



## Board of the National Museum of Ireland

Minutes of Meeting of the Board on Thursday 18<sup>th</sup> January at 10am,  
Japanese Room (Temporary Seanad Ante Chamber), National Museum of Ireland, Kildare Street.

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<b>Present:</b>	Ms. Catherine Heaney (Chair) Mr. John Bowen Ms. Mary Crotty Professor Ingrid Hook Mr. Ambrose Loughlin Ms. Judith McCarthy (by phone)	Ms. Denise Moroney Mr. Declan Nelson Professor Mary O'Dowd Dr. Andrew Power Ms. Virginia Teehan Mr. Aidan Walsh
<b>Apologies:</b>	Professor Kathleen James-Chakraborty Mr Ragnall Ó Floinn (Director, NMI)	Professor Gearóid Ó Tuathaigh
<b>In attendance:</b>	Ms Jennifer Keane (Secretary to Board, NMI) Mr Rolly Read (Head of Collections and Learning, NMI) Mr Nigel Monaghan (Keeper, Natural History Museum) (Item 5a only)	Ms Emer Ní Cheallaigh (Archivist, NMI) (Item 3 only) Mr Mark Farrell, Director, (Arcline, Archive & Records Management Company) (Item 3 only)

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### **1. Opening of the meeting, apologies, if any, adoption of the agenda**

The Chair opened the meeting and conveyed apologies from Prof. Kathleen James-Chakraborty, Prof. Gearóid Ó Tuathaigh and the Director. The Board extended best wishes to the Director for a speedy recovery.

The Board adopted the agenda.

### **2. Minutes of the meeting of 16<sup>th</sup> November and 12<sup>th</sup> December and matters arising**

With regard to the minutes of the meeting of 16 November 2017 the Board agreed that it should be noted that Standing Orders were suspended while the Minister met the Board, the Secretary agreed to make this addition. The minutes of 16 November were proposed by Dr Power and seconded by Prof. Hook subject to the agreed addition.

The minutes of the meeting of 12 December were proposed by Ms Moroney and approved by Mr Walsh. The Board thanked Ms Moroney for taking the minutes of the meeting.

#### **Matters Arising**

All matters arising will be dealt with under the agenda.

# **museum**

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Ard-Mhúsaem na hÉireann

### **3. Presentation from Mr Mark Farrell, Director, Arcline (Archive & Records Management Company) and Ms Emer Ní Cheallaigh, Archivist, National Museum of Ireland on records management at the Museum.**

The Chair welcomed Ms Ní Cheallaigh and Mr Farrell to the meeting.

Ms Ní Cheallaigh presented a brief overview of the current records management practice in the Museum. Mr Farrell outlined the records management survey of the Museum which will take place in quarter III and IV of 2018 and quarter I and II of 2019. This survey will be undertaken with a view to introducing a system of integrated records management for the Museum.

The Board agreed that once the draft Records Management Policy has been completed, the GPAC Committee will review it.

The Chair thanked Ms Ní Cheallaigh and Mr Farrell for their presentation and stated that the records management project is very important for the Museum and the Board would be delighted to provide any support required.

### **4. Executive Report from the Chair and the Head of Collections**

The Board noted the executive report from the Chair and Mr Read.

#### **Air Quality Report at Beggars Bush**

The Board noted the report with concern and requested that an update on this matter be provided at the next meeting.

#### **World Café Day for staff on Wednesday 31 January 2018**

It was agreed that the Chair of the Board will make a presentation to staff at the World Café Day.

#### **Centenary Exhibition Plan**

The Board recommended that the Museum should make a presentation to the expert committee on the Decade of Centenaries on the Museum's plans. **It was suggested that the Museum's proposal for the upcoming commemorations be outlined to the GPAC Committee at the next meeting. The Executive agreed to this.**

#### **Launch of the European Year of Cultural Heritage at Kildare Street**

The Board noted that the launch of the European Year of Cultural Heritage will take place at the National Museum of Ireland – Archaeology, Kildare Street on Monday 29 January at 11am. This will be the first time that Minister Madigan will visit the Museum. It was agreed that the Chair of the GPAC committee will welcome the Minister.

#### **Shop at the Natural History Museum**

The Board noted with disappointment that the shop at the Natural History Museum did not open in 2017 as no sanction for retail staff was received from the Department, resulting in loss of revenue for the Museum. The Board agreed that it is very important that the shop at the Natural History Museum be in a position to open by Easter 2018.



The Executive continue to communicate with the Department on this matter, if sanction is not received in the coming weeks, the Chair will write a letter to the Secretary General. It was agreed that the new HR Manager could review process for recruiting staff for the Museum.

## 5. Report from Board Committees

### **Re-organisation of the Board Committees**

The Board discussed the sub-committees. It was decided that the Development and Strategy Committee will merge. It was agreed that Mr Bowen will Chair the new Development and Strategy Committee at the moment and will then rotate to Ms Crotty. It was agreed that the Director Review and Transition Committee will cease for the moment and can be reconvened when required. The Committees of the Board are:

**Development and Strategy Committee:** Mr John Bowen (Chair), Ms Mary Crotty, Prof. Ingrid Hook, Ms Denise Moroney, Dr Andrew Power, Mr Aidan Walsh.

**Audit and Risk Committee:** Mr Ambrose Loughlin (Chair), Mr John Bowen, Mr Declan Nelson, Mr Cecil Keaveney (external)

**GPAC:** Prof. Kathleen James-Chakraborty (Chair), Prof. Ingrid Hook, Ms Judith McCarthy, Prof. Mary O'Dowd, Prof. Gearóid Ó Tuathaigh, Ms Virginia Teehan.

**HR Committee:** Ms Virginia Teehan (Chair), Mr John Bowen, Ms Catherine Heaney, Prof. Kathleen James-Chakraborty, Mr Ambrose Loughlin.

#### *a) Development and Strategy Committee*

**Mr Monaghan joined the meeting.** The Chair stated that Mr Monaghan had been designated by the Executive team to drive the Masterplan. The Chair reported that meetings have been taking place on a fortnightly basis between the representatives of the Mueum, the Department and the OPW.

The Board discussed the Master Vision document that had been circulated with the papers. The Board agreed the need to highlight the commitment to a national service and the engagement of new audiences both nationally and internationally. The Board agreed that the Masterplan Vision document will provide the principles to drive any capital development that may take place. The Board agreed on the importance of a repository for the collections that are not currently on display and that the collection should only be moved once more to a permanent home.

**It was agreed that Board members should submit any changes/comments on the Masterplan Vision document to the Secretary by Monday 22 January.**

**The Chair will invite Minister Madigan to launch the Masterplan Vision document at Collins Barracks.**

**It was agreed that a short presentation on the Masterplan Vision document should be prepared for the World Café day for all staff on Wednesday 31 January.**



Ms Crotty reported that at the last meeting of the Development and Strategy Committee, Ms Terri McInerney, Commercial Development Manager had presented the Retail Strategy to the Committee. The Committee made a number of suggestions regarding the strategy and Ms McInerney will present an updated version of the strategy at the next meeting.

***b) Audit and Risk Committee***

Mr Ambrose Loughlin presented an update to the Board from the Audit and Risk Committee.

**Finance Pack:** The Board noted the finance report that had been prepared by the Executive up to end of December 2017. Mr Loughlin noted that the deficit for 2017 was €39k rather than the budgeted surplus of €84k and that the loss was largely due to the fact that the retail outlet at the Natural History Museum did not open in 2017. Mr Loughlin also stated that there was no filming in 2017, which affected revenue. There were saving on utilities. The cash outturn was 100.7% of budgeted expenditure.

The Board noted the budget for 2018 included in the Finance Pack.

**Profile Interview with Revenue:** Mr Loughlin reported on a recent Profile Interview between the Executive and Revenue, which took place on 7 November 2017.

**Move to the new Financial Shared Services System:** Mr Loughlin reported that the Museum will transfer to a new Financial Shared Services Centre (FSSC), which will include 49 State bodies. The Museum is due to go live on the new Oracle system as part of Wave II in January 2019 and the current Killarney based Shared Services Centre will close. The Museum urgently needs a Project Manager to manage this transition to the new system. The Executive has been in contact with the FSSC prior to Christmas and it was agreed that the Museum will share an Accounting/Project Manager resource with the State Lab. The resource will be part-time until April for three days a week and then 4 days per week from then on for a period of 18 months.

***c) Ceramics Room Committee***

Mr Bowen reported that at present there are no operational issues in relation to to the Seanad use of the Ceramics Room. The Committee and the Executive is continuing to meet with the OPW in relation to vertical access.

The Board recorded thanks to the Oireachtas for facilitating the use of the Japanese Room (temporary Seanad antechamber) for the Board meeting.

***d) GPAC***

Prof. O'Dowd presented the update from the GPAC Committee. Prof. O'Dowd reported that she had met with Ms Lorraine Comer, Head of Education and Dr Audrey Whitty, Keeper of the Art and Industrial Division to discuss the Museum's plans to mark the centenary of Women's Suffrage in 2018 and the Decade of Commemorations in general.

The GPAC Committee recommended that the priority be given to making a presentation to the Centenary Committee preferably with plans relating to the commemoration of 1919.

On behalf of the Board, the Chair extended thanks to the GPAC Committee for the excellent work that they are doing and commended the approach of providing a forum for Museum staff to engage with the Board.



*e) HR Committee*

Ms Teehan presented the update from the HR Committee.

Ms Teehan reported that the new HR Manager is due to take up the post at the beginning of February 2018. The Board extended thanks to Ms Teehan for the work that she had done in relation to the recruitment of the new HR Manager.

The Board extended thanks to the staff in the Corporate Affairs department particularly Ms Eimir O'Brien for completing the process of Garda vetting all Museums staff so efficiently.

The Board agreed that the Chair should write to the Department and to provide an update on progress on the Board's resolutions concerning HR at the Museum of 16 March 2017.

The Board requested that the Executive provide an update on the gender policy at the next meeting of the HR Committee.

The Board noted that the GDPR gap analysis by Mazars will take place.

**6. Date and venue of next meeting**

The next meeting of the Board will take place on **Thursday 15 March 2018 at 10am at the Collections Resource Centre at Swords.**