Mr Gary Blair gave the Board an overview of his work to date at the Agency follows by Miss Jane Wallace.

The Board retired for lunch.

## **10. Grant Applications**

### **(1) Bushmills Ulster Scots Heritage**

Proposal:	£99,851.53 of £449,554.59
	This project is proposed to run from 1 <sup>st</sup> July 2008 to 30 <sup>th</sup> June 2011 (3 years).

The Board were in agreement that there were a lot of elements to this project that the Agency cannot fund.

**Action: Executive to meet with group to discuss.**

Mrs Reed left the meeting at this point due to a conflict of interests.

**(2) East Donegal Ulster-Scots Association**

Proposal:	€37,950 of €42,950
	This project is proposed to run from 19 <sup>th</sup> June to 22 <sup>nd</sup> June 2008.

This is a festival application which did not go to the Board at the last meeting due to a hold up in the Raphoe Office.

The Executive advised the Board that they needed to query a few elements of this application form. They will do so and report to the board via email. The Board agreed that Executive take this forward.

Mrs Reed returned to the meeting.

This recommendation was accepted by the Board.

**Proposed and Agreed.**

**Lower Bann Ulster-Scots Society**

Executive advised that an earlier appeal has already been dismissed. This group have now appealed the Executive decision. The Board were in agreement to proceed with the decision of the executive.

**Proposed and Agreed.**

### **Language Awareness Brochure – Dr Clifford Smyth**

Executive outlined this project. Board were in agreement for Executive to proceed with talks on this with Dr Smyth.

### **Titanic Tartan Exhibition**

This proposed project will cost £80/90k. The Board agreed that the Executive are to explore this project with other part Funders.

### **Proposed and Agreed.**

Executive tabled the grants manual requested at a previous meeting.

Mr Thompson advised the Board that a response needed to be sent to

Mr Edgar Jardine regarding his letter on the Gibson Report.

**Action: Mr Patton to supply Board with a copy.**

### **13. Ulster / North America / Scotland links**

Mr Thompson gave the Board an overview of the work being composed for this project.

A booklet on this was tabled. The Board were in agreement that this should be launched this campaign after approval had been given by the Minister.

There are two major events happening in America in 2008 that the Agency has been invited to. Executive are to cost and identify possible candidates that could represent the Agency at these events.

### **14. AOB**

#### **SEUPB Update**

One of the project officers is off on long term illness. Mr Thompson is helping with the Kiosks to help move this project on.

#### **Office Accommodation**

The Board visited the proposed premises over the lunch period. Proposed moving date is 1<sup>st</sup> June 2008.

The present office accommodation lease in place does not finish until

September 2009. Executive have appointed a Solicitor to negotiate with the Agent a get out early clause.

### **Proposed and Agreed**

### **IUSS**

The Institute have an advisory Board consisting of representatives from the Agency and Institute staff. The Board need to nominate 2 appointments to sit on this Board. Board are to consider this and appointments will be made at the May meeting.

### **Hansard**

Mr Simon Burrows contacted the Agency re: an appointment for Ulster-Scots on a full-time basis at the Assembly. Mr Millar is progressing this and will update further at the next meeting.

### **Summer Schools/After Schools Clubs**

There will be a residential weekend that will take place on 23<sup>rd</sup> and 24<sup>th</sup> May 2008. At present staff are working on the application form criteria to standardise payments.

### **Community Radio**

The tender closes on 2<sup>nd</sup> May 2008. This tender invited community groups to participate in the 2008 radio stations.

### **Young American's Programme**

The project is joint with Foras na Gaeilge and the St Patrick's Centre. The search has been narrowed down to 22 possible candidates. This Agency will contribute £10,000 joint funding for the project.

### **David Healy Fitba Day**

Press coverage is ongoing at present in local newspapers. 2,400 children will be involved with tickets being filtered via Councils. Executive will present a full timetable at the next meeting.

### **Cruise Ships**

This is work in progress.

### **TV Proposal – Language Programme**

This programme will be Broadcast in Autumn.

### **Arts Council Language Officers**

Mr Millar will be sitting on the panel to appoint the 2 language officers for the Arts Council project. As of yet there has been no interest in the Ulster-Scots Language Officer post. The Executive proposed that the position be change to an Education officer post for Ulster-Scots rather than language to drum up more interest. The Board were in agreement.

### **Ulster-Scots Statue**

This statue may possibly be placed in a site owned by the NI Housing Executive. This plot is being negotiated at present and the launch is planned for September 2008.

### **Wilbert Garvin**

A educational project was tabled to the Board. The Board were in agreement to explore this.

**Proposed and Agreed.**

### **Andersonstown Library**

The will be an event taking place in Andersonstown Library on Wednesday 23<sup>rd</sup> April 2008 and everyone is welcome to attend.

## **12. Staffing**

### **Director of Culture**

This post is to be advertised after the staff review takes place.

### **Education Officer**

If the Agency is to down grade this post, DCAL have advise that the Agency will have to re-apply to Sponsor Departments. The Board agreed that this post should be advertised as Staff Officer level as previously agreed.

**Proposed and Agreed.**

### **New Requirements for Office**

The Executive outlined that the demand of the new office premise would need a telephonist, receptionist and security.

Mr Patton and Mr Millar left the meeting at this point.

**CEO Targets**

Copies of the 07/08 Targets were tabled. The scoring of this paper will take place at the next meeting.

Proposals for the 08/09 CEO targets were tabled. Board are to feedback to Mr McCullough before 25<sup>th</sup> April 2008,

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

Bready Ulster-Scots Group has invited the Board to hold their next meeting on Friday 16<sup>th</sup> May 2008 in their building.

Signed: .....

Dated: .....



**Tha Boord o Ulster-Scotch  
78<sup>th</sup> Board Meeting  
16<sup>th</sup> May 2008  
Bready Ulster-Scots Centre, Bready, Strabane**

**Present:** Mark Thompson  
Aileen Douglas  
William Roulston  
William Leathem  
William Humphrey  
Jackie Reed

**In attendance:** George Patton  
Jim Millar  
Michael McCullough

**Recording Secretary:** Lyndsey Hanna

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 78<sup>th</sup> Board meeting. He thanked Mr Kee and the Bready Ulster-Scots groups for hosting this meeting in their new building.

**2. Apologies**

Apologies were accepted from:

Mrs Angela Graham

Dr Ian Adamson

**3. Minutes of last Meeting (21.04.08)**

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

**Proposed and agreed; that the minute be accepted.**

#### **4. Matters Arising**

##### **Corporate Identity**

The new logo is being tested in colour print. Copies will be sent to all Board members early next week.

##### **Meeting with Bushmills**

Agency development workers are working with the group to source alternative funding for the salary of a project officer. The Bushmills group will be submitting a new application to the Agency for funding to run Ulster-Scots projects and events.

##### **Milwaukee Irish Fest**

Mr McCullough outlined the costs to send two representatives on behalf of the Agency to run workshops at this festival. Total cost for this project would be £5,000.

The Board suggested that in addition 2 other Agency staff/Board members attend so that the Agency is able to measure the effectiveness of this project.

##### **Proposed and agreed.**

The Chair asked if the Executive had spoken with members from DCAL re: blockages they seem to be pending on the Agency. This is work in progress.

The Board were in agreement that if no decision had been received from DCAL on the proposed projects with Straightforward Productions and Ulster Historical Foundation, then a letter is to be sent regarding these issues.

The Board raised the issue on the expansion of the current Board. The Board were advised that this issue had been raised through the St. Andrew's Review and we awaited their Report.

Mr McCullough gave the Board an update on the Balmoral Agricultural Show. He did write to DCAL as requested and he received a reply via email stating that he had already received full information on how the decision had been made previously.

The Northern Ireland International Horse Show representatives attended the Balmoral Show and distributed Ulster-Scots Agency information on the Agency's behalf.

## **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:

- BBC Northern Ireland meeting following their announcement of £400K per annum for the next three years to be invested in Ulster-Scots programming, online, radio and television
- Irish News front page article published Monday 12<sup>th</sup> May making false allegations about the Agency funding a "UVF-linked band". The Chair briefed the Board on his discussions with the Press Complaints Commission and proposed that the Agency take the issue to the PCC as the Irish News had not issued a sufficient retraction and apology.
- Ulster Scots Heritage Council event at Andersonstown Library
- Lecture on Hamilton & Montgomery to Dromara Local History Group
- Further work on The Covenanters in Ulster project

Mr Thompson tabled the articles that were published on the Agency in the Irish News and Irish times. He advised the Board that he had contacted the Press Complaints Commission regarding the article printed in the Irish News. The Board were in agreement to proceed with this line of enquiry.

Mr James Kee, Development Officer for the West gave the Board a presentation on his work to date.

The Ulster-Scots Heritage Council gave the Board a presentation of the work to date at the Council followed by a short video of their work.

## **6. Report from Executive**

Executive informed the Board that the post for Director of Culture would not be advertised until the Staff Review at the Agency is completed.

BDS have been appointed to carry out this review after tender process was completed. Board were in agreement that a sub committee should be sent up from within Board members to help advise BDS on the structure of the Agency in the future. Mr Thompson volunteered to participate. Other members are to advise the Executive via email with their intentions early next week.

Board members queried the reference to an NIAO Management letter. The Executive informed that this contains information to be addressed by the Agency after a NIAO audit takes place and would be on the Agenda for the next Audit Committee and the June Board meeting.

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

The Board queried the payments to the NIAO. Executive informed the Board that it occurred because the Agency was billed for two consecutive audit reports in one accounting year. Had the Agency been given approval from DCAL to carry out accrual accounting, money from the previous years' financial year would have been carried over to allow for this extra expenditure.

The Board were in agreement that all community groups that apply to the Agency for funding should be made aware of ALL changes made to the financial assistance scheme as they occur in the future.

## **10. Grants and Appeals**

### **(1) York Island Arts and Heritage Group – Appeal**

Proposal:	£6180 of £10,110
	A similar proposal came to the previous meeting as part of the Festival funding tranche. However due to a lack of funding the organisation has cut back on the scale of their proposal The Board had previously awarded £6,635 against a total expenditure of £18,715. The Ulster Scots elements have essentially been retained.

It was proposed that this group receive £6,635 as previously agreed.

**Proposed and agreed.**

### **(2) Maiden City Festival**

Proposal:	
	This application was received on 12th May. It is therefore out with the period designated for Festival funding. Additionally we have already committed to the Foyle Ulster Scots Festival which is running at the same time.

The Board declined this application due to it being outside the period of tranche funding.

### **(3) Gig N the Bann - Appeal**

Proposal:	
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	This application was considered at the last meeting as part of the Festival tranche funding. An appeal has been received advising that the application incorrectly stated that this was a competition (page 5 of the original application). However the listed income and expenditure also refers to “admission to Pipe Band Contest” and “judges” fees
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After discussion the Board were in agreement to fund this event with £2,000.

**Proposed and agreed.**

**(4) East Donegal Ulster-Scots Association**

Proposal:	
	This was before the Board at the last meeting and it was agreed to proceed via written procedures on receipt of further information. Figures relating to this application have been received.

Mrs Reed left the meeting at this point.

The Board were in agreement to fund this event €13,340.

**Proposed and agreed.**

Mrs Reed returned to the meeting.

**(5) Royal Scottish County Dance Association**

Proposal:	£6715 of £6715
	The aim is to promote dance and the interest of Scottish Country Dance throughout Ulster and beyond its shores. This is a one day event.

As this is an educational project the Board were in agreement to fund this group with 100% funding as proposed - £6,715.

**Proposed and agreed.**

**(6) Stephenstown Pond Trust**

Proposal:	€14,298 of €14,848
	This project is for young people both North and South of the border on the island of Ireland to provide a better understanding of the Ulster-Scots culture.

The Board were in agreement to fund this group with 100% funding as proposed - €14,298. This project will promote the Ulster-Scots Agency in the North and South of the island of Ireland.

**Proposed and agreed.**

**(7) Minutes of the Antrim Ministers, 1654 - 1658**

Proposal:	
	This document proposed a six month project for a research assistance. The project focuses on the preparation for a scholarly edition and ongoing digital curation of the “Minutes of the Antrim Minister”.

Dr Douglas left the meeting at this point.

The Board were in agreement to fund this group with 100% funding as proposed - €22,000.

**Proposed and agreed.**

**(8) Language Diversity in Schools Programme**

The Board were in agreement that Mr Millar is to follow up on further information and feedback at the next meeting.

**SPONSORSHIP**

**(1) North Media Group**

The Board declined to support this application.

At this point Mr Millar advised the Board that the Institute of Ulster-Scots Studies needed an academic representative from the Board to sit on the Management Committee at the College. Board are to forward their participation to Mr Thompson next week.

## **11. Business Plan 2009**

The Executive are waiting instruction from NSMC regarding timetabling. A draft Business Plan for 2009 will be circulated and the Board are to send their feedback on this to Mr Patton.

## **12. Staffing**

The Educational Officer post at the Agency has been advertised.

### **SEUPB**

The funding for this project has been extended until 31<sup>st</sup> July 2008. Mrs Kathy Kelly from SEUPB is concerned re: Long Term Sick. She has advised Executive that contract of those on long term sick will be terminated on 31<sup>st</sup> May 2008 as of the original project completion date. The Board were in agreement with her outlined proposals.

Proposed and Agreed.

### **Office Accommodation**

The Executive are waiting approval from the Solicitor to sign the contract on the new premises.

There are 12 months left on the current lease worth £13,000. The Solicitor will be negotiating with the landlord to have this reduced as the building is not fit for purpose.

## **13. AOB**

### **David Healy Fitba Day**

Total cost for this project will be £25,000. This is just 40% of last year's costs.

### **East/West Project**

A display of this project will take place on Thursday 4<sup>th</sup> June 2008 at the Iveagh Cinema. Board are to let Mr Millar know if they wish to receive tickets for this event.

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

The Board asked for a presentation from the Institute. Board were in agreement that the Executive should give them a presentation first before the Institute to give background to that the Agency expectations and agreement with the Institute are.

### **Summer Schools**

The residential for the Summer Schools will take place on 23/24<sup>th</sup> May 2008.

### **After Schools Clubs**

These are continuing to run successfully.

### **Community Radio**

Three Ulster-Scots Community groups will be delivering radio stations this year. All stations should be self sustaining as they have been given a target of £2,000 advertising space to achieve.

### **Young Ambassadors Convention**

Four of the twelve candidates have Ulster-Scots interests. The Agency will be working closely with them. A timetable of the programme is to be arranged to assist the students when they are here.

### **NSMC Meeting**

This meeting was postponed again. Mr Thompson and Mr Patton are waiting for a new proposed date.

### **Cruise Ships**

The Agency will be delivering entertainment at the dock side with ten Cruise Ship dock at the Port of Belfast. Press is to be arranged.

### **Changes to Financial Assistance Scheme**

It was noted that a change to the Financial Assistance Scheme is needed. A new clause is to be added to the conditions of a Constitution to allow individuals to apply for funding.

### **Markethill Showcase**

Mr Humphrey represented the Agency at this event. It was a fantastic event and he wished that this be noted.

### **Agency PR**

Mr Thompson informed the Board that the Agency is potentially missing out on a lot of PR. Ms Gilmore the PR representative at the Agency is currently overloaded with work requests. He suggested that the Agency may need to look at a possible contract with a PR Agency externally to assist with this.



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

The next meeting will take place on 13<sup>th</sup> June 2008 in Belfast. Venue to be confirmed.

Signed: .....

Dates: .....

**Tha Boord o Ulster-Scotch  
79<sup>th</sup> Board Meeting  
13<sup>th</sup> June 2008  
Holiday Inn Hotel, Belfast**

<b>Present;</b>	Mr Mark Thompson
	Mr William Humphrey
	Mr William Leathem
	Mrs Angela Graham
	Mrs Jackie Reed
	Dr William Roulston
	Dr Ian Adamson
<b>In attendance;</b>	Mr George Patton
	Mr Jim Millar
	Mr Michael McCullough
<b>Recording Secretary;</b>	Miss Sarah Lockhart

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the Board Meeting. He stated the agenda would be re-scheduled and all staff except for the CEO would not be required after lunch.

**2. Apologies**

Apologies were accepted from Dr Aileen Douglas.

**3. Minutes of the last meeting (16.05.08)**

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

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

#### **4. Matters arising**

##### **Single Tender Projects**

Mr Patton stated this issue was partially resolved although there still seems to be problem regarding the proposed arrangement with the Ulster Historical Foundation. Mr Thompson is to pursue this as Chairman of the Board.

##### **Press Complaints**

Mr Thompson stated the process is ongoing and he will report back to the Board when a decision is made.

##### **Milwaukee Irish Fest**

Mr Patton advised that arrangements had been made for Mr Alistair McReynolds to speak at the summer school at this event. Accommodation is being paid for by the organisers and the Agency is currently negotiating flight costs. The Board noted these arrangements.

##### **Language Diversity in Schools Programme**

Mr Millar updated the Board on this proposal. He had met with Ferdie McAnally CEO Foras na Gaeilge, Liam Logan and Ian Malcolm regarding this programme. It is proposed to pilot this throughout 30 controlled, maintained and integrated schools within Northern Ireland and the Republic of Ireland with each session costing the Agency £500. It was noted that these costs were much higher than the Agency offered in relation to performers engaging in "after school clubs" etc. The Board requested that further work be carried out regarding both the size of the pilot scheme and the cost and a comprehensive evaluation presented at the next meeting for consideration.

##### **David Healy Day 2008**

A Financial Breakdown was presented to the Board for David Healy Day 2008. Mr Patton advised the Board of the plans for the day and responded to queries from Board members. Mr Patton explained that there would be two specific zones for Ulster-Scots Dance, Music and Language Workshops. Additionally traditional music would be played at intervals around the entire area.

Mr Leathem welcomed the financial breakdown and noted that the cost (£25k) was in line with the figures verbally mentioned previously at the Board, but was different from the figure that had initially been advised at an audit meeting (£10k). The CEO advised that clearly the lower figure had been incorrect as the event could not have been staged for that amount. Further clarification has shown that the £10k figure was David Healy's appearance fee.

The Board also raised the issue of staff time required to delivery the Healy Day, and expressed the view that the event should not unnecessarily deflect from normal duties.

Mr Humphrey commented on his personal experience at last year's event and found the Day to be very worthwhile to the Agency by reaching out to thousands of children and providing positive press opportunities. It was noted that the cost of £25k was half of the previous year's cost.

## **IUSS**

Mr Thompson stated that the background briefing paper on the IUSS which he was preparing for the Board was not complete and would be presented at a future meeting.

Mr Millar informed the Board he had met with John Wilson and he would now be sitting in on the Academic Board Meetings. It was agreed that the Chair of the Audit Committee should join the Agency Chair and CEO on the Management Board. The additional Agency representative to the Academic Board would be appointed at the next 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:

- Meeting with Dr Crawford Gribben of Trinity College, with Dr William Roulston.
- Weekend of Covenanters in Ulster events at Carrickfergus delivered by the Reformed Presbyterian Church.
- NIAO meeting with George Patton and William Humphrey.
- Spoke at the OFCOM PSB event at the Radisson Hotel.
- Corporate Governance training with most of the Board.
- Meeting with Trevor Ringland and Prof David Carson of UU re: Northern Ireland Tourist Board.
- Preparing a background paper for the Board on the Institute of Ulster Scots Studies.
- Irish News front page article falsely linking the Agency to a "UVF band" is with the Press Complaints Commission.
- Forthcoming meeting at First Derry Presbyterian Church with NITB re: possible tourist/visitor centre on the Walls.

## **6. Executives Report**

The Board received the written report. Mr Thompson asked what marketing would be carried out in terms of the proposed partnership with the IFA. Mr Patton advised that specific leaflets should be designed with the cost being approximately £5,000-£6,000. The Board agreed that this should be progressed.

Executive also informed the Board of the recent success of the cruise ships. The aim was to engage disembarking tourists in Ulster-Scots culture. These have been so successful that the "ships handlers" have threatened to exclude Belfast from its port of call as passengers wanted to stop and enjoy the entertainment rather than hurry to the coach trips (where it seems the "handlers" make their money). In the circumstances the Agency have agreed to change entertainment times from the morning to the

afternoon. Mr Humphrey explained he had spoken to the staff at Harbour Commission and asked for an explanation in writing as to why the times had to be changed. Mr Humphrey added he will set up a meeting at City Centre Management to pursue Ulster-Scots entertainment in the Summer Evenings.

Mr Patton paid tribute to Ms Hanna's contribution in organising the entertainment for the cruise ships.

Mr McCullough entered the meeting at this stage

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

The Board raised a few queries regarding the Budget Report. A number of inaccuracies were noted and are to be corrected.

Mr Thompson suggested that the marketing seminars to be organised by September should be held later in the year.

Proposed and agreed.

Mr Humphrey suggested a letter should be sent to Mr Edwin Poots MLA thanking him for his support as DCAL Minister.

Mr Thompson requested that the Executive should present a plan to the August board meeting, outlining how the remaining business plan objectives for 2008 will be met.

At this point the Chairman re-scheduled the agenda – Items 8, 11 and 12 would be dealt with after lunch.

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

Mr Patton sent changes to all board members via email on 2<sup>nd</sup> June 2008.

As some members did not have a copy with them this will be discussed at the next meeting.

## **10. Grants and Appeals**

### **(1) European and Ulster Highland Dance Festival**

Proposal:	£4,000 of £6,960
	This is a replacement for a festival/championship previously approved by the Board and the event has been scaled down considerably and if the Agency complies with the request there will be a saving on the original grant.

The Board were in agreement to fund this group £4,000.

**Proposed and agreed.**

**(2) Bushmills Ulster-Scots Heritage Group**

Proposal:	£48,675 Of £48,675
	This application relates to project work the group would hope to pursue over the next year building on the work already commenced.

It was noted that there were a number of issues with this application which require clarification.

The application will be considered when this is provided.

**(3) Jonathan Burgess / Partisan Productions – Production of the Play “Confessions of a Justified Sinner**

Proposal:	£71,000
	Total Cost £71,330. Assistance has already been received from the Arts Council (£27,300) and grant aid is being sought from the Community Relations Council. If the Agency is to support this then it probably need to be viewed as a commercial product with appropriate caveats.

The Board found it hard to identify the Ulster-Scots element in the play and it was agreed to seek further advice on this application.

Mr Humphrey retired from the meeting at this stage declaring a conflict of interest.

#### **(4) Ulster-Scots Heritage Council**

Following on from the presentation received at the last meeting it was agreed to provide funding from 1<sup>st</sup> July 2008 to 31<sup>st</sup> December 2010 consistent with the provisions made in the Corporate Plan.

Mr Humphrey returned to the meeting.

#### **Appeals**

##### **(1) Schomberg Society**

RE: the award made under the Festival Funding Scheme.

The original grant awarded was for £9,175 against a total spend of £25,448.

Executive's recommendation was to increase the funding to £11,525.

After discussion the Board were in agreement to fund this festival with £11,525.

**Proposed and agreed.**

Mrs Reed retired from the meeting at this point.

##### **(2) East Donegal Ulster-Scots Festival**

This appeal was upheld and a revised grant was approved with an additional 3,500euro offered.

Mrs Reed returned to the meeting.

#### **13. AOB**

##### **SEUPB Project Update**

The Project finishes at the end of July and staff will present the Board with a report.

##### **Office Accommodation**

Mr Patton and Mr McCullough have signed pre-released agreements. There are some queries regarding service charge. The official opening of the new offices will be sometime in September.

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

The Board had already covered this matter in previous discussions.

### **Summer Schools / After-Schools Clubs**

49 groups registered interest.

39 applications were submitted.

2 were declined.

Mr Patton stated the standard of applications had improved dramatically on last years. The letters of offer are due to be sent.

### **Sailing Project**

This project has engaged pupils from Dromore High School to take part in an expedition on sailing to Scotland to learn more about Ulster-Scots. This will commence on Monday 16<sup>th</sup> June 2008 – Thursday 19<sup>th</sup> June 2008. However since the previous report to the Board on this project, which was initially planned as a Language Body project to be delivered in partnership with Foras na Gaeilge, Foras have since withdrawn.

Mr Millar is to go on this educational trip. The total cost is £3,000.

### **Young Ambassadors Convention**

The twelve candidates are training to be teachers. They arrive on the 14<sup>th</sup> July 2008 and they will be divided into 3 groups of 4, each group will either spend time with the St. Patrick's Centre, Foras na Gaelige or the Ulster-Scots Agency. It was suggested a photographer to trail the various events they attend and the work they will be involved with.

### **Cruise Ships**

This matter had already been discussed in the Executive's Report.

### **14. Date and Venue of Next Meeting**

The next meeting will take place on 25<sup>th</sup> July in the north west with the actual venue to be confirmed.

**The Board reconvened after lunch with the CEO being the only member of staff present.**

### **Ulster Scots Language Society**

An application for financial assistance from the Ulster Scots Language Society which had been left over from the morning session was considered.



It was the view of the Board that it would be necessary to seek guidance from DCAL regarding the development of the Ulster Scots Academy as there was the potential for duplication in the work proposed by the Society and that which may be the responsibility of the Academy.

It was agreed however to provide interim funding for the Society for the next six months based on the funding package previously offered. Clarification to be sought regarding the establishment of the Academy.

## **9. Audit**

The Board received the draft Interim Management Letter from the NIAO and report of a meeting between representatives of the NIAO, Agency Chairman, Chair of the Audit Committee and CEO. Reports were also received from Goldblatt McGuigan, Internal Auditors and the Agency Audit Committee.

The Board carefully considered all these reports and documents in great detail. The Board and Audit Committee having received the reports with grave concern, and agreed that the situation the reports reveal is unacceptable.

Mr Humphrey, Chair of the Internal Audit Committee, presented a resolution to the Board, which was unanimously adopted, as follows:

“The Board instructs the CEO and staff to put in place an urgent Action Plan to address each of the issues raised within the NIAO and Goldblatt McGuigan reports, with a copy e-mailed to all Board members by Friday 20<sup>th</sup> June. The Board further requires that significant progress relating to internal systems and procedures be made by the September Board meeting with demonstrable progress thereafter through monthly reports on an ongoing basis.”

The following action points were specifically noted:

- withdraw the offer made to the NIAO that the next set of Agency accounts would be produced in-house. NIAO share the Board’s reservations that the necessary capacity exists in-house;
- external consultancy to be appointed if required to assist in examining all current systems and procedures, and in the implementation of improved systems and procedures;
- the staff review means that all recruitment is on hold until the completion of the review (this decision has the approval of DCAL);

- Goldblatt McGuigan to make a presentation to a future meeting of the Board, probably September;
- CEO to write to Edgar Jardine of DCAL replying to the specific points in Mr Jardine’s letter of 04.03.08 re: systems and procedures;
- the opening of the public information aspect of the new premises to be delayed until at least January 2009, to allow time for new systems to be put in place and for the Agency to prioritise issues arising from the NIAO and Goldblatt McGuigan reports;
- The Chair will brief the Permanent Secretary of DCAL on the detail of the Board decisions.

**11. 2009 Business Plan**

The Board noted the draft Business Plan for 2009.

**12. Staffing**

The Board in the context of earlier reports expressed the view that the Agency would not be in a position to prepare the 2008 Accounts “in house”. Instead a professional Company should be engaged. The Finance team should spend time with them as training provision with a view to taking this on for the following year’s accounts. The potential to second someone with financial skills to assist during this period was considered and further thought is to be given to this.

Advice having been sought from DCAL it was decided to suspend recruitment of all permanent posts until the staffing review was complete.

Signed: .....

Dates: .....

**Tha Boord o Ulster-Scotch  
80<sup>th</sup> Board Meeting  
25<sup>th</sup> July 2008  
Everglades Hotel, Londonderry**

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

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the Board Meeting.

**2. Apologies**

The meeting was in full attendance.

**3. Minutes of the last meeting (13.06.08)**

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

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

#### **4. Matters arising**

##### **Single Tender Projects**

Mr Patton stated that he had been advised by DCAL that the single tender submitted by the Ulster Historical Foundation could not proceed. It would need to be tendered for open competition.

The joint project for the American Drama being produced by Jonathan Burgess will not proceed this year. Funding is not yet in place.

**Action: Agency will revisit this project in 2009 with a view to give the level of support originally received.**

##### **Press Complaints**

Mr Thompson again approached the Press Complaints Commission. They advised him that he is to consider with the Agency Board what they agree to be deemed as an acceptable apology. The Board were in agreement that a front page apology is to be requested once again.

**Action: Mr Thompson to circular response when received.**

##### **Milwaukee Irish Fest**

Mr Patton advised that arrangements had been made for Mr Alistair McReynolds to speak at the summer school at this event. Mr McReynolds fee will reduce by the level of funding he receives from Irish Fest.

**Action: Executive will update the Board at the meeting re: cost,**

##### **Language Diversity in Schools Programme**

This agenda item will forward to the next meeting.

##### **David Healy Day 2008**

The David Healy day took place and showed value for money due to the educational aspect for the children who attended and the positive PR the Agency received in the local and National papers.

##### **IUSS**

This item has been moved to AOB.

##### **Sailing Project**

This agenda item will forward to the next meeting.

## **5. Audit Committee**

All Board members received by email a copy of the Action Plan by 20<sup>th</sup> June 2008 as requested at the last meeting. The Board thanked Mr Patton for his working in completing this in the deadline given.

Under “Staff Review”, Mr Patton advised that DCAL would prefer that a Strategic Organisational Review take place instead. The proposed timescale would be as follows:

Tender Advertised: 8<sup>th</sup> August 2008

Tender Awarded: 5<sup>th</sup> September 2008

Tender in Progress: Early October 2008

### **Proposed and Agreed.**

The Agency is currently working with Central Procurement to follow the process to secure a new Finance and Grants Package at the Agency.

The Executive were able to identify the root cause of the shortfalls in “Monitoring Checks”. Development Officers were trying to monitor all events rather than 10%. This is the reason the Agency are not meeting the requirements

KPMG have been appointed to draw up terms of reference for the strategic review. They have been allocated 10 working days to create a draft report that will be presented to the Board at the next meeting on 5<sup>th</sup> September 2008.

All staff will have received procurement training by the end of August 2008. The Board members proposed that the procurement training become compulsory for all new staff joining the Agency.

### **Proposed and Agreed.**

Mr Leathem asked that the thanks of the Board be noted for the work of Mr Patton in completing this paper.

**Action: Mr Patton to circular all related papers to the Board.**

## **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.

- On 17 June 2008 Mr Thompson attended a North South Ministerial Council evening meeting re: Workshop for Chairs & Vice Chairs and St Andrew's Review of NS Bodies.
- On 20 June Mr Thompson met with the First Derry Presbyterian / Derry County Council / NI Tourist Board meeting Re: First Derry refurbishment.
- On 23 June Mr Thompson attended a meeting in Trinity College Dublin with William Humphrey, Board member. This was an introductory meeting, set up by Dr Crawford Gribben and 6 staff from the University.
- On 4 July Mr Thompson attended a meeting with NSMC re: Joint Communiqué
- On 24 July he attended a meeting at DCAL with Permanent Secretary, Linda Wilson (policy) and new Director of Finance.

## **7. Executive Report**

Copies of this report were tabled.

The Board were in agreement that the Agency should host a showcase night of Ulster-Scots to students coming to Belfast from Maryville College, East Tennessee. The Board agreed to set aside £2,500 for this project.

As outlined in the report, the IFA have invited the Agency to participate where the International Team will be playing during the next World Cup qualifying games. On 20<sup>th</sup> August 2008 they will be playing at George Square, Glasgow. The Board collectively agreed that the Agency proceed to showcase Ulster-Scots at this event with a budget of £5,000.

Mr Leathem proposed that Mr Humphrey attended the Trade Mission Convention in Virginia on 15<sup>th</sup> September 2008 to represent the Ulster-Scots Agency. The Board collectively approved this.

The Board also collectively agreed that Agency staff should work with all interested parties involved in the project to create an "Out-reach Centre" in Ballymoney for Ulster-Scots.

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

The Budget Report is to be circulated by email.

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

The Draft Financial Assistance Scheme will not be approved until the next NSMC meeting which will take place in November 2008.

The Board collectively agreed this paper.

## **10. Grants**

### **(1) Irish and Scottish Covenanters**

Proposal:	€54,528 of €54,528
	This is a 12-month research project to employ a research assistant within the Centre for Irish-Scottish and Comparative Studies at Trinity College Dublin. The project focuses on the production of a monograph study of Presbyterian polity, perceptions of ecclesiastical separation and attitudes towards toleration in Ireland and Scotland during the Interregnum.

Dr Douglas left the meeting at this point.

The Board were in agreement that this application is beneficial to the Ulster-Scots story. However, until the Agency receives clear direction from DCAL of the position of USAIG, the Agency cannot support application for funding from academics.

The Board were in agreement that future projects of this standard should be by tender by the Agency giving all academics the opportunity to carry out this kind of work on the Agency's behalf. This allows the Agency to follow its Corporate Governance Policy.

Dr Douglas returned to the meeting.

**(2) Bushmills Ulster Scots Heritage Group**

Proposal:	£48,675 of £48,675
	This application relates to project work the group would hope to pursue over the next year building on the work already commenced.

The Board were in agreement to offer this group £30,000 funding for this project.

**Proposed and Agreed.**

**(3) IUSS**

Mrs Reed left the meeting at this point.

Mr Patton tabled a late application received from the IUSS. The Board were in agreement that they could not fund this application at present due to the earlier decision made regarding applications from academics.

Mrs Reed returned to the meeting.

**(4) Ulster-Scots Folk Orchestra**

The application re: the Youth Project was tabled last year to the Agency for joint funding with the Arts Council. Although the Arts Council could not fund this project then, they are now in a position to proceed with the application.

The Board collectively agreed to further consider at the next meeting this application.

**11. 2009 Business Plan**

Ideas for the Business Plan were welcomed from the Board.



## **12. Staffing**

Mr Patton informed the Board that the Finance and Administration Manager has resigned. DCAL have suggested that the Agency recruit a Finance Manager from a recruitment Agency. As finance is only part of the job it was noted that the Agency also need an Office Manager. It was suggested that this be filled temporarily through an internal trawl.

### **Proposed and Agreed.**

If this was to happen then the Agency would need to provide cover for the appointed staff member.

The Executive suggested that the Agency may need to look into a HR Consultant to put together staff contracts and deal with other HR issues as they arise. The Board collectively agreed that the Agency tender to recruit for the consultant.

## **13. AOB**

### **SEUPB Project Update**

This project has been extended for a further two months until the end of September 2008 for one member of staff.

This is to allow the project to interact more with the schools in the South as their Schools closed earlier for summer holidays than in the north.

A consultant has been recruited to review this project now it is almost completed.

### **Office Accommodation**

Although staff have moved into the new premises work is still in progress to finish the offices.

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

Mr Thompson tabled a paper on the status to date on the relationship between IUSS and the Ulster-Scots Agency.

As requested the Executive are to provide a list of outputs from the Institute to date. This will be discussed further at the next meeting when information has been received.

Two reviews for the work of the Institute in 2006 and 2007 are to be requested by Mr Millar on his return from annual leave.

Mrs Reed agreed to sit on the Management Board of the IUSS.

**Proposed and Agreed.**

**Young Ambassadors**

The twelve candidates arrived on the 14<sup>th</sup> July 2008. Four with Ulster-Scots interested have assigned to the Agency to follow Ulster-Scots activities. They have visited the Summer Schools, Fuse FM, Ulster-Scots festivals, met the First minister, Deputy First Minister not to mention other events.

**TV Programme**

Mr Patton advised the Board upon viewing the Rushes he felt that the DVD did not meet the brief given.

**Action: Mr Millar will provide an update at the next meeting.**

**Summer Schools**

Thirty seven summer schools are running at present.

**After-Schools Clubs**

Twenty two after-School clubs have been piloted and a further twenty will take place in September 2008. Evaluation is to be completed and tabled at the next Board meeting.

The Executive feel that the next step on these projects is to arrange urgent meetings with the Departments of Education in the North and South to seek other financial assistance to take these projects forward.

**Independence Quality -Assurance Checks**

Mr Thompson requested that all material created by the Agency is to have Independent Quality-Assurance Checks before being published. This Policy is to be adhered to for all future work.

**Agency "New" Website**

A progress paper prepared by Ms Gilmore is to be forwarded on to the Board members. The site is to be live before Christmas.

**PR and Marketing**

The Board were in agreement that PR and Marketing is to be a permanent item on the Agenda for each meeting.

**Database**

All Board members details are to be added to the database to receive copies of the Ulster-Scot.

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

The next meeting will take place on 5<sup>th</sup> September 2008. The venue is to be confirmed but possibly in the new offices.

Signed: .....

Dates: .....

**Tha Boord o Ulster-Scotch  
81<sup>st</sup> Board Meeting  
5<sup>th</sup> September 2008  
Hilton Hotel, Templepatrick**

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

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 81<sup>st</sup> Board Meeting at the Hilton Hotel, Templepatrick.

**2. Apologies**

Apologies were tabled on behalf of Dr Aileen Douglas.

**3. Minutes of the last meeting (25.07.08)**

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

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

#### **4. Matters arising**

##### **Press Complaints / Irish News**

Mr Thompson is still in discussions on this matter.

##### **Milwaukee Irish Fest**

The report produced by Mr Alister McReynolds was tabled. Of the £2,500 potential grant aid awarded, Mr Reynolds received £1,950 having been part funded by Irish Fest.

The Board proposed that a letter of thanks be sent to Mr McReynolds on behalf of the Board.

The Board were reminded that the Chair is still to meet with Ministers to discuss the Northern American Strategy in November 2008. This meeting could open up further links to the USA if successful.

##### **Language Diversity in Schools Programme**

The matter is ongoing. This project will involve two grammar schools. Schools have been approached and they are taking the idea to the School's Board of Governors.

##### **TV Programme**

A paper was tabled regarding the DVD produced by Vinegar Hill Productions. The Executive felt that the DVD produced lacks interest and Ulster-Scots language content. Mr Millar will arrange a further meeting with Vinegar Hill to discuss this matter and arrange them to meet with the Board at their next meeting.

Copies of the DVD produced will be posted to the Board before the next meeting.

Mr Millar is also to check the content within the contract and find out if the Agency received a paper script before the recording commenced.

**Action: Mr Millar**

## **Sailing Project**

Mr Millar took children from Dromore High School on a 5 day sailing journey outlining Ulster-Scots history and carried out related activities.

After carrying out an evaluation with the pupils the programme proved very successful. Foras na Gaeilge were meant to joint fund the project with the Agency but had to withdraw. Mr Millar will be speaking with Foras to run this project as a joint cultural programme in 2009.

## **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.

- East Belfast Festival at Pitt Park
- Portavogie pre-12<sup>th</sup> Festival events – have led to after schools project in the local primary school, and an intergenerational project run by the community association
- Cairncastle Ulster-Scots Festival – attended on the Saturday night and Sunday afternoon
- European Pipe Band Championships at Lisburn
- North West Pipe Band Championships at Portrush
- Londonderry – Jonathan Burgess' Siege Drama
- New BBC "A Kist o Wurds" team / meeting with Mark Adair, Head of Public Policy
- Covenanters project continuing; universal praise for the Heritage Trail
- "A Dander with Drennan" tv programme – letter to the News Letter to clarify that the Agency was not involved in the programme.

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

Copies of this report were tabled.

Aubrey Irwin sent a letter of invitation for Ulster-Scots staff representatives to attend Stone Mountain Highland Games in October 2008. The Agency would be liable to pay its own costs.

A tender has been awarded to a company to replace the locks in Brunswick Street to store Agency PR goods whilst USAIG use the premises also.

The Agency is not liable for USAIG equipment on our premises at Franklin House.

At the previous meeting the Agency approved spend of £5,000 at an Irish Football Association football match in Glasgow to showcase Ulster-Scots. However, the event did not proceed. The Executive suggested consideration may be given for a future event when more preparation can be given.

The Board accepted this report from the Executive.

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

Copies of this report were tabled.

The Executive suggested that the Agency run Road Shows in the Border Counties and the South again to engage more Ulster-Scots events in these areas.

Most of the targets in the Progress Report have been reached. Some targets are proving difficult due to the restraint on language and the absence of a Director of Culture.

The Board received a presentation from Mr Alan Thompson of Goldblatt McGuigan.

The Agency will receive a report from Goldblatt Maguigan during the second week in October. The Audit Committee will then brief DCAL with this detailed report.

## **8. Audit Report**

This report will be tabled at the Board meeting in November 2008.

HELM has agreed second a temporary Finance Manager for 10 days to the Agency to help with the absence of a Finance Manager.

The Board acknowledged external factors which have hindered the outcomes outlined in the Strategic Organisational Review.

The report from KPMG was to be tabled today at this meeting but due to their staff being ill, the report will not be available until 19<sup>th</sup> September 2008.

**Action: Mr Patton to forward report.**

## **9. Staffing**

The Board were updated on Agency staffing issues by Mr Thompson before lunch. Mr McCullough and Mr Millar left the meeting at this point.

After lunch the meeting resumed. Mr McCullough then took staffing issues forward.

Finance & Administration Manager

The Board were in agreement to advertise this post. The job will be advertised with an emphasis on Finance duties.

Music/Dance Tuition Teachers

The Board discussed the paper tabled to discuss four contracts for experts to provide services to schools and communities. These positions will last twelve months. Costs would run to £2,000 per month, per position.

**Proposed and Agreed.**

## **10. Grants**

### **(1) Ballinran Community Association (Appeal)**

Proposal:	£2,450 of £2,450
	Please see information below.

The Board previously offered £1,925 against a total cost of £6,525.

The offer was originally accepted but the group have now appealed the decision on the basis that an event which they had originally advised was happening on 12<sup>th</sup> September (and was therefore not part of the Festival) is actually taking place on 28<sup>th</sup> November during the festival. They have advised that this was a typographical error on their part. The cost of this specific event is £2450 and if the appeal was upheld the Agency would offer £912 against eligible costs.

**Proposed and Agreed.**

### **(2) Jonathan Burgess / Partisan Productions -Production of the Play "Confessions of a Justified Sinner"**

Proposal:	£20,000 of £71,000
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	<p>Total Cost £71,330. Assistance has already been received from the Arts Council (£27,300) and grant aid is being sought from the Community Relations Council.</p> <p>If the Agency is to support this then it probably needs to be viewed as a commercial product with appropriate caveats.</p>
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This application was previously considered by the Board but further information was requested. Jonathan Burgess has now provided the following clarification.

**Proposed and Agreed.**

**(3) Altnaveigh House School of Dance**

Proposal:	£6,000 of £7,960
	This funding is for Dance Tuition and will run for a period of 30 weeks. In accordance with the financial scheme this group would be eligible for an award of £6,000.

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

**Proposed and Agreed.**

**(4) The Villages Together – The Gathering (Appeal)**

Proposal:	
	This application dates back to 2006. There was some delay to its commencement but ultimately the group did not proceed with an application to drawdown funding as they were advised by a former employee that the changes they made would have to be agreed by our Board and having heard nothing assumed the Board rejected this. It does not appear that this was taken to the Board and the group having received a letter from the Agency about their failure to claim are now wondering if this could be revisited.

Further information is requires regarding this application before it can proceed.

**(5) The Orange Tree; a novel by Dr Philip Robinson**

Proposal:	£6,985 of £7,985
	The author of this book feels that this proposed novel falls within the category of Ulster-Scots literature. He also suggests it contributes to one of the core aims of the Agency.

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

**Proposed and Agreed.**

**(6) Newtown Fife & Drum – Boys Model School Project**

Proposal:	£6,975 of £7,425
	This proposed project will provide the children with 24 sessions of Fife & Drum tuition classes.

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

**Proposed and Agreed.**

**(7) The Ulster-Scots Folk Orchestra**

Proposal:	
	The Director of Language and Education would contact Willie Drennan to discuss the details of the project and calculate finding proposals. An update on this project will be given.

The Board were in agreement in principal to offer this group funding for this project. **Action: An update will be given at the next meeting.**

**Proposed and Agreed.**

## **(8) East Belfast Titanic Festival**

The Board requested the Executive produce a report on the cost to the Agency of its festival in East Belfast on 5<sup>th</sup> July 2008. Approval was granted for the payment of all associated costs.

**Proposed and Agreed.**

## **(9) Lyric Theatre Project**

Proposal of £10,400 is sought from the Agency. The Board approved in principal this level of spend on this project. The project will see the Dan Gordon play “The Boat Factory” directed by Lyric Theatre professionals in six primary schools in the greater Belfast area. The total project cost is £25k +.

**Proposed and Agreed.**

Mr Thompson suggested that the Agency should complete a tender for a film crew to capture all future dramas and Ulster-Scots events taken on by the Agency.

**Action: Mr McCullough.**

## **11. 2009 Business Plan**

If the Agency was to receive extra funding in 2009, Executive will have to prepare a paper outlining how the Agency may spend it.

**Action: Board to forward any proposals to the Executive.**

## **12. Revised Financial Assistance Scheme**

Festival funding application and guidance notes for future tranche funding was tabled. These forms have been created in line with Agency corporate governance.

**Proposed and Agreed.**

## **13. AOB**

### **SEUPB Project Update**

This project finishes on 30<sup>th</sup> September 2008. All targets have been met and the evaluation of the project is being carried out. The draft report to date is encouraging.

### **Office Accommodation**

A Health and Safety check was carried out on the new premises by the Environment Department at the Belfast City Council. All procedures and policies are now in place.

A tender has been awarded to Robinsons Promotions Limited for the design of the ground floor Information Centre.

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

Mrs Reed informed the Board that she had met with members from the Institute of Ulster-Scots Studies at Magee College, Derry. She received papers and reports from the Institute that have been produced over the previous years.

Mrs Reed was critical that the Board had not received copies of these papers/reports and requested work to date.

**Action: The Executive are to request a meeting with members of the Institute to take issues raised today forward.**

### **Summer Schools**

Reports on this project are to follow at the next meeting.

**Action: Mr Millar**

### **After Schools Clubs**

To date the number of clubs running has risen to 22. All have been well received.

### **Marketing**

The development of the new Agency website is ongoing at present.

The Agency is running an advertising campaign by designing an Ulster-Scots Magazine for the end of 2008.

The Agency are Sponsoring the International Horse Show which runs from 23<sup>rd</sup> to 26<sup>th</sup> October 2008. This project usually consists of joint funding from Foras na Gaeilge who will contribute €5,000. The Board approve spend for an Ulster-Scots showcase and Corporate Sponsorship for £12,000.

**Proposed and agreed.**

Tabled was a report from the USHC on the Ulster-Scots Tours that were running over the busy summer period.

The QE2 is arriving in Belfast on 4<sup>th</sup> October 2008. The Agency will be providing entertainment for the passengers at the Port of Belfast.

**Community Conference**

The CEO sought approval for payment for an Ulster-Scots conference. Spend will be approximately £10,000.

**Proposed and agreed.**

**Minority Languages in Europe**

This conference takes place on 15<sup>th</sup> October 2008 in Brussels. The Board were in agreement that the Agency should send representatives to this event. The Board proposed that Mr Millar, Director of Language and Education and Dr Ian Adamson, Board member should represent the Agency at this conference.

**Proposed and agreed.**

**CEO Bonus**

This item is to be carried to the next meeting.

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

The next meeting will take place on 23<sup>rd</sup> October 2008. The venue is to be confirmed but possibly in the new offices.

Signed: .....

Dates: .....

**Tha Boord o Ulster-Scotch  
82<sup>nd</sup> Board Meeting  
23<sup>rd</sup> October 2008  
Ulster-Scots Agency Board Room, Belfast**

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

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 82<sup>nd</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

Apologies were tabled on behalf of Mr William Leathem.

**4. Minutes of the last meeting (05.09.08)**

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

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

### **3. Correspondence to the Chair**

A discussion paper was tabled. Mr Thompson opened discussion. He advised the Board that in correspondence Mr Leathem requested that the Board postpone this matter to a future meeting at which he could be present.

Mr Humphrey also requested a postponement on this matter as he had not received a previous copy of the paper that was to be discussed.

**The Board collectively agreed.**

### **5. Matters arising**

#### **Press Complaints / Irish News**

Mr Thompson informed the Board that he received a decision from the Press Complaints office advising that the Irish News were within their rights in the article they published about the Agency and the apology published was acceptable.

The Board collectively agreed that the only way forward was to meet with the Editor of the Irish News to mend relationships.

**Action: Copies of the letter to be made available to the Board.**

#### **Language Diversity in Schools**

This project will now involve four grammar schools. Schools have been approached and they are seeking approval from the School's Board of Governors. The Board collectively agreed that if the matter was not resolved by the next meeting the project will need to be revisited.

#### **TV Programme**

Copies of the DVD produced were sent to the Board. However, as the programme is to be commissioned this week by TG4 the Executive felt that a presentation to the Board was not appropriate. Ms Reed informed the Board that she had met with Deglan ??? and had received a



more up-to-date copy of the DVD and said it was an improvement on the copy the Board and Executive had.

**Action: Mr Millar is to meet with Deglan to receive feedback on the programme.**

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

Mr Millar present the Board with potential dates for a meeting with the Institute received from Billy Kelly.

The Board agreed after discussion that Mr Eric Kaufman who carried out the Annual Review last year should also complete the review for 2008.

**Proposed and Agreed.**

### **Sam Bailie Piping and Drumming School**

The Executive informed the Board that Mr Bailie was enquiring about funding for premises for tuition classes as the Institute of Ulster Scots can no longer facilitate his classes which run on their premises during weekend hours. Mr Thompson suggested that he spoke to Mr George Usher of the NIRSPBA on this matter.

### **Diploma at IUUS**

The Institute were running a diploma in Ulster-Scots at Coleraine campus. Six students enrolled, however, only two students paid the fees therefore the course was dis-continued.

**Action: Mr Millar is to get feedback and look at the possibility that there may be a need for a gap in Ulster-Scots education from community based learning and diploma.**

Mr McCullough circulated brochures to the Board on the new educational programme hosted by the Lyric Theatre.

Mr Alan Thompson from Goldbalt 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.

The Board raised a few queries on the funding received from SEUPB.

Mr Thompson proposed that Goldbalt McGuigan assist the Agency with Corporate Governance issues that were raised in the Audit Report. He is to bring his proposals to the next Audit Committee meeting.

Mr Thompson left the meeting at this point.

After concerns were raised at this discussion the Board collectively agreed to seek a letter from SEUPB ensuring that this funding is still ring fenced for the Agency.

## **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.

### **News:**

- Belfast City Council have secured the rights to host the European Pipe Band Championships for 2010 – 2012
- PCC have found in favour of the Irish News. Copies of the PCC correspondence are available.

### **Meetings:**

- Rev Martin McNeely (Ballykeel). Sees potential for Ulster-Scots cultural outreach within the Ballykeel estates in Ballymena
- Keith Mallin, Eddie Irvine Sports. Potential here for good partnership working. Have sent a short report to staff for them to take forward
- Meeting with Jim Millar re: TG4 TV programme
- Meeting with GOLI officers, with William Humphrey and William Leathem
- CPD meeting with George and Michael to score tenders for Strategic Review of the Agency
- DCAL meeting with George and William Humphrey. It looks highly unlikely that the "UlsterScotsAmerica" strategy will gain departmental approval.

### **Talks/Speaking:**

- Hamilton & Montgomery talk to Inner Wheel, Newtownards
- Hamilton & Montgomery talk to Portavogie Community Assoc.
- Radio Ulster: readings from the recent Anthology of Ulster-Scots
- Radio Ulster: additional interview about the Anthology
- Cairncastle Ulster Scots Association DVD Launch
- Willie Drennan book launch
- Bangor Abbey Ulster-Scots evening (myself and my brother, combining music and history)
- Schomberg Society event, Kilkeel

**Contacts:**

- BBC Radio Ulster "A Kist o Wurds" programme is to be outsourced. Two tendering companies approached me, and also enquired about potential Agency support. I advised that this would be an issue for the Board and also BBC to consider

**Issues:**

- BBC coverage of the ETI Report into the Stranmillis Ulster-Scots Curriculum Development Unit was very critical of the Agency. However the report itself contains a series of inaccuracies.
- BBC coverage on "Nolan Show" of Ulster-Scots government phone line
- Therefore there is a need for the Agency to appoint external PR / media relations Agency. Suggest that staff bring forward a set of criteria.
- 1859 Revival is a theme the Agency could consider for 2009. A number of organizations are talking about the importance of marking the event and its social impact on Ulster.
- BBC "Talkback" coverage of a post on my personal blog re: the film "Hunger". I have contacted the CEO of Northern Ireland Screen, Richard Williams, and we are to meet soon.

Mr Thompson read an abstract from the latest OFCOM report he received related to Ulster-Scots. The Board welcomed the report.

The Board adjourned for lunch.

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

**15. Date and Venue of next Meeting**

The next Board meeting will take place on Thursday 20<sup>th</sup> November 2008 in Belfast. The following meeting will also take place in Belfast on Monday 15<sup>th</sup> December 2008.

**7. Report from the Executive**

Copies of this report were tabled.

The Board accepted this report from the Executive.

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

Copies of this report were tabled and discussed.

The progress report was tabled and noted.

Mr McCullough highlighted a project for the amount of €2,610 to send a team from the FUSE FM project to Conaghmara Radio Station in Galway to learn new skills to enhance the Agency station.

**Proposed and agreed.**

## **9. Audit Report**

Mr Humphrey gave the Board a verbal report from the Internal Audit Committee.

Mr Patton circulated a written report on the Agency progress. He highlighted that interviews would be taking place early next week for the post of Finance & Administration Manager which urgently needs filled at the Agency. However, Mr Patton had received queries from DCAL regarding the interview panel for this post. The Board collectively proposed that the process proceed with the appointed panel Mr Michael McCullough, Mr George Patton and Ms Siobhan Denver, who is a Financial Consultant and who previously worked for Foras na Gaeilge.

**Proposed and agreed.**

The report from KPMG was received by Mr Patton on 22<sup>nd</sup> October 2008. He will email to the Board and feedback will be welcomed.

Financial System tender was awarded to Xperience who will be providing the Agency with the software system Pegasus. Further meeting are taking place to check if the software can also allow the Agency to run its grant system on this also.

**Action: Mr Patton to forward feedback.**

Mr Thompson asked that the thanks of the Board for the work of the Executive on this item be noted.

## **10. Staffing**

### **Music/Dance Tuition Teachers**

Interviews have been held and 4 appointments have been made. Posts will commence on Monday 10<sup>th</sup> November 2008.

**All staff left the meeting at this point with the exception of Mr Patton who briefed the Board on staffing issues at the Agency.**

**Staff then returned to the meeting after this item had been discussed.**

Dr Douglas left the meeting at this point.

## **11. Grants**

### **(1) Mid Armagh Community Network**

Proposal:	£18,545 of £46,025
	This project will run an extensive programme of Ulster-Scots traditional music, dance and traditional activities as it is a group which specialises solely in Ulster-Scots traditions which continues to grow.

The Board were in agreement to offer this group £18,545 funding for this project.

**Proposed and Agreed.**

### **(2) Blue Eagle Productions**

Proposal:	£40,400 of £40,400
	This project will tell the story of the Plantation of Ulster which involved mass-movement of settlers from Scotland to Ulster.

The Board were in agreement to offer this group funding for this project. Subject to the executive receiving points of clarification.

**Proposed and Agreed.**

Dr Roulston left the meeting at this point.

**(3) The Centre Stage Theatre Company**

Proposal:	£69,915.20
	This group hopes to stage the play "That Woman at Rathard" written by Sam Hanna Bell.

The Board were in agreement to offer this group 15,000 sponsorship for this project.

**Proposed and Agreed.**

**(4) Plantation for Schools**

Proposal:	£17,390 of £17,390
	This project will create a 20 week drama course for primary schools across the West of Ulster and will run from January to June 2009. See attached proposal.

This document outlined was not for grant funding but a proposal from the Executive to run. They were seeking approval of spend from the Board.

**Proposed and Agreed.**

Dr Roulston returned to the meeting at this point.

Mr Derek Reaney who was on a one year career break from the Agency will be returning to work. However, he has asked for a 1 one month extension to the end of November 2008.

**Proposed and agreed.**

## **12. 2009 Business Plan**

Mr Patton asked that the Board consider ideas for spend if the Agency secure extra funding from DCAL.

Executive have highlighted the following areas they think could benefit:

- Tranche funding for communities
- Spend for new Structures at the Agency
- East/West Connections
- Community Training/Capacity Building

Feedback is to be emailed to Mr Patton as proposals are to go to the Sponsor Departments by end of October 2008.

**Action: Board to forward any proposals to the Executive.**

## **13. Revised Financial Assistance Scheme**

Mr Patton circulated a copy of protocol regarding activity outside Ireland.

Amendments to this were highlighted to the Board and were accepted.

**Proposed and agreed.**

**Action: The Board are to receive emailed copies of amendments to the financial Assistance Scheme that would flow from this.**

## **14. AOB**

### **SEUPB Project Update**

Updated after items arising.

### **Office Accommodation**

Work is underway by Robinsons Promotions Limited who is designing the ground floor Information Centre. Possible launch will be in March/April 2009.

### **Summer Schools**

Review is in progress.

### **After Schools Clubs**

This clubs are ongoing.

### **Marketing**

The development of the new Agency website is ongoing at present.

The Agency is running an advertising campaign by designing an Ulster-Scots Magazine for the end of 2008. Work is ongoing.

All Board have been invited to the Horse Show, this evening after the meeting.

### **Community Conference**

Mr Thompson circulated report from the conference. Proposals have been forwarded to the Agency for a further event for the Community in the South.

### **Minority Languages in Europe**

Mr Millar attended this conference on 15<sup>th</sup> October 2008 in Brussels. Mr Millar informed the Board that Agency representation was worth while at the event.

### **Stone Mountain Games**

Mr Patton reported on this event.

### **Correspondence from GOLI**



Mr Patton tabled correspondence received.

**Covenanters**

Mr Thompson gave an update on this project. To date it has been very successful.

**Ulster Historical Foundation**

The Board agreed to provide funding of £5000 towards a partnership project with Ulster Historical Foundation and Tourism Ireland on Scots surnames in Ulster.

**Ulster-Scots Language Society**

The Executive proposed that any future income from book sales by the Society that have been funded by the Agency will now be clawed back against its core funding.

**The Board collectively agreed this.**

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

The next meeting will take place on 15<sup>th</sup> November 2008 at the Agency offices.

Signed: .....

Dates: .....

**Tha Boord o Ulster-Scotch  
83<sup>rd</sup> Board Meeting  
20<sup>th</sup> November 2008,  
Ulster-Scots Agency Board Room, Belfast.**

<b>Present;</b>	Mr Mark Thompson
	Mr William Humphrey
	Dr Aileen Douglas
	Mrs Angela Graham
	Mrs Jackie Reed
	Dr William Roulston
	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 83rd Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

There were no apologies.

**3. Correspondence to the Chair**

Agency staff were asked to leave at this point with the exception of the CEO.

There was considerable discussion around correspondence sent to the Chair from a Board Member.

After this matter was discussed, Staff were invited back to the meeting for business to commence and a number of observations were made and details clarified.

#### **4. Minutes of the last meeting (23<sup>rd</sup> October 2008)**

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

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

#### **5. Matters Arising**

##### **Press Complaints / Irish News**

Mr Thompson advised the Board that the Agency must urgently issue a tender to appoint an external Public Relations provider, with a particular specialism in media relations. The tender documentation should be drawn up immediately in conjunction with the Central Procurement Directorate. Tendering firms should demonstrate an empathy for Ulster-Scots. This appointment will augment and strengthen the role of the Communications Officer.

##### **Language Diversity in Schools**

Mr Millar informed the Board that he will be attending a meeting on the 4<sup>th</sup> December 2008 on this matter. A decision would be made then regarding the projects future.

##### **TV Programme**

Mr Millar informed the Board that he had been in touch with RTE and they were happy with the DVD; with some minor concerns about the introduction. He then went on to say that he had received an email from Mr David Rain who had worked on a programme resourced for the Agency who then wanted to do voiceover work from Irish into English which meant less subtitles but more of a cost.

**Proposed and Agreed.**

##### **ETI Report**

The Board accepted the prepared response to the Report and agreed that to move forward the Agency must ask directly for guidance from DCAL.

**Proposed and Agreed**

## **OFCOM Report**

Mr Millar was requested to maintain contact with OFCOM to ensure representation for the Ulster-Scots Agency in the media.

Mr Leathem 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.

Mr Leathem returned to the meeting at this point.

## **7. Report from Executive**

Copies of this report were tabled.

The Board accepted this report from the Executive.

**Proposed and agreed.**

## **8. Presentation from IUSS (scheduled for 12.15pm)**

This Presentation was postponed until adequate amount of staff from the IUSS were available.

The Board adjourned for lunch. Dr Adamson left at this point. The Board commenced business after lunch.

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

Copies of this report were tabled and discussed. The Progress report was noted by the Board.

## **11. Staffing**

Mr Patton informed the Board that the Agency is trying to achieve a starting salary for the Finance & Administration role. Whilst discussions have been ongoing, it has also been challenging for staff, holding back information from other candidates who have been involved in this recruitment process.

## **10. Audit and Corporate Governance**

### **Briefing from KPMG (scheduled for 2.30pm)**

The Board received a verbal presentation from staff at KPMG. A report to date was tabled.

Mr Thompson thanked staff from KPMG for their presentation and their time.

The Board collectively proposed that the Executive discuss with KPMG as to how they might take this forward.

**Proposed and Agreed.**

### **Progress Report**

The Progress Report was tabled and noted.

## **12. Grants**

### **(1) Sollus School of Highland Dance**

Proposal:	£9056.25
	The need for this project is by employing a Highly Qualified Dance Tutor to continue the work already developed from a previous project. This project will run for 20 classes.

The Board were in agreement to fund this in accordance with the formula for dance tuition.

**Proposed and Agreed.**

**(2) David Lyttle presents 'The Bard'**

Proposal:	£11,000
	This project would see David Lyttle compose a set of compositions which would reflect Robert Burns' poetry.

The Board were in agreement to fund the musical composition element.

**Proposed and Agreed.**

**(3) Flaxseed and Emigrants**

Proposal:	£5,000
	This project is to produce a publication of 1,000 copies which will be of value to the strategic aims and objectives to the Agency.

The Board were in agreement to offer this group £5,000 funding for this project.

**Proposed and Agreed.**

Mrs Reed left the meeting at this point.

**(4) Belfast Burns Association**

Proposal:	£2,000
	The application is to assist the Belfast Burns Association to promote Burns, his work and its popularity in Ulster.

The Board were in agreement to offer this group £2,000 funding for this project.

**Proposed and Agreed.**

### **13. Business Plan**

Mr Patton explained to the Board that the Agency is still awaiting feedback from DCAL.

### **14. Revised Financial Assistance Scheme**

There has been some debate about the need for the Agency to provide financial assistance for travel which clearly has an impact upon east/west dimensions.

The Board agreed a new policy on Travel which should be incorporated into the Financial Assistance Scheme. Mr McCullough and Mr Patton further advised the Board on a number of issues pertaining to the Financial Assistance Scheme which would require further work and they were asked to progress this. The Board stressed the importance of recognising the need to support the community.

**Proposed and Agreed.**

### **15. AOB**

#### **Festival Funding 2009**

Mr Patton informed the Board that an evaluation was being carried out at present.

#### **SEUPB Project Update**

Board is very happy and content on the projects completion.

#### **Office Accommodation Update**

Work is underway by Robinsons Promotions Limited who is designing the ground floor Information Centre. Possible launch will be in March/April 2009.

#### **Summer Schools / After Schools Clubs**

Continued success and the Tutors are on Board.

**PR / Marketing**

Mr McCullough explained to the Board that from 2009 onwards there will be a breakdown of spend and everything will be itemised in the financial reports. This will make marketing spend more clear for the future. Approval was given for an advertisement in the programme for the Edinburgh Military Tattoo.

**Community Conference**

A number of recommendations came out of the conference.

Mr Humphrey left the meeting at this point.

**Correspondence from USCN**

The Board discussed if they were content to continue funding the Ulster-Scots Heritage Council under their new identity of the Ulster-Scots Community Network.

**Proposed and Agreed.**

Travel approval was given for Mr Millar and Mrs Reed to attend a 1 day linguistic conference in Perth.

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

The next Board meeting will take place on Monday 15<sup>th</sup> December 2008 at the Agency offices.

Signed: .....

Dates: .....



**Tha Boord o Ulster-Scotch  
84<sup>th</sup> Board Meeting  
15<sup>th</sup> December 2008,  
Ulster-Scots Agency Board Room, Belfast.**

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

**1. Welcome from the Chairman**

Mr Thompson welcomed everyone to the 84<sup>th</sup> Board Meeting at the Agency Board Room, Belfast.

**2. Apologies**

The Board were informed that Mr Leathem would join the meeting in the afternoon.

### **3. Minutes of the last meeting (20<sup>th</sup> November 2008)**

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

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

Dr Adamson joined the meeting at this point.

### **4. Matters Arising**

#### **Language Diversity in Schools Programme**

The project has been cancelled and will no longer proceed due to funding not being secured from Foras na Gaeilge.

#### **TV Programme**

Mr Millar met with Ms Deirdre Davitt of Foras na Gaeilge. They viewed the updated DVD. Once the voiceover is completed they will review it again. This should be completed by end of January 2008.

#### **Report from Perth Conference**

Mr Millar gave feedback on the Conference that himself and Mrs Reed had attended in Perth.

#### **OFCOM Report**

Mr Millar informed the Board that the Agency made a formal response to the OFCOM Report relating to Ulster-Scots Broadcasting.

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

The Chairman did not make a report at this meeting due to time constraints.

## **6. Report from Executive**

The Executive tabled their report.

Mr Patton highlighted the meeting he attended regarding the 2009 Sister Cities Gala Ball. It was proposed that the Agency provide joint sponsorship for this event with Foras na Gaeilge. The Board collectively agreed to sponsor this event up to £10k.

Mr Millar reported that he had represented the Agency at a series of DCAL Sponsored Events relating to promoting Quality and Learning. A final document for use by the DCAL family has been approved for use by this group.

## **8. Budget & Business Plan Report**

Copies of the Business Plan Progress Report were tabled. The Board thanked the Executive for the progress of the Agency outlined in the report.

Copies of the Budget Report were tabled.

The Agency is at present having a new finance package installed. This system will assist internally with budgeting and reporting in 2009. Finance staff will have better management of finance and will be able to identify issues quicker.

The Board accepted this report from the Executive.

**Proposed and agreed.**

## **11. Grants**

### **(1) The Lyttle People 'The Broken String Band'**

Proposal:	
	This group are looking for a possible donation for the appearance of 'The Broken String Band' at the 2009 Moniaive Festival.

The Board collectively agreed that the Agency could not fund this application as it was outside the remit of the Agency. However, the Agency will provide the group with a fee of £300 to take Ulster-Scots literature to this event and distribute it on the Agency's behalf.

**Proposed and Agreed.**

Mrs Reed left the meeting at this point. She had information to share with the Board on behalf of East Donegal Ulster-Scots Association but the Chair suggested the Board discuss the application before new evidence is provided.

**(2) East Donegal Ulster Scots Association - Appeal**

Proposal:	€2,000
	This group point out that the publication of the Genealogy booklets and Discover Donegal booklets have left their organisation with a deficit of approx €2,000. They would also like to be in the position to re-print these booklets in the New Year.

The Board discussed this application and agreed that there was no mechanism to provide additional finance. Further to this the Board were in agreement that any correspondence should be in writing from the group to the CEO and not presented to the Board via a Board member.

Mrs Reed returned to the Board. She was advised by the Chair that any relevant information should be put in writing by the group.

**(3) Dr John McCavitt**

Proposal:	£12990
	Dr John McCavitt wants the Agency to commission him to undertake work for a project entitled 'General Ross and the second War of Independence'. Further outcomes from this work could include website work, a DVD as well as the basis for a major documentary.

The Board were in agreement to park this application until further clarification was received from the NIAO on new procedures for grants. This project may generate an income which is not inline with Agency funding, therefore, more clarity is needed before a decision can be made.

**(4) Belfast Nashville Songwriters Festival**

Proposal:	£15,000
	This group are requesting the Agency sponsor them with £15,000 towards a number of events, advertising and printing costs.

The Board were in agreement to fund this application for £5k.

**Proposed and Agreed.**

**13. AOB**

**Office Accommodation**

The Agency offices have had a major clean up. Progress on the Visitors Centre is continuing.

**Summer Schools/Afterschools**

Both projects have proven to be successful during 2008. Plans are under way to commence both in 2009. At present Mr Millar is progressing Child Protection for both projects.

**PR/Marketing**

The new Ulster-Scot magazine “Oot an about” was circulated along with copies of the Oul Han Book, Nursery Rhymes for Weens and a copy of the Ulster-Scot calendar.

Dr Adamson thanked those responsible on the staff who produced all these publications this year.

**Community Conference**

The resolutions of this conference are with ASM Horwath dealing with the Agency Organisational Review.

### **Burns Supper**

The Agency Burns Supper will take place on Friday 16<sup>th</sup> January 2009 in conjunction with Newtownabbey Borough Council.

### **American Students**

Students will be arriving on an educational programme in Belfast in January 2009. The Agency will assist in putting a programme together for these students. They will be invited to join the Agency Burns Supper whilst here.

### **BELB**

Mr Thompson and Mr Patton met with representative of the BELB. They received a presentation on their plans to create a new cultural hub in Belfast with funding they had received.

They have invited the Agency to get involved in the planning of a document on this project. The Board were in agreement for the Agency to participate in this project.

### **Proposed and Agreed.**

### **East Tennessee**

Mr Humphrey suggested that the Agency have a presence at the Tourism "Pow Wow" in America in 2009. It was suggested that this item go forward for an item on the agenda for the Board meeting in January 2009.

### **Young Ambassadors Programme.**

This programme will run again in 2009. Executive informed the Board that Foras na Gaeilge would be reducing their Sponsorship for this project in 2009 from £7k to £3k. The Executive recommended that the Agency follow their lead. The Board collectively agreed this change.

### **Proposed and agreed**

## **10. Staffing**

Mr Patton informed the Board that the Finance & Administration Manager has been appointed and the role commences on 12<sup>th</sup> January 2009.

**9. Audit and Corporate Governance**

The Progress Report was tabled and discussed. The Board highlighted all the main issues in the letter from Mr Stephen McCormick and the Executive provided detailed answers where necessary on these points.

**12. Revised Financial Assistance Scheme**

This item will carry over to the next meeting. The Chief Executive to circulate the scheme under written procedures.

**7. Briefing from ASM Horwath (scheduled for 2.30pm)**

All staff left the meeting at this point with the exemption of Mr Patton. The board had a constructive meeting with the representatives of ASM Horwath which will “feed into” their final report.

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

The next Board meeting will take place on Friday 16<sup>th</sup> January 2009 at the Corr’s Corner Hotel, Newtownabbey.

Signed: .....

Dates: .....