



Minutes of the Board Meeting of the Northern Ireland Museums Council

Via Remote Access – Microsoft Teams

Tuesday 30 March 2021

Approved 29th June 2021

Board Members: Nora Douds (Chair), Sean Barden, Ald. Yvonne Boyle, Jayne Clarke, Elizabeth Crooke, Cllr Rory Farrell, Neil Hamilton (Vice Chair), Brona Moffett, Helen Perry, Kelly Robinson, Nuala Toman and Cllr Keith Turner

Absent: Julie Andrews

Quorum: Yes

In attendance: Sinéad McCartan, NIMC Director
Siobhan Stevenson, NIMC Director (Observer)

Item **Item**

No

1. Welcome and apologies for absence

N Douds (Chair) welcomed everyone and made introductions. Apologies were received from Julie Andrews.

2. Chair's Business and Conflicts of Interest

NIMC Membership

The Chair, as delegated by the Board, approved six associate membership applications since the last Board meeting on 8 December 2020. The Board noted that it is only when payment has been received that an individual/organisation becomes a Member.

New members

- Margaret Middleton
- Seely Fournier Pratt
- Stanislava Stoyonova
- Sarah Baccianti
- Tony Buckley
- Deborah White

Cancelled Memberships

Since the last Board Meeting on 8 December 2020, there have been three confirmed cancellations:

- National Museum of Royal Navy
- Emma Thompson
- Rui Sun

Declaration of Board Members Interests

The Chair remind the Board of the importance of the Declarations and requested that outstanding forms are returned to Siobhan Stevenson.

New members for Board Sub-Committees

The Chair reported that the three Sub-Committees – Audit & Risk Assurance, Business Planning and Grant – all required new members. Interested parties should contact Siobhan Stevenson.

Mr Neil Hamilton

The Chair requested the extension of Mr Neil Hamilton as Independent Museums representative until September 2021. Agreed.

Proposed: E Crooke

Seconded: Y Boyle

Formal record of thanks

The Chair expressed her thanks and that of the Board for the work and support of Robin Morton and Roddy Hegarty who recently retired from the Board. The Chair also thanked Prof E Crooke for her leadership over the last five years. Prof Crooke will remain on the Board as the University nominee.

Conflicts of Interest

None declared.

3. Minutes of Board Meeting of 8 December 2020

No amendments. The Minutes were approved.

Proposed: E Crooke

Seconded: K Turner

4. Matters arising from Minutes

LIST OF ACTION POINTS			
NIMC Board Meeting 8 December 2020			
Action Point	Owner	Action	Status
01	NIMC Director	Recirculate Board Strategy Day presentation with Action Points	
02	NIMC Director	Circulate DfC Strategy	COMPLETED

ACTION 01: Director - recirculate Board Strategy Day and Building Inclusive Communities

5. NIMC 2020-21 Business Plan

Business Performance Update – Quarter 5

The Chair invited the Director to outline progress against the Business Plan.

The Director drew attention to outstanding matters:

- Page 2, KPI 5 – this KPI will not be met with explanation at bottom of page 2
- Page 4, 1.4 – Museums Trends Report
- Page 4, 2.1 – Museums Meet-up deferred to 2021-22
- Page 7, 8.2 – The Late Shift deferred to 2021-22
- Page 10, Items 10.3 and 11.1 deferred to 2021-22

The above outstanding items were related to COVID 19.

- Page 11, 13.1 – Progress Organisational Review

Discussion followed regarding the Organisational Review. It was agreed that the Report should be reviewed in light of COVID 19 and emerging changes in the museum sector.

ACTION 02: Chair – Reform the Working Group, review report and present at Business Planning Committee on 18 May 2021.

The Board noted progress to date.

Proposed: J Clarke

Seconded: H Perry

6. Financial Position

The Director provided an overview of the financial position for the period 1 April 2020 to 28 February 2021.

The Director drew attention to an underspend of £3094, but with subsequent procurement this should not exist at the end of March.

The Board noted the Financial Position.

7. NIMC Director's Report

The Director presented her report and drew the Board's attention to the following in particular:

- Meeting with Partner Organisations
- Partnership Agreement still ongoing
- Museums Accreditation remain 'paused' and from NIMC's perspective, the duration of this 'pause' will depend on the recruitment of the Development Officer
- Partnership projects
- Grants & funding
- Ongoing Matters

There was discussion in relation to the MOTO with NMNI. B Moffett offered help on this matter. Agreed that it would be left to the Museums Branch in DfC (see ARAC draft Minutes).

The Board noted the Director's Report.

8. NIMC 2021-22

8.1 Business Plan

The Director presented the draft Business Plan that was submitted to DfC at the end of January 2021. The Director drew attention to the reworded KPI 5.

8.2 Budget

The Director presented the updated budget noting in particular that payroll is anticipated to be less than in previous years. This in turn will release funding to continue to offer training free to members and programme a budget of £15k for grants.

9. Risk Register

The Director presented the Risk Register and provided background on the development of the three Corporate Risks.

N Toman offered advice and support with the website. B Moffett outlined the importance of audience insights. H Perry recognised the value of a central portal. It was agreed that some frontend evaluation was required, and the matter could be reviewed by the Business Planning Committee.

ACTION 03 Director – Put website on the Business Planning Committee Agenda

The Board approved the Risk Register.

Proposed: N Toman

Seconded: E Crooke

K Robinson left the meeting at 11:23am.

10. Governance

The Director apologised for the late circulation of the Board Self Evaluation – approval now needed to be deferred. Board Members to contact Siobhan Stevenson with their views.

ACTION 04 Board Members – comments to NIMC Director re Board Self Evaluation

The Director presented an update on:

10.1 Internal Audit

10.2 External Audit

10.3 Representation on the Board

10.3 Partnership Agreement

10.5 Board Self Evaluation (see above)

10.6 Reminder re Governance Training

11. DfC Bi-Annual Assurance Statement (Oct 2020 – Mar 2021)

The Chair requested the Director to present an overview. No comments.

The Board approved the Bi-Annual Assurance Statement.

Proposed: J Clarke

Seconded: N Hamilton

ACTION 05 Director – forward to DfC

N Toman left the meeting at 11:41am.

12. Policies, Strategies and Plans

With continued efforts to revise and update NIMC's policies, strategies and plans, the Director presented the new Grant Policy. B Moffett stated the importance of post project evaluation and J Clarke discussed the importance of the larger NIMC programmes and could this be drawn out in the Museum Trends report. K Turner commented on the one-off nature of the grants and S Barden on the importance of Playful and Dementia Friendly museums.

The Director stated that each grantee was required to submit a Monitoring Form and agreed that a more strategic review of the impact of grants and programmes was recommended in the Internal Audit Report.

ACTION 06 Director – forward Internal Audit Report to all Board Members

Ald. Y Boyle left the meeting at 11:43 am

The Director presented three policies for their annual review – Credit Card, Procurement and Risk Management Strategy.

All four policies were approved.

Proposed: K Turner

Seconded: E Crooke

13. Report of the Audit & Risk Assurance Committee

The Board noted the Report of the Audit & Risk Assurance Committee (ARAC) and the draft Minutes of the meeting held on 9 March 2021.

14. Report of the Grant Committee

The Board noted the Report of the Grant Committee and the approved Minutes of 9 Dec 2020 and the draft Minutes of the meeting held on 16 February 2021.

15. Report of the Business Planning Committee

The Board noted the Report and draft Minutes of the Business Planning Committee held on 19 January 2021.

16. Any Other Business

The Director presented:

1. Business Planning Diary 2021-22 (draft)

The Chair raised:

2. Start time of Board meetings and recommended 10:00am. All agreed.

E Crooke issued a statement of thanks to the outgoing Director, Sinead McCartan, and presented an online gift and card. Sinead McCartan thanked everyone and stated that it had been a pleasure working with NIMC and it had great potential.

16. Date, time and venue for next meeting

The next meeting of the Board will be held on 29 June 2021 at **10.00 am**.

LIST OF ACTION POINTS			
NIMC Board Meeting 30 March 2021			
Action Point	Owner	Action	Status
01	NIMC Director	Recirculate Board Strategy Day and Building Inclusive Communities	
02	NIMC Chair	Reform the Working Group, review report and present at Business Planning Committee on 18 May 2021	
03	NIMC Director	Put website on the Business Planning Committee Agenda	
04	NIMC Board Members	comments to NIMC Director re Board Self Evaluation	
05	NIMC Director	Forward Bi-Annual Assurance Statement to DfC	
06	NIMC Director	Forward Internal Audit Report to all Board Members	