

**Tha Board O Ulster-Scotch
117th Board Meeting
5 July 2012, 11.00 am
Ulster-Scots Agency Board Room, Belfast**

Present:	Mr Tom Scott (Chair)
	Mr Trevor Wilson
	Mrs Hilary Singleton
	Ms Val O'Kelly
	Ms Ida Fisher
	Mr William Leathem (joined meeting 1pm)
	Mr Tony Crooks
	Ms Sharon Treacy-Dunne
In attendance:	Mr Ian Crozier Chief Executive Mr Michael McCullough Director of Community and Promotion
Recording Secretary:	Mr McCullough

1. Welcome from the Chairperson

- 1.1 The Chair welcomed members to the 117th meeting of the Board.
- 1.2 The Chair thanked members who attended the Governance Training. It was agreed that the CEO would source and distribute a self-evaluation template to board members for completion at a future meeting.

2. Apologies

- 2.1 There were no apologies.

3. Minutes of Last Meeting

- 3.1 Minutes of the meeting of the Board on 31 May 2012 were agreed subject to a number of drafting amendments.

4. Matters Arising/ Chief Executive's Report

- 4.1 The Chief Executive's report was noted.
- 4.2 Mr Crozier advised that there will be On Board Training on 12 November 2012 for Audit Training for all Board members.
- 4.3 Mr Crozier reported on the progress of a staff member who had recently been absent from work due to an accident in the workplace. The member will return to work on Monday

9 July 2012.

5. Finance Report

- 5.1 Mr McCullough presented his report which was noted. Board members expressed their concern that the budget for 2012 had not yet been agreed. It was agreed that the Chair would write to both Ministers if there was no agreement on the Agency budget at the next NSMC meeting.
- 5.2 The Board expressed their concern in relation to the position of the 2009 and 2010 Accounts. It was noted that this would be discussed at the planned meeting with Foras on 9th July.
- 5.3 The Board received outstanding policy recommendations from the policy review panel and agreed that these should be forwarded to Internal Audit for input prior to final approval.

6. Business Plan Progress Report

- 6.1 The Business Plan Progress Report was noted. Board members requested that the ETI Report on the Peripatetic Tutor Programme be tabled at the next meeting.

7. Marketing Report

- 7.1 The marketing paper was noted.
- 7.2 It was agreed that Agency staff should circulate all board members as appropriate with invitations to attend community and other events to ensure that the Agency was represented.
- 7.3 It was reported that the Agency reception area is temporarily closed due to flooding and roof damage.

8 Update on Suspected Fraud Cases

- 8.1 Mr Crozier gave a verbal update on this matter to the Board.

9 Ulster-Scots Language

- 9.1 This paper and the progress on the project was noted.

10 Ulster-Scots Hairtlands

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

11 AOB

11.1 There was no other business to be discussed.

12 Date of Next Meeting

12.1 It was agreed that the next Board meeting would take place at the Agency offices in Belfast on 30 August 2012 at a time to be confirmed.

Signed:

Dated: