

MUSEUMS AND GALLERIES OF NORTHERN IRELAND
BOARD OF TRUSTEES

Minutes of a meeting of the Board of Trustees held at 1000 hrs in the Assembly Room at the Ulster American Folk Park on 17 December 2004.

Present: Mrs M Elliott (Chairman)
Professor E McLaughlin
Mr T Shaw
Dr A Walker
Mr D Harvey
Miss L Beers
Ms W Osborne
Mr H Bicker
Dame G Keegan

In attendance: Mr T Cooke (Chief Executive)
Ms Jude Helliker (Director of HR and Organisational Development)
Mrs K O'Dowd (Director of Finance)
Ms Amanda Lilley (MAGNI Accountant)
Mr M McKee (Director of Operations)
Mr J Gilmour (Director of Development)
Mrs H Henning (Committee Secretary)

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr S Neeson, Mr B Montgomery, Ms P Flanagan and Sir K Bloomfield.

2. APPROVAL OF MINUTES OF MEETING HELD ON 25 June 2004

The minutes of the meeting held on 1 October 2004, were agreed and subsequently adopted by the Board subject to the deletion of Dr Walker's name from the list of those present at the meeting.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1 October 2004

There were no matters arising from the minutes of the Board meeting held on 1 October 2004.

4. BUSINESS OF EXECUTIVE

4.1 Executive Summary

The Executive Summary was taken as read. Mr Shaw congratulated management and staff on the wide range of activities and events currently being delivered across the MAGNI sites. Trustees approved the Financial Report to 31 October 2004.

4.2 SR 2004 (Spending Review 2004) Outcome

This item was discussed under "Reserved Business".

4.3 Business Model 2005 to 2008

This item was discussed under "Reserved Business".

4.4 CORPORATE PLAN 2005-2008

The Chief Executive referred to the draft corporate plan, previously circulated to Board members, and sought the views of the Board of Trustees with regard to its structure and content. Trustees welcomed the document and indicated their broad support for the plan. Various amendments were proposed which Board members felt would improve the document. The Executive undertook to address these points and having signalled their broad support for the plan, Dr Walker proposed that the draft Corporate Plan 2005-2008 be adopted by the Board. Mr Harvey seconded this proposal.

5. BUSINESS OF CHAIRMAN

None.

6. TRUSTEES COMMITTEES

6.1 Staffing Committee

6.1.1 Approval of minutes of meeting held on 24 September 2004

The Board of Trustees approved the minutes of the Staffing Committee meeting held on 24 September 2004.

6.1.2 Verbal report of meeting held on 26 November 2004

The Chairman of the Staffing Committee said that all the items discussed at the meeting had been discussed in detail at the Board meeting.

6.2 General Purposes and Finance Committee

6.2.1 Approval of minutes of meeting held on 24 September 2004

6.2.2 Verbal report of meeting held on 26 November 2004

The Chairman reported that the Committee largely discussed the outcome of SR2004 and MAGNI's subsequent budget allocation.

6.3 Audit Committee

6.3.1 Approval of minutes of meeting held on 1 October 2004

In the absence of the Chairman of the Audit Committee, Mr Harvey said that some of the requirements of the internal auditors (KPMG) remained outstanding. The Committee was confident however that these requirements could be satisfied if MAGNI was properly resourced. The Board of Trustees approved the minutes of the Audit Committee meeting held on 1 October 2004.

6.4 Marketing Development and Fund-raising Committee

6.4.1 Approval of minutes of meeting held on 2 November 2004

The Board of Trustees approved the minutes of the meeting held on 2 November 2004.

7. Whowhatwherewhenwhy (W5)

7.1 Minutes of W5 Board meeting held on 28 September 2004

The Board of Trustees noted the minutes of the W5 Board meeting held on 22 June 2004.

7.2 Minutes of W5 Board meeting held on 29 October 2004

The Board of Trustees noted the minutes of the W5 Board meeting held on 30 July 2004.

7.3 Verbal report of W5 Board meeting held on 26 November 2004

The Chairman of W5 reported that W5 had had an outstanding year. He stressed the importance of W5 being fully recognised as part of the MAGNI group as W5's performance as a leading visitor attraction had been excellent. W5 was expected to remain within budget for the year and the Chairman congratulated the management team and staff for their efforts throughout the year.

8. ANY OTHER BUSINESS

Resignation of Director of Finance

On behalf of the Board, the Chairman expressed sincere thanks to Mrs O'Dowd for her service to the organisation and said that both the current and previous Board of Trustees had benefitted enormously from her guidance and expertise. The Chief Executive endorsed the sentiments of the Board and Chairman and on behalf of everyone present at the meeting wished Mrs O'Dowd every success in her new career.

Freedom of Information Legislation

The Director of Operations reminded Board members that the Freedom of Information legislation was to be fully effective from 1 January 2005 which in effect meant that the public had two new rights. The first right was the "right to know if the information that they sought was held by the organisation". The second right was a "right of access to that information unless it was subject to certain exemptions". Trustees should also note that the Act was fully retrospective therefore the public had a right of access to information regardless of when that information was generated. He assured Board members that MAGNI was prepared for the implementation of the act and that Mr Roger Dixon the Librarian at the Ulster Folk and Transport Museum had agreed to undertake the role of Freedom of Information Manager. A Freedom of Information Implementation Group was being established.

9. DATE, TIME AND VENUE OF NEXT MEETING

The date, time and venue of the next meeting was set 15 March 2005 at 1130 hrs in the Evans Room, Cultra Manor at the Ulster Folk and Transport Museum.