

## **MINUTES OF BOARD MEETING: 6<sup>th</sup> June 2017**

**11am, Tuesday 6<sup>th</sup> June 2017**

**Belfast Harbour Studios, Dargan Road, Belfast**

**Present:** Rotha Johnston (Chairwoman), Laurence McKeown, Mike Catto, Fiona MacMillan, Elaine Sperber, Michael Kuhn, Jennifer Johnston, Adeline Dinsmore, James Penny, Greg Maguire

**In attendance:** Richard Williams (CEO), Linda Martin (Director of Finance and Corporate Services), Andrew Reid (Head of Production), Moyra Lock (Head of Marketing), Bernard McCloskey (Head of Education), Aine Walsh (Head of ILBF), Linda McGuinness (Financial Controller), Marie Shivers (PA to CEO), Brian Dolaghan and Tracey Walsh (Invest NI – Observers)

**Apologies:** Tim McKane, Ian Parsley

### **1.0 Minutes of the Board meeting of 14<sup>th</sup> March 2017**

1.1 The minutes of the March meeting were agreed, signed and the action points reviewed.

### **2.0 Chairwoman's business**

2.1 The Department are not in a position to progress Board appointments until the current political situation is resolved. Therefore the two Board members whose terms were up at the end of June, as well as the Chair, have agreed to extend their terms of office until December 2017.

2.2 The Chairwoman thanked the Board again for their engagement with the strategy consultations.

### **3.0 CEO's Report including PI Report and Investment Report**

3.1 The CEO reported on the number of productions currently taking place in NI as well as those airing including Paula commissioned by BBCNI for BBC2. Cartoon Business took place in Belfast in May and was a very effective opportunity to support the animation sector.

3.2 Our funding remains stable although we are still awaiting confirmation on the full annual budget from DfC; we are optimistic that a greenlight for Digiskills is imminent; there is no foreseeable fix for the loss of Arts Council funding and this will be addressed within the context of the new strategy.

3.3 The Digital Film Archive Outreach Programme has been nominated for a National Lottery Award in the heritage category at the 2017 awards, with the winner being decided by public vote.

3.4 The PI Report is in good shape. The figures do not capture membership of FilmClubs due to industrial action and other reasons with schools, but we are confident they are on track. The Chair noted the Investment Report.

### **4.0 Finance, Audit and Governance**

4.1 CEO summarised the Risk Register noting the Lottery funding risk changed to medium, and that Northern Ireland Screen and other stakeholders are continuing to explore viable options for a GoT Legacy Project.

4.2 The Bi-Annual Assurance Statement was reviewed by the Board with no issues. It was noted that while the Board will continue to review and challenge the Bi-annual Assurance Statement, formal responsibility for it lies with the Accounting Officer.

4.3 The Chair updated the Board on the recent Strategic Resource Committee and Fiona MacMillan updated on the Audit and Risk Committee noting a satisfactory assurance on the recent IT Audit Report. A link to the policies being reviewed currently will be sent to the Board once completed.

## 5.0 Committee Updates

5.1 EPWG – The EPWG met recently and Adeline Dinsmore noted positive indications from DfC regarding Digiskills, and a new strategic focus on career pathways involving the CLCs and IntoFilm.

5.2 Investment Committee – Andrew Reid summarised the number of projects currently in pre/post and production in Northern Ireland. Michael Kuhn noted the importance of follow through on for example producers' visit for the longer term investment strategy.

5.3 ILBF – Aine Walsh highlighted the ILBF Evaluation report which is due by the end of June. Feedback so far is very positive. Recommendations will go to the Board at the next meeting.

5.4 USBF – The CEO updated the Board on the recent meeting of the USBF Committee and noted that 2 of the 3 trainees are in placement with the third coming on board in the summer.

5.5 Skills Panel and Training – The new AIM HIGH 4 scheme has launched to considerable interest. Mike Catto complemented the quality of work at the recent Two Minute Masterpiece noting it to be worthy of further development.

## 6.0 Any Other Business

6.1 No other business was raised.

## 7.0 Date of Next Meeting

7.1 The next Board meeting is scheduled for Tuesday 12<sup>th</sup> September at 11am.

*Richard Bruce presented to the Board on Cyber Security.*

Point	Detail	To be actioned by
4.3	A link to the policies being reviewed currently will be sent to the Board once completed	Linda Martin
5.3	Recommendations on the ILBF Evaluation Report to the Board at the next meeting	Aine Walsh/Linda Martin

Signed:



Date:

12 September 2017