



Board of the National Museum of Ireland

Minutes of Meeting of the Board on Thursday 10th July at 10am,
Board Room, National Museum of Ireland, Turlough Park.

Present:	Ms. Catherine Heaney (Chair) Mr. John Bowen Professor Ingrid Hook Professor Kathleen James-Chakraborty Mr. Ambrose Loughlin	Ms. Judith McCarthy Mr. Declan Nelson Professor Mary O'Dowd Ms. Virginia Teehan
Apologies:	Ms. Mary Crotty Ms. Denise Moroney	Dr. Andrew Power Mr. Aidan Walsh
In attendance:	Ms Lynn Scarff (Director, NMI) Ms Jennifer Keane (Secretary to Board, NMI)	Ms Maria Kearns (Head of HR, NMI)

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

The Chair opened the meeting and conveyed apologies from Ms Moroney, Dr Power and Mr Walsh.

The Board adopted the agenda.

2. Minutes of the meeting of 10 May 2018 and matters arising

The minutes of the meeting of 10 May 2018 were proposed by Prof. James-Chakraborty and seconded by Mr Bowen. The Board approved the minutes subject to one amendment raised by Prof. James-Chakraborty, that it be recorded that she was present for the last two items only.

The Secretary agreed to make this change to the minutes.

Matters Arising

New Director

The Chair and Board members welcomed Ms Lynn Scarff to her first meeting as Director and wished her well in her new role. The Director thanked the Board.

3. Presentation to the Board from the new Director, Lynn Scarff

The Director delivered a short presentation to the Board highlighting key issues to be addressed in the next six months including:

- The Strategic Plan 2018-2022
- Redevelopment of the website. Tenders have been received and three companies have been invited to pitch for the project.
- A matrix for the appraisal of Temporary Exhibition Proposals is in development.

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- The Director expressed concern that the method currently used to count visitors is not capturing all footfall to the NMI and is working with the Management Committee to address this.
- The National Museum of Ireland – Decorative Arts and History at Collins Barracks will host the main event for Culture Night 2018 on Friday 21 September.

The Board thanked the Director for her presentation.

The Board charged the Development and Strategy Committee with overseeing the development of the five year Strategic Plan 2018-2022. All Board members are encouraged to feed into the plan.

It was agreed that a first draft of the Strategic Plan will be circulated to the Board at the next meeting.

The Board charged the HR Committee with the appraisal of the Director and assessing how best the Board can support the Director in her new role.

4. Executive Report from the Chair and the Director

The Board noted the executive report from the Chair and the Director.

The Board acknowledged the hard work of the former Director, particularly in relation to the launch of the Master Vision statement and transition arrangements.

The Board discussed the recent discovery of Bronze Age gold artefacts in Co. Donegal and thanked the executive and staff at Donegal County Museum for all of their work on this exciting find.

The Director reported that the executive is working towards seven day opening and it is hoped that this will commence from September 2018.

The Director reported that there has been a decrease in visitors at Collins Barracks but the visitor numbers for Turlough Park are very good.

Budget Estimates for 2019

The Director reported that the Budget Estimates for 2019 should be submitted to the Department of Culture, Heritage and the Gaeltacht (DCHG) by the end of July. The Board discussed the draft Budget Estimates for 2019.

The Board agreed that the Audit and Risk Committee will meet before the end of July to approve the updated Budget Estimates 2019 document.

5. Report from Board Committees

a) Development and Strategy Committee

Mr Bowen delivered the report from the Development and Strategy Committee.

Memorandum of Understanding with National Museums Wales: Mr Bowen reported that the NMI is close to finalizing a Memorandum of Understanding with National Museum of Wales.



It is hoped that this friendly association with National Museum of Wales will bring many benefits including a joint understanding of collections and storage issues.

Masterplan: Mr Bowen reported that the Committee had discussed the process which is now underway to review collection storage arrangements.

Vertical Access plan at Kildare Street

Mr Bowen updated the Board on the plan for vertical access. The Board agreed that the three lift solution designed by the OPW is elegant and fit for purpose.

The Board agreed that the vertical access plan for Kildare Street will be part of the overall Masterplan for Kildare Street.

Natural History Museum

Mr Bowen reported that the Director, Mr Rolly Read, Head of Collections and Learning and Mr Nigel Monaghan, Keeper of Natural History are working on developing the business case for the refurbishment of the Natural History Museum in line with the template that has been provided by DCHG.

It was agreed that the Director will circulate a draft business case for the Natural History Museum project at their next meeting.

Retail: Mr Bowen stated that Ms Terri McInerney, Commercial Development Manager had provided a report to the committee on Retail in advance of their last meeting. Mr Bowen reported that there is funding available for the refurbishment of the Kildare Street retail space and the Committee had recommended that this work should be prioritized as investment in the retail space is needed and the refurbishment of the shop at the Natural History Museum has been successful.

b) Audit and Risk Committee

Mr Loughlin presented an update from the Audit and Risk Committee. Mr Loughlin reported that the new external member of the Committee, Mr Michael O'Sullivan attended the meeting on 20 June 2018.

Financial Statements 2017

Mr Loughlin reported that the Audit and Risk Committee had met on 20 June in order to finalise the Financial Statements 2017 in preparation for audit by the C&AG, which commenced on Tuesday 26 June. The Financial Statements 2017 are now on version 1.6 and new wording has been added in line with guidelines from DPER on the Code of Practice (2016).

The Board agreed that the finalised Financial Statements 2017 will be approved at the Board meeting on 13 September 2018.

Update of Cash Expenditure Forecast 2018: As of the end of May 2018, expenditure is largely where it is expected to be. Own Resource Income (principally catering, car parking, donations) is behind budget. Retail results follow a similar pattern, although the average spend in April/May period reflected a 9% increase on the equivalent period in 2017.

Risk Register: Mr Loughlin reported that the Committee reviewed the Risk Register, which was also reviewed briefly by the HR Committee. Mr Loughlin stated that the Committee had requested that a risk assessment of each of the NMI's premises be carried out. Mr Loughlin reported that the Committee requested that the internal auditors review the Risk Register and supplement it with any additional items that they suggest should be included.



Revenue: Mr Loughlin reported that the VAT position has now been corrected.

Update on Financial Shared Services Centre (FSSC): Mr Loughlin reported that the implementation of Wave 1 of the FSSC project will be delayed and so it is expected that there will be a knock-on delay for Wave 2 (which the NMI is part of) until June 2019 (rather than January 2019).

c) GPAC

The Board noted the report from GPAC. Professor James-Chakraborty delivered the report from the GPAC Committee and stated that the committee met on 20 June 2018.

Archive: Prof. James-Chakraborty reported that Ms Emer Ní Cheallaigh, Archivist, NMI provided the Committee with a tour of the archives in Block 10, Block 18 and the former Directors' Archive/Proposed Records Centre and answered queries about future plans for archives and required resources. The Committee recommended that the NMI should prioritize the development and implementation of an up-to-date Records Management policy.

The Director reported that the call for tenders for the Inventory and Records Management projects will be launched as soon as possible.

Museum Standards Programme: Prof. James-Chakraborty reported that the NMI's application for the Museum Standards Programme was submitted at the end of June. The application stretches to over 1,000 pages and the Committee extended thanks to the executive for all of their hard work in reaching this stage of the process.

The Board commended the hard work of Prof. James Chakraborty, the members of the GPAC Committee and the executive in relation to the NMI's application for the Museum Standards Programme.

The Director agreed to provide an update on this process at the next Board meeting.

Prof James-Chakraborty reported that the Committee had discussed the NMI's plans to mark the upcoming Commemorations and asked that the Executive provide a report on this matter at the next meeting.

The Board discussed the possibility of co-opting a replacement for Professor Gearóid Ó Tuathaigh on the GPAC Committee.

d) HR Committee

Ms Teehan presented the update from the HR Committee and stated that the Committee met on 20 June.

The Board reviewed the draft procedure for complaints and thanked the Director and Ms Kearns for their work on the document.

The Board agreed that any suggested changes to this document should be sent to Ms Teehan by the end of August.

Transition arrangements: Ms Teehan reported that a phased approach is being taken to the transition to the new Director. The HR Committee will now work with the Director on a model for review similar to that developed with the former Director.

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Corporate Governance Training: The Board discussed the requirement from DCHG to engage in one day of corporate governance training.

The Board agreed that Ms Teehan would contact the corporate governance training facilitator to discuss the format of the training in more detail.

The Board agreed that a meeting should be arranged between the Minister, the Chair and the Director.

Gender Policy: The Board discussed the draft Gender Policy.

The Gender Policy was approved by the Board subject to a number of minor amendments.

The Board gave the HR Committee leave to approve the policy at the next meeting subject to the minor amendments being made.

Recruitment of Board members: The Board discussed the ongoing recruitment of the two new ordinary Board members and the staff representative to the Board. The Director reported that DCHG had requested that the NMI staff representative competition consists of at least two male and two female nominees and the NMI agreed to this.

6. Date and venue of next meeting

The next meeting of the Board will take place on **Thursday 13 September 2018 at 10am at the Natural History Museum.**