



Board of the National Museum of Ireland

Item 3) Minutes of Meeting of the Board on Thursday 19th January 2017, at 10am,
National Museum of Ireland, Collins Barracks

Present:	Ms. Catherine Heaney (Chair) Mr. John Bowen Professor Ingrid Hook Ms. Mary Crotty Professor Kathleen James-Chakraborty Mr. Ambrose Loughlin Ms. Judith McCarthy Ms. Denise Moroney	Mr. Declan Nelson Professor Mary O'Dowd Ms. Lynn Scarff Professor Gearóid Ó Tuathaigh Dr. Andrew Power Ms. Virginia Teehan Ms. Karen Wilson
Apologies:	Mr. Aidan Walsh	
In attendance:	Mr Ragnall Ó Floinn (Director, NMI) Mr Seamus Lynam (Head of Operations, NMI) Mr Rolly Read (Head of Collections, NMI) Ms Jennifer O'Mahony (Secretary to Board, NMI)	Mr John Concannon, Programme Director for Creative Ireland (Item 2 only) Mr Kevin Lonergan, Principal Officer – Cultural Policy and Commemorations, at the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs (Item 2 only)

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

The Chair opened the meeting and the Board adopted the agenda. The Secretary conveyed apologies to the Chair and the Board members from Mr Aidan Walsh.

2. Presentation on Creative Ireland by Mr John Concannon, Programme Director

Mr John Concannon, Programme Director for the 'Creative Ireland' government programme gave a presentation to the Board outlining the initiative. The Board discussed the initiative with Mr Concannon.

The Chair and the Board members thanked Mr Concannon for his very interesting presentation. The Board agreed that it is important for the Museum to engage with the Creative Ireland programme.

3. Minutes of the meeting of 17th November 2016 and matters arising

The minutes of the meeting of the 17th November 2016 were proposed by Ms Lynn Scarff and seconded by Prof. Ingrid Hook subject to one change (the draft minutes listed the venue of the meeting as Kildare Street, when in fact it took place at the National Museum of Ireland – Country Life, Castlebar, Co. Mayo). The Secretary agreed to make this change.



Matters Arising

All matters arising will be considered under items on the agenda.

4. Executive report by the Chair and the Director

The Chair reported that she had met with Mr Peadar Tóibín, TD, Chair of the Oireachtas Joint Committee on Arts, Heritage, Regional, Rural and Gaeltacht Affairs on 23 December 2016 to discuss the Museum. The Chair reported that Deputy Tóibín has expressed interest in historic and current issues at the Museum and the Chair invited him to engage with the Museum Masterplan which is currently in progress.

The Board agreed that the Chair should issue an invitation to Deputy Tóibín to participate in the Masterplan as a key stakeholder and will extend the invitation to the Oireachtas committee to visit all/any of the Museum sites.

The Board decided that at the next meeting, a presentation should be made to the Board on HR at the Museum. The presentation should give account of the HR structure in the Museum and a summary of any legacy issues. The Board stressed that this should be a plenary briefing with all discretion.

The Board discussed the recent appointment of Ms Katherine Licken as Secretary General to the Department of Arts, Arts, Heritage, Regional, Rural and Gaeltacht Affairs.

The Chair invited the Director to update the Board on executive matters.

a) Update on finance, budgets and the Business Plan for 2017

The Board agreed that the Audit and Risk committee should review the budget in detail and then recommend the budget for adoption at the March meeting.

It was agreed that the management accounts be brought to the Board on a quarterly basis.

The Board discussed the draft Business Plan for 2017. The Board noted that:

- The figures for the exhibitions are very modest.
- Provision has not yet been allocated to the HR strategy.
- The issue of procurement policy is addressed under the plan. There is no cost associated with this as it is purely procedural.
- The Museum Council will hold its first meeting on 23rd January 2017 with an independent Chair.
- The Staff Forum is in development alongside the Museum Council.

The Director reported that the plan will be finalised in the next fortnight and submitted to the Board for approval at the next meeting.

b) Strategic Plan Review

The Board discussed the Strategic Plan Review. The Director reported that a Collections and Exhibitions Policy committee has now been established to review, update and develop a comprehensive collections and exhibitions policy for the Museum.



c) Museum by-laws

The Board discussed the draft Museum by-laws document. The Secretary will confirm whether the document should be classed as by-laws or a code of conduct and will report back to the Board at the next meeting.

5. **Key discussion item: The Collections Resource Centre at Swords**



6. **Report to the Board from the Committees**

a) **Ceramics Room Committee**

The Chair reported that a draft Memorandum of Understanding was drawn up between the Board and the Houses of the Oireachtas setting out the terms under which temporary accommodation is being provided to the Houses of the Oireachtas for temporary use as the Seanad Chamber. The Memorandum was signed on 16th December. The Memorandum sets out the nature of the works, the assurance that a lift will be provided, details of funding to be provided and an undertaking that the spaces will be handed back in January 2019. The Chair reported that a briefing for press was organised by the Oireachtas and took place on Friday 16 December. The briefing took place in Leinster House and then members of the press visited the Ceramics Room.

The Chair reported that the OPW will carry out a risk assessment at Kildare Street on Monday 16 January and added that as yet, no planning permission has been granted for the works. The Chair stated that the notice of the application for Planning Permission will be made public in mid-January. Following this, there will be a period of six weeks when comments can be submitted, so the earliest date that works can begin is the end of March.

The Chair reported that work on the lecture theatre space on ground floor of the Museum is continuing.

The Board thanked the Chair and committee members for all of the work that they have done on this matter.

b) **Audit & Risk Committee update**

The Chair of the Audit and Risk committee briefed the Board.

1) **The State Claims Agency issue**

The Chair of the Audit and Risk committee reported that the committee is engaging with the C&AG and Feargal Ó Coigligh, Assistant Secretary at the Department to resolve this issue.

* Redacted due to commercial sensitivity or data protection.



The Chair reported that the C&AG had agreed that a note of emphasis in the Financial Statements for 2015 was sufficient and this allowed for a final sign off on the statements before the deadline of 31 December 2016.

2) Internal Audit

The Chair of the Audit and Risk committee reported that the committee met with the Internal Auditor Deloitte on 13 January. Deloitte presented the Financial Controls report to the committee. An internal audit on IT controls has also been conducted but has not yet been finalised.

The contract for internal audit will expire shortly and the committee will work with the executive to produce a tender for the next three year process.

c) Development and Strategy Committee

The Chair of the Development and Strategy Committee updated the Board on the committee's activities and reported that Ms Lynn Scarff and the Senior Management team had met with Jura Consultants to discuss the Masterplan on 17th January. Jura consultants discussed with the committee the results of the Audience Research Survey which has been conducted at each of the Museum's sites and the draft long list of options. Jura consultants will now update the audience research and the long list of options and will return to Dublin from 30th January to the 1st February to engage with Museum staff and the Board. The Development and Strategy committee will meet with Jura on 30th January. The committee invited all Board members to attend this meeting.

It was agreed that the Board will meet with Jura to discuss the Masterplan on Wednesday 15th March 2017.

d) GPAC Committee

The Chair of the GPAC committee reported that the committee had held a meeting at the Collections Resource Centre at Swords on 12 January 2017. The Chair of the GPAC committee reported that the committee had been very impressed by the facility at Swords and the manner in which the collections there are stored.

The GPAC committee are of the strong belief that the Museum should sign up for the Museum Standard Programme and expressed a willingness to work with the executive on this matter.

The committee are also keen to pursue funding for research on the Museum's collections, particularly projects that can be carried out in partnership with other organisations such as third level institutions.

The GPAC committee recommend

The Board agreed that the Museum should proceed with engagement in the Museum Standards Programme.

e) New Board Committee

The Chair, Dr Andrew Power reported that the committee has decided on the title: 'Director Review and Transition Subcommittee'. This committee will meet after the main Board meeting to establish a date for the first official meeting.



7. Approve the Board Policy on publishing Board minutes

The Board discussed the draft policy. It was agreed that a record should be made of discussion and the resulting decision should be included in the minutes.

8. Date and venue of next meeting

The next meeting of the Board will take place on **Thursday 16th March 2017 at 10am at the National Museum of Ireland – Kildare Street.**