



Ulster-Scots Agency
Boord o Ulstèr-Scotch

Board Decisions 2018

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**Tha Boord O Ulster-Scotch
161st Board Meeting
22nd February, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Ms Val O'Kelly
	Mr. Freddie Kettle
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
	Ms Julie Andrews
Apologies:	Mr Allen McAdam
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
	Mr Richard Hanna
Recording Secretary:	Ms Jacqui Leeman, PA to CEO

8. Finance & Corporate Services Report

8.6 Burns Week Events were discussed at length and it was noted by the Board that the Burns Concert alone costs the Agency approximately £22K and that goes to the Ulster Orchestra. It was noted the Belfast City Council have the monopoly on street advertising for the event.

8.7 D McCallum noted that there were (3) internal audits last week and 3 recommendation were made.
The Annual Accounts for 2016 are still with FORAS for compiling.
The audit for the Annual Accounts 2017 will start the end of March/early April.

8.8 Prompt payment report was presented and noted. The statutory obligations report was presented and the Freedom of information statistic highlighted.

8.9 The 2017 Audit & Risk Annual Report was noted by the Board. The report will be presented to the Audit Committee in March 2018. The report focused on the work that was carried out by the Audit Committee during 2017. The A&R Committee minutes for September 2017 were noted by the Board.

9. Marketing Report

- 9.3 Burns Week Events – we need to address our commitments as a lot of money is being allocated on several events. It was discussed the Agency needs to attract more media exposure and to create more general awareness and promote new events.
- 9.5 It was suggested to look at the pros and cons of spending high amounts on larger events and look at alternatives such as looking at smaller scale local community events for 2019 and Flagship events could be worked on in partnership with the local councils.
- 9.8 The Agency is now very involved with USBF – Ulster Scots Broadcasting Fund at the BBC. This could be the way forward to increasing our broadcasting exposure. We also have a proposal in from Clean Slate TV, to create a TV spectacular event, working with folk groups rather than orchestras. We need to discuss the possibilities of a large scale event at a venue large enough to cope with TV formatting. It was noted that perhaps we should regionalize the project around the country rather than isolating our events to Belfast.
- 9.9 Mr McCallum explained the website needs to be revamped and more user friendly, giving the Agency more control to update when necessary. It was noted that 5-6 proposals have been submitted and the Board expressed their approval to proceed with a redesign of the site.

14. Business Cases & other

- 14.1 Internal Audit Business Case was approved by Board to progress the procurement.
- 14.2 IT Strategy was approved subject to amendments around what devices the Board are using.
- 14.3 Raphoe Office Renewal – the original contract commenced in 2013 and by 2016 extra space was taken on as a pilot scheme. The Agency now need permission to renew this lease for a further 5 years along with the Office lease both becoming due in September 2018. All Board members noted they were happy to proceed with the extension of a further 5 year contract.

15. Grants Committee Meeting Minutes

- 15.1 This was held in December 2017 and details of money allocated was discussed along with Music & Dance. It was noted it was the same groups being funded, year on year. This scheme has been running for 7-10 years and is very established.
- 15.2 USCN and Monreagh Grants Papers were presented as reviewed by the Grants Committee and approved by the Board.

**Tha Boord O Ulster-Scotch
162nd Board Meeting
15th March, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Ms Ida Fisher
	Ms Julie Andrews
	Mr Allen McAdam
Apologies:	Mr David McNarry
	Ms. Val O’Kelly
	Mr. Iain Carlisle
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
	Mr Richard Hanna, Director of Education and Language
Recording Secretary:	Ms Lorna Elliott, HR/Office Manager

5. Matters Arising

- 5.1 USA Burns Night Event & Ballywalter grants funding were both noted by the Board.
- 6.3 **Targets** - It was confirmed by Ian Crozier that the Business Plan does not always reflect everything that we do at the Ulster-Scots Agency. *Eg:* The Ulster-Scots Institute does not appear in the log.
- 6.4 **Flagship Education** - Ian Crozier confirmed this is a case of lack of availability on our resources. If we had more resources we could do a lot more. Richard Hanna agrees we need to focus on the quality rather than just the quantity of the programmes we invest in. Also, there are certain constraints with our existing Tutors.
- 6.5 **Blue Plaques** - The figures are down on this as they still have to complete the plaques for 2017. It was noted that the Blue Plaque committee is due to change in the coming months.

9. Policies

9.1 Gifts and Hospitality Policy Approved by the Board

10. CEO Report

10.1 **BIC** – There is potential to provide funding for our brethren in Scotland who can't afford to travel.

10.2 **Monaghan County Council** - The Ulster-Scots Agency are in partnership with MCC for the Peace Project.

10.3 **Burns Night** – Mr Crozier suggestion of changing up the Burns Night Concert was positively received by the Board.

Signed:

Dated:

**Tha Boord O Ulster-Scotch
163rd Board Meeting
19th April, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Mr. David McNarry
	Ms. Ida Fisher
	Ms. Julie Andrews
	Mr. Allen McAdam
	Ms. Val O’Kelly
	Mr. Iain Carlisle
Apologies:	Mr. David McCallum, Director of Corporate Services
In Attendance:	Mr. Ian Crozier, Chief Executive
	Mr. Richard Hanna, Director of Education and Language
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

6. Progress Report / Business Plan

- 6.1 **Business Plan** – All listed on this plan is still ongoing and nothing is yet completed as still early in the business year for project completion.
- 6.2 **Marketing** – (4.4) – Launch the new Discover Scotch-Irish Website. Mr McNarry asked for an update. Mr Crozier briefed all members on this joint enterprise with the USCN. This is a new website in the making and Scotch-Irish is a historical term used in the United States. It is the same as the term ‘Ulster-Scots’. It was suggested to be an idea to contact the American Consul General in relation to having this link transcribed to the American people. In turn this will promote a wider knowledge of the Scotch-Irish identity.

9. Policies

Mr Crozier presented this report and all was noted by members of the Board.

Mr Carlisle raised a few points on (3) of the policies; E-mail, Social Media and IT Security and feels that consideration needs to be made on the finer details as it can be misleading and confusing to staff as it currently stands. He felt that aspects of the draft on the Social Media Policy may mean that staff may be in breach through the normal use of personal Social Media accounts. We need to address the guidelines and breach of policy under disciplinary policies and procedures.

Display Screen Eye Care – Noted and fine to proceed.

U-Scots Equipment Loan Policy – Noted and fine to proceed.

10. CEO Report

10.2 **Burns Night Event 2019** - Mr Crozier informed all members that options are being considered for an alternative '*flagship*' Burns celebration.

10.3 **Ireland 2040** – Mr Crozier briefed the Board on this and confirmed monies will be available and he is to arrange further discussions with the Minister in relation to opportunities in Donegal.

11. Education Report

11.1 **School in Focus** – This is a new regular feature in the 'Ulster-Scot' and each month a new school will feature. Schools provide editorial. Plans are in place with a range of schools for the year ahead. This ensures a better spread of focus on each school involved and not just flagship awards.

It was queried by Mr McAdam the issue of the limitations of each schools input – possibly other options to keep the Education fresh and appealing to young people. Perhaps there are opportunities we are not exploiting fully.

Mr Hanna expressed a view that Ulster Scots has considerable potential with mainstream education through Music/Dance, Language, Pipes/Drums, Flagships,

After School Clubs and Science Projects. He expressed the view that consideration should be given to enduring impact in schools of Agency interventions.

There are opportunities for statutory education agencies to support Ulster-Scots. This will require partnership working arrangements and the Agency has an important advocacy and advisory role in this process.

A number of schools engage in a range of Ulster Scots activities. Key to engagement is the availability of high quality teaching and learning resources. Only a small number of Ulster Scots resources are available to schools. Development in this area is planned.

It has been agreed that an Education Sub-Committee meet with Mr Hanna to put all into a more structured format.

12. AOB

Nothing further was noted.

13. Date of Next Board Meeting

12.1 The next Board Meeting will take place on **Thursday 14th June 2018 at 2pm.**

Signed:

Dated:

**Tha Boord O Ulster-Scotch
164th Board Meeting
14th June, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettle
	Mr. David McNarry
	Ms. Ida Fisher
	Ms. Julie Andrews
	Mr. Allen McAdam
	Ms. Val O’Kelly
	Mr. Iain Carlisle
In Attendance:	Mr. Ian Crozier, Chief Executive
	Mr. David McCallum, Director of Corporate Services
Apologies:	Mr. Richard Hanna, Director of Education and Language
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

6. Progress Report / Business Plan

6.1 Business Plan;

(1.6) An Inventory was completed on all stores and D. McCallum has compiled this information and plans are in place to offer exhibitions for community use. Several large scale heritage projects are coming onboard. Both D. McCallum and I. Crozier have been out for several meetings with Mid & East Antrim discussing the signage for the Gobbins Pathways. The money has been allocated for this project and we await a council meeting to approve plans in order to proceed.

7. Finance & Corporate Services

7.1 D McCallum reported

7.3 Statutory Obligations – this was reported and noted by the Board

7.4 Prompt payments – all payments reported and noted by the Board (7.2 – 7.4)

9. Policies

The Board approved the following policies; Display Screen Equipment Eye Care, (*Appx 1*) Eye Test Form, Draft Confidentiality Agreement (*Board Member*), Draft Confidentiality Agreement (*Staff Member*), USA Gaining Consent for Policy, Draft Privacy Statement (Staff, Apr '18), Draft USA GDPR Policy V1, Under Review Month End & Year End Procedures, Under Review Credit Card Policy, Under Review Information Risk Management Policy, IT Security Policy and Under Review Customer Complaint Procedure.

The following policies have been approved subject to minor amendments; Email Usage Policy & Procedure, Data Breach Response Plan and CCTV Policy.

The Social Media policy was discussed and the decision taken that it required further amendment to gain Board approval, this will be brought to the next meeting.

10.2 **North/South Expenditure** – Mr. A. McAdam queried the proposals for the South Expenditure. Mr. Crozier updated the Board on a list of projects for both North and South, along with Cultural Tourism, school projects and the proposals for 2040.

10.4 **Burns Night Event 2019** – Both Mr. Crozier and Mr. Gamble met with the Ulster Orchestra to discuss the plans for a slightly different Burns Event. This meeting proved very successful and we are also working with a Scottish Co-production team which will share our Event with an additional audience in Scotland on the night. We will continue to update on this as the event programme unfolds.

It was also noted that the BBC Scotland show, '**Take the Floor**' was broadcast from our Ulster Scots Community Network Centre on the ground floor last Saturday 9th June 2018. This was a great plug for the Ulster-Scots, with a vibrant Scots following.

10.5 **Nashville Event** – This was hosted in the USCN Centre on May 1st and the event was addressed by Arlene Foster. A national delegation of academics attended along with council representatives from Nashville. There was a strong interest of support and the Andrew Jackson publication was also launched with the Author, Billy Kennedy also present for book signing.

The *North American stakeholder group* now have a greater level of interest in the Ulster-Scots and we are currently undergoing a refit of the USCN area on the ground floor.

- 10.6 **Linen Hall Library** - We are pleased to note that the Library now has Museum Status from working with the Agency. With the recent Burns Exhibition and stock of several publications we see the potential for other Ulster-Scots projects within the Library. It was suggested by Mr. Gamble to highlight the Linen Hall's full potential that the next meeting of the Board should take place at the Library itself. We have only to set the date – this gives everyone an opportunity to see the volume of Ulster-Scots links with the Linen Hall.
- 10.7 **Human Rights Commission** – After a recent meeting with the CEO of the HRCNI, he has agreed to write a piece for the Ulster-Scot publication, with a PR influence. This will reflect on the Ulster Scots Agency and the Ulster Scots Community Network working together. We have an issue on how we frame our approach in relation to Third Party Endorsements.

**Tha Boord O Ulster-Scotch
165th Board Meeting
23rd August, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Mr. David McNarry
	Ms. Julie Andrews
	Ms. Val O’Kelly
	Mr. Iain Carlisle
In Attendance:	Mr. Ian Crozier, Chief Executive
	Mr. David McCallum, Director of Corporate Services
Apologies:	Mr. Richard Hanna, Director of Education and Language
	Mr. Allen McAdam
	Ms. Ida Fisher
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

6. Progress Report / Business Plan

6.1 **Signage** - Mr McNarry raised the matter of removed welcome Signage in *North Down & Ards*. Mr. Crozier updated the Board on the status of this issue. Mr. Mc Narry questioned if it was possible to seek an urgent solution on the matter of signage. He suggested a possible meeting with councilors may be the way forward. Mr. Mc Narry has also offered to write to the Newtownards Chronicle on this issue as he feels it needs resolved as a matter of urgency.

Mr. Crozier explained that North Down and Ards Borough Council is very keen that we engage with the consultants and the community around Ulster-Scots.

Mr. Mc Narry asked about the budget for signage projects, it was explained at this time it is over committed, however, we can manage the expense within our margins.

An update was given on the status of the Gobbins signage project. This is currently underway and we are chasing a few minor issues with the council.

Community Impact Scheme - (3.1) North Belfast - Schomberg - Derry/Raphoe

A discussion took place around this scheme being due for renewal at the end of September and Mr. Carlisle has suggested it may be worthwhile to compile an end of project summary showing the main highlights for the Board's perusal.

Heritage Week – ROI - (3.6) Heritage Day is planned in Raphoe on the 22nd September there was a query as to why it didn't link with the Heritage week in ROI, it was explained that to run it the same week as the rest of ROI would result in diminished crowds and a limited number of activities that could take place.

7. Monreagh / USCN

- 7.1 **Monreagh Progress Report** - The reports and minutes were reported by D McCallum and all was noted by the Board. A few suggestions were made in relation to the colour coding of ongoing activities. Red should only be used to signal an identified problem. A few pointers were Red and really they should be Amber as ongoing projects.

We are currently working on extra funding for Monreagh. Our existing grant to Monreagh has decreased due to the exchange rate fluctuations. It was noted that we can allocate £50,000 without Sponsor Department approval. It was agreed an extra allocation of £10k could be sought from the Sponsor Departments to allocate towards the project.

- 7.2 **Monreagh** - Minutes for Quarter 1 (27th April), were submitted and noted by the Board.

- 7.3 **USCN Progress Report** - this was presented and noted by the Board. Mr Gamble raised a point on item (1.4) this target date has now passed and therefore should be marked RED. This was noted to be amended.

Mr McNarry suggested there should be an *independent review* of this organization and described it as all very limp and not functioning as it should. Mr Carlisle interjected that the USCN are doing very good work on the music and dance scene within community development. He went on to praise the community network as it is delivering on targets and carrying out the work it is meant to.

Mr McNarry feels the USCN needs more awareness with public demands and exposure. Perhaps get into activity in a more strategic way across the counties.

It was explained that the Director of USCN is currently working on increasing the USCN exposure and improving awareness. The USCN work a lot in conjunction with the USA on school projects and after schools clubs.

Mr. McNarry said with both the USA and the USCN in the same building we need a more integrated delivery on working together Mr. McNarry suggested a monthly report showing updates on projects for the USCN. Mr. McCallum explained that the quarterly progress report was from Internal Audit. Mr. Gamble also made the suggestion that this section has a summary report of the Progress report for future Board papers. This has been noted and will be actioned.

- 7.4 **USCN Minutes** - Minutes for Quarter 1 (1st May), were submitted and noted by the Board. These minutes explain all a lot clearer and there is no cause for concern. We must remember we are NOT the Board of the USCN but the Board funding the USCN organisation.

8. Finance & Corporate Services

The Finance Report was presented by Mr McCallum and noted by the Board. Our Internal Audit is out for Tender and confirmation expected by October with a start date of December 2018.

Our **Budget** summary shows figures slightly over allocated. Marketing is slightly over but this is not a matter for concern. On the Community showcasing, we have only used 2/3 of the budget to date and Mr Crozier informed the Board we are hoping to organise a ceilidh in December.

Mr McNarry left the meeting @ 15.25

HR Report - D McCallum updated the Board on the status of several positions. The Marketing Officer role is now closed and selection will be made in the coming week for interviews. The Development Officer applications closing date is 31 August. Our Accountant, Desie Graham in covering Maternity Leave for Karen is also leaving us shortly, as his promotion placement has now been offered.

Tenders - The Newspaper Tender closes on 12th September and the Internal Audit Tender will go out before the end of August.

Risk Register - D McCallum presented this and it was noted by the Board.

9. Policies

The **Social Media** policy was noted further to recent amendments and approved by the Board.

The **Credit Card** Policy was noted and approved by the Board.

Business Continuity Policy this was noted however small amendments is to be made to the Headings on the back of an Internal Audit Report, the Board approved on this basis.

It was agreed by the Board that the Medical Question should be removed from the **Induction Policy** paper. The general view is it should be the employee's decision if they wish to divulge their underlying medical history along with the fact we are not allowed to hold this information on file. The Board noted and approved.

10. CEO Report

The report was presented and noted by the Board.

Burns Night 2019 - It was noted that we are to hold (2) Burns events in 2019. One with the Ulster Orchestra and the second event is planned for January 22nd 2019 at the TITANIC Belfast. This concert will be televised in conjunction with Scotland TV.

We can confirm Phil Cunningham is booked for the date and Chris Tate is yet to confirm if available. This Burns Event will then be broadcast on the 25th January 2019. It was suggested that perhaps some filmed material could be shown at the event to show the connection between Burns and Ulster Scots. This needs to be addressed in more detail and what is possible within the budget and time frame.

1718 - Richard Hanna is currently in Maine, USA along with the Scotch-Irish Film Crew at the same location. They are making (3) short films and this project is funded by the Agency (£16,000) and Tourism Ireland (£12,500). This production will cover the Appachalian Music, connections between Belfast NI and Belfast NH along with Londonderry and Londonderry NH. The public can see the value of our solid connections with America.

Apollo's Fire - Our recent event at the Belfast Castle was a huge success and they are due to release their latest CD in the run up to Christmas. It was agreed that they would use our '**Scotch-Irish**' logo on the cover at no extra cost.

Carnegie Hall, N.Y. - We are hoping to take part in an event next year in Carnegie Hall, this is still in the early stages of planning. An update will follow.

Presbyterian Church Project - Both Mr Crozier and Mr McCallum have been working on this project and the Presbyterian Archive has been moved and resituated in its new location. In addition to this the Ulster Scots Agency will have input into the upcoming Exhibition at Church House which is to be completed. Mr Crozier is planning a meeting with Rev. Jim Stothers to discuss an opportunity for a possible Royal Visit for the official opening.

The Gobbins – This signage project is due to complete by December 2019.

Grant Homestead – Meetings have taken place and proposals are to be put forward for further upgrade of the Homestead by the end August 2018.

11. Education Report

This was presented by Mr. K Gamble as Mr. Hanna was not in attendance. This paper was submitted in advance as Richard Hanna was attending the Education Conference in Maine, U.S.A. This was noted by the Board and all agreed with the content.

All updates can be viewed in the progress report.

12. Grants Sub-Committee

The Board were updated on the recommendation from the Grants – Sub Committee to seek £10k further funding for Monreagh and it was agreed by all to proceed with this action. The minutes of the meeting 14th June were noted by the Board.

13. AOB

Ulster Scots Institute – This was presented by Mr Crozier to the Board and it was noted we currently have a lawyer working on Articles of Association. The Agency is to be a member of the Institute. The Agency then has the ability to select trustees as members of the Ulster Scots Institute. The project Board are due to meet on August 30th to continue work in this area.

**Tha Boord O Ulster-Scotch
166th Board Meeting
13th September, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Mr. Allen McAdam
	Ms. Julie Andrews
	Ms. Val O’Kelly
	Mr. Iain Carlisle
	Ms. Ida Fisher
In Attendance:	Mr. Ian Crozier, Chief Executive
	Mr. David McCallum, Director of Corporate Services
	Mr. Richard Hanna, Director of Education and Language
Apologies:	Mr. David McNarry
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

6. Progress Report / Business Plan

All was noted by the Board with little change noted.

- 6.1 **SA1 – Inspire** (1.4) J Andrews questioned if anything happening in relation to International Day of Democracy (15th Sept) - it was confirmed only information available is that on social media.

7. Monreagh / USCN

- 7.1 **Monreagh Progress Report** - The reports and minutes were reported by D McCallum and all was noted by the Board.

- 7.2 **USCN - Quarter II**, submitted and noted by the Board. It was also noted by Julie Andrews, Lobbying is continuing and this needs to be added.
- 7.3 **U.S.C.N. Progress Report** - The report and minutes were reported by D McCallum and all was noted by the Board.
- 7.4 **U.S.C.N. - Quarter II**, report was submitted and noted by the Board.

8. Finance & Corporate Services

The Finance Report was presented by Mr. McCallum and noted by the Board. Apologies were made as this paper was late due to sickness on the finance team.

- 8.1 The **Finance Paper** was discussed and no issues raised. Budget was delayed on paying Apollo's Fire. There was an overall 9% variance, however, this is not a concern just now. Budget as it stands is over committed, this is to allow for shortfalls in projects.
- 8.3 **Statutory Obligations Report** – This was presented and noted by the Board.
- 8.4 **HR** – this was presented by Mr. McCallum and no long term absences noted.
- 8.6 **Tender** – Mr. McCallum updated all Board members on the tender for the Ulster Scot Newspaper – this has now been extended until 4th October. The Paper is out of contract but we were able produce Septembers Paper via a DAC mechanism approved by CPD.

The Audit are continuing with the annual programme.

- 8.8 **Gifts & Hospitality** - All was reported and noted by the Board.

9. Policies

All was noted and approved by the Board.

In relation to the Vehicle Policy, Mr. Carlisle asked if we have a strategy on replacement of the Van and Mr. McCallum explained there are no plans to replace the vehicle and we will continue to use it until the end of its life.

10. CEO Report

The report was presented and noted by the Board.

US Consul General – The new Consul General has now arrived and the Deputy Consul General arrives later in the month. The Agency will plan a date to host both and try to organise this event to coincide with our Board Meeting, so we can make some formal introductions.

New Orleans – It has been confirmed the N I Bureau will cover the payment on the exhibition (18th – 21st October). This opportunity was created by the Ni Bureau based in Washington DC and will be permanently installed in the Irish Cultural Museum in New Orleans. The exhibition is timed to coincide with the conference of the Irish Network (USA) in that city and has been included in the conference programme. Existing Ulster-Scots content has been edited to make it locally relevant.

Mid Ulster Council - Both Mr. Crozier and Mr. McCallum are working on the 2nd phase of the *Grant Cottage* refurbishment. Mr. McCallum is currently working on a partnership agreement with the council.

Mid & East Antrim – The report is going to the committee.

Mr. Crozier and Mr. Hanna visited Cullybackey on Tuesday 11th September. It was reported that the council is content with our proposals to enhance the visitor experience in Atrhur Cottage, one of the USA presidential homesteads in Ulster. A meeting also took place with the principal of a local primary school relating to the study of curriculum resources recently developed by the Agency.

Belfast / Nashville – Mr. Carlisle confirmed there are (2) festivals, including the BCC and universities – this is a week-long event.

It was also noted by Mr. Crozier the Song-writers Festival is a separate group to the Belfast / Nashville week event. Mr. Carlisle confirmed the Arts Council are usually the financial backers for the song-writers festival.

11. Education Report

Mr. Hanna presented his presentation about activities relating to Ulster-Scots links with Maine and New Hampshire. Most of the Education Report is reflected in this. The Board Members viewed the video presentation which included a new teaching resource developed by the Ulster-Scots Agency which seeks to embed the study of Ulster-Scots content in the school curriculum.

Education Associates Programme - this was previously reported to the Board. It is a scheme that has established a call off list of expert (education) suppliers.

Video 1 – Woven in Ulster, captured a lot of the history of the linen industry from an Ulster Scots perspective.

Video 2 – Land of Promise, The intent is to link the schools in Northern Ireland with the schools in Maine and New England – studying Ulster-Scots content.

All was noted by the Board and Mr. McAdam commented on the success of this so far and expressed there is great progress on building relationships – overall it is very impressive.

It was also noted that the (3) Vignettes (Dramatic Productions) worked well in engaging the children. ‘Your Place and Mine’ will be the focus of education links using Ulster-Scots themes.

12. AOB

It was noted by Mr McAdam that a big thanks went out to Mr. D Gilliland for all his hard work in recent months – it needs to be acknowledged.

Mr Crozier reminded all Board member of an invite to the Killinchy Parish Festival on Saturday 29th September – an invite was emailed.

**Tha Boord O Ulster-Scotch
167th Board Meeting
18th October, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Mr. David McNarry
	Ms. Val O’Kelly
	Mr. Allen McAdam
	Mr. Iain Carlisle
	Ms. Ida Fisher
In Attendance:	Mr. Ian Crozier, Chief Executive
	Mr. David McCallum, Director of Corporate Services
Apologies - Away on Agency Business	Mr. Richard Hanna, Director of Education and Language
	Ms. Julie Andrews
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

6. Progress Report / Business Plan

The following report was noted by the Board and discussion took place around the following points within the progress report:

6.1 Educate

Empower

3.4 Due to resourcing issues in the area it is expected the number of exhibitions that will be supported in venues will reduce from 30 to around 24 by the end of the year.

7. **Education**

Our presence at the recent Maine Conference led to an event in New Orleans at the Irish Cultural Centre. The Irish / American gathering and the N.I Bureau are involved and were keen to have the USA attend. American projects and links are showing potential and Mr. Crozier has also met with the Chief Executive of Tourism Ireland and moving forward with discussions.

Mr. Hanna is working on having the Maine papers printed via CCEA. He is also working on our new website discoverscotchirish.com

M. Crozier presented an update on the Livingston Event, briefed all on the connections with the declaration of independence and Eagle Wing – more information in the CEO Report.

It was noted that there is no strategy in place for the American project from a Board perspective. A commitment was undertaken to produce a strategy document. This will be structured in terms of capital and infrastructure.

It was also agreed that this is just the start of great things and we still have other areas such as Canada, New Brunswick and similar to address. Overall, we are getting value on projects and in turn this leads to future opportunities and connections.

Both the N I Tourist Board and Tourism Ireland are working hard on promoting the Island of Ireland and opportunities with Scotch-Irish. We need to explore all links with key organisations such as Councils, UAFP Omagh , NI Bureau, Failte Ireland and generate more interest overall. It was suggested that the Marketing Dept. set about issuing a press release with a blog pursuing the general public.

8. **Finance**

The Finance Report was presented by Mr. McCallum.

- 8.1 **Finance Paper** – This was presented and all was noted by the Board.
- 8.2 **Prompt Payments** – all was reported and noted by the Board.
- 8.3 **Statutory Obligations Report** – This was presented and noted by the Board.
- 8.4 **HR** – no long term absences were noted on this occasion.

8.5 **Salary Changes** – This was all covered within the Budget and noted by the Board.

8.6 **Tender** – Mr. McCallum updated all Board members on the recent tender for the *Ulster Scot*. The Tender was issued but unfortunately there were no bids received. This included no response from the Irish News since production of our last publication.

The Board discussed the costing for such production on a free publication is high and we need to consider the options for changing the way we run our publication after the incoming contract expires. The Agency is aware of the demographics on this and don't believe an online solution would appeal to the current wider audience.

Some ideas put forward for the future included fewer print dates, perhaps even quarterly. Going forward we expect to be featuring more content and revamping the layout and material now we have our new Marketing/Communications Officer in place.

8.8 **Gifts & Hospitality** - All was reported and noted by the Board.

9. Policies

The Succession Plan was presented which was noted and approved by the Board. The updated Travel & Subsistence Policy was approved and noted by the Board.

It was agreed by the Board in future that new policies and policies with fundamental changes should be brought to the Board for approval and updated policies with minor amendments can be dealt with by a summary report to the Board.

10. Grants & Sub Committee

The report was presented and all was noted by the Board.

11. CEO Report

The report was presented by Mr. Gamble and noted by the Board.

HR - Marketing – The new Marketing Manager is in place and it was suggested it would be an idea to invite Ms. Cully to join the January Board Meeting and bring all members up to speed on the projects and plans moving forward.

However, it is essential that the job specifications for this role are made available to all Board Members in advance of this gathering.

Burns Night 2019 – Mr. Crozier presented this update and confirmed there was a draft line-up of talent for the forthcoming programme. It was also noted we have employed

an independent Events Manager from Titanic Belfast to oversee the planning and logistics of the event.

The technical arrangements need addressing prior to the promotional plans. We are looking at numbers in the region of 600 on the night and it was agreed that tickets need to go on sale in the lead up to Christmas, along with advertising in plenty of time to attract a wider audience.

Livingston Festival @ Killinchy Church – This event was very successful and well attended. The Ulster-Scots Agency had a presence at the event and met with Mrs. Susan Livingston whose ancestors came from the Killinchy area and were involved in the Eagle Wing voyage.

Mrs. Livingston has expressed her interest in future Ulster-Scots projects which may lead to further opportunities at a later date.

European Charter – Mr. Crozier updated the Board on the current position with the European Charter and outlined the work that is still to be carried out to be recognised under Part II of the Charter ROI.

European Languages Day – The Agency marked the day (26/09/18) with the CEO addressing a symposium in London and Agency staff delivered a workshop in the DUS centre.

Stone Mountain Highland Games, Atlanta - Ms. Andrews is currently in Atlanta representing both the US-A and the Linen Hall Library at the Highland Games as well as meeting with other contacts at the University and Irish Embassy in Atlanta.

M. Andrews will update the Board Members on the trip at the next Board meeting.

**Tha Boord O Ulster-Scotch
169th Board Meeting
13th November, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Mr. David McNarry
	Mr. Iain Carlisle
	Mr. Allen McAdam
In Attendance:	Mr. Ian Crozier, Chief Executive
	Mr. Richard Hanna, Director of Education and Language
Apologies;	Ms. Val O’Kelly
	Ms. Ida Fisher
	Ms. Julie Andrews
	Mr. David McCallum, Director of Corporate Services
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

6. Progress Report / Business Plan

The following report was noted by the Board and discussion took place around the following points within the progress report:

1.9 – Ulster-Scot Newspaper

Mr. Crozier confirmed the decision to print a reduced seasonal edition of the Ulster-Scot to finish off the year and hoped to insert the edition as a supplement in the News Letter in time for Christmas.

Mr. McNarry raised the issue of lack of projects along the peninsula areas. It was agreed we need to address this area and work to generate new interest. Mr. Crozier confirmed this is not due to geographical targets but owing to lack of activity from the local communities.

Mr. McAdam suggested a study of broader areas, showing levels of engagement from different parts of the Province. Perhaps a graph/map showing a breakdown of demographics within the population, indicating areas and schools we are currently engaged on current projects. We need to show a breakdown of Schools, Bands, Dance Groups, Summer Schools and Community Funding Projects involved. This can be addressed by our Marketing, Grants and Education teams and in turn upload to our website.

Mr. Gamble added, confirmed the need to address this point, although the levels have always remained low in this particular area, Ulster-Scots Communities are in the minority along the peninsula. The community aspect is hugely important when it comes to our culture and heritage. We can build on this with the Ulster-Scots Heartland Project, with necessary funding to encourage the community to get involved.

7. Education

This report was presented by Mr Hanna and the report was in (2) parts.

Part 1 - Core Education Programmes

We have been working closely with after school clubs and flagship programmes. Also, we have delivered talks on language across the community and in the schools and delivered workshops across Ulster. With further programmes scheduled as funding is now approved.

Part 2 – Land of Promise (1718 migration)

This learning platform is underdeveloped at the moment, we only have 10 schools registered – 5 in the United States and 5 in Ulster. The plan is to work with the schools via learning aids and projects on the migration and Teachers will be trained to explore all related topics with the students. Present day migration will be addressed in addition to the Ulster-Scots migration. A lead teacher has already been appointed in Maine to lead the other academics.

New Orleans

The Ulster-Scots exhibition in New Orleans is a permanent fixture. The Irish Ambassador visited the exhibition and the event ended up on social media. This generated interest and promoted Ulster-Scots awareness.

Savannah, Georgia

We are currently sourcing potential funding partners. Our costings are based on 25 band members representing us in Savannah and 30 are interested so far. Event organisers in Savannah have already pledged money State-Side. The potential cost is likely to be \$50,000 and we are looking the breakdown to be between the following groups;

- N I Bureau
- Dept of Foreign Affairs, (ROI)
- Ulster-Scots Agency
- Irish Consulate, Savannah

The parade committee in Savannah have suggested the arrival of the Band a day earlier so they can take part in a 'Military Parade' along with their Marine Core Band who are also performing on the 16th March. This St Patrick's Day Parade on the 17th March, 2019 is an annual event in Savannah attracting large crowds, year on year.

If we are allowed to attract sponsorship to assist with funding, it may be worthwhile approaching the Airline for flights, and this gives us an opportunity to have a film crew involved from the time the Band set off from Belfast and arriving in Georgia to capture the significance of the event. We need to attract both commercial and financial interest, engaging with the private sector and influential supporters.

Following Mr Hanna's presentation, Mr Kettle (Vice Chairman) added that Richard should be congratulated for the work so far on all the preparation and connections made to date.

8. Finance

The Finance Report was presented by Mr. Crozier in the absence of Mr. McCallum.

8.1 **Finance Paper** – This was presented and all was noted by the Board.

8.2 **Budget v Actual** – All was reported and noted by the Board.

8.3 **Prompt Payments** – All was reported and noted by the Board.

8.4 **Statutory Obligations Report** – This was presented and noted by the Board.

- 8.5 **HR** – Fully staffed and no absences were noted.
- 8.6 **Gifts & Hospitality** - This was presented and all was noted by the Board.
- 8.7 **Tender** – Mr. Crozier updated all Board members, confirming the Re-Tender is due to close on November 20th 2018.
- 8.8 **Gifts & Hospitality** - All was reported and noted by the Board.

10. Core-Funded Reports

The Monreagh Report was presented with no dramatic changes and all was noted by the Board.

The USCN Report was presented and it was noted by the Board that it seemed misleading. However, really (17) items are actually finished. It was highlighted in the Minutes showing a more positive picture overall. It was suggested perhaps there is still confusion over the colour coding, between Green / Amber.

11. CEO Report

The report was presented by Mr. Crozier and all was noted by the remaining Board Members.

Capital Funding – Mr. McAdam questioned if there was any possibility of money in the South – Dept. of Heritage & Culture (17/18 capital funds)?

National Museums – There is an interest in products of value within the museums. Visitors to the Ulster American Folk Park would be disappointed not seeing the Ulster-Scots story rather than just Irish. It is important that all our endeavors are reported.

N.I Centennial, 2021 – It is important to generate interest for 2021. Only 3 years away but those interested and any suggestions or ideas are welcome.

**Tha Boord O Ulster-Scotch
169th Board Meeting
13th December, 2018
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chairman)
	Mr. Freddie Kettyle
	Ms. Julie Andrews
	Mr. Iain Carlisle
	Mr. Allen McAdam
	Ms. Val O’Kelly
	Ms. Ida Fisher
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	Mr. Richard Hanna, Director of Education and Language
Apologies;	Mr. David McNarry
Recording Secretary:	Ms. Jacqui Leeman (PA to CEO)

7. Education

The Education Report was presented by Mr. Hanna, with a brief report on the Flagship schools programme.

Dance - It was noted there is a lack of Country Dance and Highland Dance classes due to the shortage of tutors available to teach this particular style of dance. It was suggested by Mr. McAdam to establish a new scheme, primarily targeting the area of Cavan / Monaghan to attract a tutor for this area. A pilot scheme was suggested under the showcasing budget to host (6) classes as a start to test the level of interest.

Land of Promise – The Director of Education and Language informed the Board that the Agency has developed an online learning platform which will be used for supporting learning courses. A joint event is planned in Belfast and Belfast Maine on 14th January. This event will launch a range of outcomes from our development programme including videos and a school focused teaching and learning resource.

Mr. Hanna and Mr. Norman Houston OBE, Director of the NI Bureau have recorded video messages to be screened at the event in the USA.

St. Patrick's Day, Savannah – The Ulster_Scots Agency has secured funding for Omagh Protestant Bots Flute Band to travel to Savannah Georgia USA to appear in (2) parades on the St Patrick's Day Parade. A documentary film has been commissioned and an AV crew will travel with the band.

Board members were positive about this initiative but noted that as the band will be representing the Agency it is important that this is done in a positive way by all those travelling.

8. Finance

The Finance Report was presented by Mr. McCallum.

- 8.1 **Finance Paper** – This was presented and all was noted by the Board. It was also presented at the A&R meeting earlier today and all members complimented the finance team on their outstanding performance this year. It was noted that RSM have agreed to take on the Audit contract for at least the next 3 years with an opportunity to extend for 2 more 1 year periods. The annual accounts were signed off 6th December 2018, subject to one amendment which were then resigned.

There is a new Audit Lead due in the New Year. It was also noted the Donegal lease is still waiting on Departmental approval to go ahead for the next 5-10 years.

- 8.2 **Budget v Actual** – All was reported and noted by the Board.
- 8.3 **Prompt Payments** – All was reported and noted by the Board.
- 8.4 **Statutory Obligations Report** – Nothing to report and all noted by the Board.
- 8.5 **HR** – Absences low for this time of the year report noted by the Board.
- 8.6 **Gifts & Hospitality** - This was presented and all was noted by the Board.
- 8.9 **Gifts & Hospitality** - All was reported and noted by the Board

10. CEO Report

Mr. Crozier presented this report and update the Board on the Burns Event 2019 at the Titanic Belfast. Tickets will go on sale via Theatre at the Mill and plans are underway for the filming of the event for television.

It was confirmed that extra funds have been made available by DfC for (7) projects pending the submission of Business Cases – the spend is required before end of March 2019.

Mr. Crozier briefed The Board on the plans for the first ever Ulster-Scots Language Week, to be held in November 2019 along with (2) language programmes to promote awareness of the Ulster-Scots at a community level.

12. AOB

1. Grants Sub-Committee – Corefunded Groups Funding 2019. A paper was presented outlining the requirements for 2019 corefunding. The approval sought was for funding to the Ulster-Scots Community Network (£316,187) and Monreagh Heritage Centre (£50,000). This paper was noted and approved by the Board

13. Date of Next Board Meeting

Our next Board meeting is due to take place at the Agency at 1pm on Thursday 21st February 2019.

Signed:

Dated: