



Board of the National Museum of Ireland

Minutes of Meeting of the Board on Thursday 13th July at 9.30am,
National Museum of Ireland – Country Life, Castlebar, Co. Mayo.

Present:	Ms. Catherine Heaney (Chair) Mr. John Bowen Ms. Mary Crotty Professor Ingrid Hook Professor Kathleen James-Chakraborty Ms. Judith McCarthy Mr. Declan Nelson	Professor Mary O’Dowd Professor Gearóid Ó Tuathaigh Ms. Lynn Scarff Dr. Andrew Power Mr. Aidan Walsh Ms. Karen Wilson
Apologies:	Mr. Ambrose Loughlin Ms. Virginia Teehan	Ms. Denise Moroney
In attendance:	Mr Ragnall Ó Floinn (Director, NMI) Ms Jennifer O’Mahony (Secretary to Board, NMI)	Mr Seamus Lynam (Head of Operations, NMI) Mr Rolly Read, (Head of Collections, NMI)

1. Opening of the meeting, apologies, if any, adoption of the agenda, minutes of the meeting of 18 May 2017 and matters arising

The Chair opened the meeting and conveyed apologies from Mr Ambrose Loughlin, Ms Denise Moroney and Ms Virginia Teehan.

The adoption of the minutes of the meeting of the 18 May 2017 was proposed by A. Power and seconded by K. James-Chakraborty. These were agreed.

Matters Arising

Ms Mary Cahill

The Board extended sincere thanks and appreciation for the work of Ms Mary Cahill, Keeper of Irish Antiquities who retired on 30 June 2017. The Board acknowledged the huge contribution that Ms Cahill had made over her forty years of service and wished her a very happy retirement.

2. Executive Report by the Chair and the Director

The Chair reported that on Wednesday 5 July an organised visit of the Collections Resource Centre at Swords had been arranged at the request of the Joint Oireachtas Committee on Arts, Heritage, Regional, Rural and Gaeltacht Affairs. The Committee was represented by Mr Peadar Tóibín TD, Ms Niamh Smyth TD, Mr Eugene Ó Cruadhlaioich (Clerk of the Committee) and an assistant to Ms Smyth.

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The Chair reported that a shortly before the visit was due to begin Mr Ó Cruadhlaioich had informed the Secretary to the Board that he had invited a member of the public to attend the visit.

The Chair wrote to Mr Peter Finnegan, Clerk of the Dáil Éireann and Secretary General of the Oireachtas on this matter.

The Chair reported that on Wednesday 12 July, she had attended a meeting with the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs at the Department. Ms Katherine Licken, Secretary General, Mr Feargal Ó Coigligh, Assistant Secretary and the Director were also in attendance. The Chair reported that the Department will shortly be taking on a new resource in the HR function which will review the current process of recruitment and delegated sanction and produce a policy for the Department and associated agencies to follow.

The Board agreed to invite the Minister to meet the Board at the next meeting on 14 September 2017.

The Board recommended that a meeting between the Board and the Department should take place at least twice a year.

The Board agreed to seek written confirmation from Ms Katherine Licken that the additional HR resource required will be fully funded by the Department.

The Board decided to seek clarity from the Secretary General on how to proceed with Phase II of the Inventory Project, as sanction has not been given by the Department to fill the posts on a contract basis from capital monies. The Board agreed that in accordance with the Board's legal responsibility for the care of the collections and as the creation of an inventory was strongly recommended by the C&AG, the continuation of this project is a priority.

The Chair reported that the Oireachtas Committee on the Leinster House Complex will be formally established in September 2017. The Chair extended thanks to Prof. Kathleen James-Chakraborty for representing the Board at the meeting of the forum on 11 July.

The Board expressed their gratitude to the Chair for the time dedicated to the Museum.

a) Update on the Budget Estimates for 2018

The Chair reported that she and the Chair of the Audit and Risk Committee had reviewed the Budget Estimates for 2018. A discussion took place on the manner of the presentation of the Budget Estimates for 2018 and it was agreed that the Board had not had an adequate opportunity to scrutinise the report. The Chair stressed the importance of receiving information on a timely basis. **It was decided that an EGM of the Board will be held next week to consider the Estimates for 2018.**

The Board recommended that a full risk assessment of all Museum sites should be carried out as soon as possible, the Natural History Museum should be the first site to be assessed.

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

The Board discussed the Finance Pack that was circulated to all members.

The Board agreed that a draft Retail Strategy should be presented by the executive at the meeting of 16 November 2017.

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b) Update on the Collections Resource Centre (CRC) at Swords

The Director reported that he and Mr Seamus Lynam had met with the new Chairman of the OPW Mr Maurice Buckley and Commissioner Mr John McMahon on 6 July.



c) Strategic Plan 2018-2021

It was agreed that the Strategic Plan for 2018-2021 should flow from the Masterplan and should be launched along with the Masterplan in January 2018.

d) Creative Ireland

It was agreed that this item would be discussed under Item 4 d.

3. Key Discussion Item – Masterplan

The Board discussed the Masterplan. The Board decided that further changes need to be made to the Masterplan document and it should be finally approved at the September meeting. The Board charged the Development and Strategy Committee with taking steps to edit and finalise the plan and make any changes necessary to the document. The Board decided on the following steps:

- **All changes/comments on the Masterplan document should be sent by members to the Chair and Ms Lynn Scarff by Thursday 20 July. These changes will be sent to Jura to finally update the existing documents.**
- **Once the Masterplan document has been approved at the meeting, it should be circulated to the Department for comment.**
- **Jura should prepare a one page document of the total capital ask of the Masterplan to be sent to the Department.**
- **The following pieces of work are required:**
 - i. **A ten page summary document should be produced with very strong presentation and imagery and an accompanying video.**
 - ii. **Strategic Plan 2018-2021.**
 - iii. **Public consultation on the Masterplan.**
- **The HR Committee will take the lead on an organisational review which will be conducted in the context of the Masterplan. As Ms Lynn Scarff sits on both committees, she will act as liaison.**
- **The Masterplan will be launched in January 2018, along with the Strategic Plan for 2018-2021.**

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4. **Report from Board Committees**

a) *Development and Strategy Committee*

(Taken under Item 3, above)

b) *Audit & Risk Committee update*

Mr Declan Nelson and Mr Seamus Lynam updated the Board on matters relating to the Audit and Risk Committee on behalf of the Chair of the Committee who had conveyed his apologies. The Audit and Risk Committee were unable to convene a meeting in advance of the Board meeting so the next meeting will take place on Monday 17 July.

Statement of Internal Financial Controls

Mazars have now returned the finalised SIFC which includes comments from Management, this report was circulated to the Audit and Risk committee on 6 July. The Committee approved the reported and recommended the report to the Board for adoption.

The Board adopted the final SIFC report.

State Claims Agency Issue

The Board agreed that in order to estimate the provision in the budget necessary for liabilities, a detailed external risk assessment should be conducted (in agreement with the decision taken under Item 2a).

Estimates for 2018

The estimates document for 2018 is to be sent to the Audit and Risk committee for review at the meeting on Monday 17 July. The document will then be circulated to Board members and there will be a dial-in meeting on Friday 21 July at 10am to approve the Estimates before they are sent to the Department.

c) *Ceramics Room Committee*

Mr Bowen reported that the Committee is continuing to liaise with the Oireachtas, OPW and Executive on matters including plans to address vertical access to the Kildare Street building. The next meeting at Leinster House will take place on Wednesday 19 July. Ms Lynn Scarff, the Director and Mr Seamus Lynam, Head of Operations will represent the Museum at the meeting.

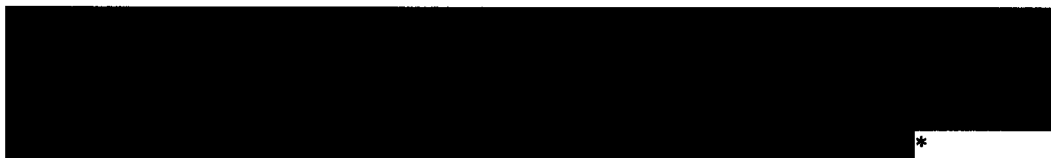
d) *GPAC*

The Board noted the written report from the Committee which had been circulated in advance.

The GPAC committee will continue to work with the Executive on the Museum's submission to the Creative Ireland programme.

The Board agreed that the Director should contact Mr Kevin Lonergan regarding the Creative Ireland Alignment Plan. The plan is to be sent to the GPAC Committee in advance of its next meeting.

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The Committee recommended to the Board that a new website for the Museum is critical.

It was agreed that the GPAC Committee will discuss a Digital Strategy for the Museum at its next meeting.

The Board agreed that the Exhibitions Policy and list of temporary exhibitions prepared by the Head of Collections and Learning should be sent to the GPAC committee in advance of their next meeting.

e) HR Committee

Staff Appointments

The Board recommended that all vacancies in the Museum should be filled by open competition. The Board requested that this recommendation should be tabled at the next meeting of the Museum Council for discussion. The Executive agreed to raise the matter at the Museum Council.

HR Audit

The Board accepted the findings of the Mazars Audit on HR in the Museum.

Staff Forum

The Director reported that the Staff Forum has been established and is proceeding well.

It was agreed that the minutes of the Museum Council and Staff Forum should be circulated to the HR committee.

The Executive then left the meeting.

f) Director Review and Transition Committee

The Chair reported that the Director's Review took place on Wednesday 5 July. The review was conducted by the Chair and Dr Andrew Power and was minuted by Collette Devine of Jerome Forde HR Agency.

5. Board Review

The Secretary will contact the IPA to say that the Board review has been suspended pending recommendations from the Department around the Board review process.

6. Date and venue of next meeting

The next meeting of the Board will take place on Thursday 14th September 2017 at 9.30am at the National Museum of Ireland – Decorative Arts and History, Collins Barracks.