

**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 there 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
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	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.
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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: .....