

## **MINUTES OF BOARD MEETING: 28<sup>TH</sup> June 2011**

**11:30am Tuesday 28<sup>th</sup> June 2011**

**Northern Ireland Screen, Alfred House, Belfast**

**Present:** Richard Hill (Chair), Brian McMahon, James Penny, Maurice Hayes, Philip Morrow, Terry Loane, Roger Austin, Mairead Regan, Anne Cormican

**In attendance:** Richard Williams (CEO), Andrew Reid (Head of Production), Linda Martin (Head of Finance), Moyra Lock (Head of Marketing), Áine Walsh (Head of ILBF), Bernard McCloskey (Head of Education), Elsie Brown (Operations Manager), Marie Shivers (minutes)

**Apologies:** Ruth McCance, Kate Smith, Tim McKane, Peter Quinn

There were no conflicts of interest raised by members of the Board.

### **1.0 Chairman's Opening Remarks**

1.1 The Chair reported that maintenance at the Paint Hall was progressing well and thanked the CEO for his update to Board members. Meetings with the new DCAL Minister had gone well.

1.2 The Cannes lunch had gone very well with a number of projects being pushed, and the Chair thanked ML and the marketing team for their hard work. The London BAFTA screening of Game of Thrones was also a success.

1.3 After a discussion on corporation tax and extending the UK tax credit to television drama, the Board agreed to a Treasury consultation submission in support of lowering corporation tax in Northern Ireland and advocating extending the UK tax credit for film to include television drama.

1.4 The Chair outlined that DCAL would be running a process to recruit a number of new Board members as many of the Board had completed two terms. The process is to be completed by December 2011.

### **2.0 Minutes of the Board meeting of 15<sup>th</sup> March**

2.1 The minutes of the Board meeting on 15 March were agreed and signed.

### **3.0 Management Accounts to end May 2011**

3.1 James Penny updated the Board on the recent Finance and Audit Committee meeting confirming that the Committee was content with the accounts. The Board approved the accounts.

#### **4.0 CEO's Report**

- 4.1 CEO reported that HBO had completed extensive maintenance work at the Paint Hall and that it was ready for film production. He confirmed that a Deal Memo had been agreed between Titanic Quarter and Invest Northern Ireland, under which responsibility for the Paint Hall would pass to the new joint venture company set up to hold the new studio. The CEO reported that the Deal Memo contained a clause which provided only 4 months leeway to find future licensees when Game of Thrones vacates the Paint Hall. The Board was of the view that this was too short and that the CEO should seek better terms.
- 4.2 CEO informed the Board that Martin Melarkey, founder of the Nerve Centre, has temporarily left the Nerve Centre after over 20 years to join the City of Culture team. The Chair will write acknowledging Marty's great achievements. Studio On proposes to move from its current office at Crossnacreevy, and has found a potential site at the Ulidia Building on the Ormeau Road. The Board supported this potential move.
- 4.3 The CEO reported that Chris Smith was undertaking a film policy review for DCMS. The moving image education work is an important case study for this review. The review is also an opportunity to press the case for extension of the film tax credit albeit that tax variance is out of scope of the review.

#### **5.0 Risk Register**

- 5.1 Cash reserve levels were discussed at the Finance and Audit Committee. At this meeting Brian Clerkin, auditor, said guidance suggested at least a six month reserve should be held by Northern Ireland Screen, but Linda Martin confirmed that the MSFM prevented us from building up a reserve. It was agreed that the Finance team would monitor this closely and inform the Board immediately if cashflow becomes an issue.
- 5.2 The Risk Register was approved.

#### **6.0 PI Report**

- 6.1 The targets for the year were noted.

#### **7.0 Committee Updates**

##### Investment Committee

- 7.1 Andrew Reid summarised the latest productions, noting that Primetime candidates were about to be chosen. He thanked Ursula Devine for her work, most recently on a drama development session, and wished her well on maternity leave. The Investment Committee will meet again in July.

## ILBF

- 7.2 Maurice Hayes updated the Board on recent ILBF business. The Investment Committee met in June and awarded approximately £1m. The next meeting will be in October. Áine Walsh reported that it was hoped the Celtic Media Festival would be in Derry-Londonderry for 2012 and possibly also 2013 to coincide with City of Culture.

## Ulster-Scots Broadcast Fund

- 7.3 The Chair updated the Board on recent developments with the USBF. The Committee had now met twice and one project has begun production. The USBF Investment Committee will meet again in September.

## Education Policy Working Group

- 7.4 Roger Austin noted that the shift towards blended learning and the consequent greater use of online materials created an opportunity and role for the Digital Film Archive, particularly in relation to History and Politics.

## Investment Committee

- 7.5 Feedback received from internal and external audits was very good. Other issues already covered. No further points to add.

## Skills Panel/training

- 7.6 Declan Keaney and Peter McVerry have joined the Skills Panel. The Belfast Media Festival will take place on 14 October. The NCTJ annual conference will also be held this year, but no date set as yet.

## **8.0 Board and AGM dates for 2011-12**

- 8.1 The dates for these meetings will be circulated to Board members. One meeting is to be held in Derry-Londonderry.

*CEO and Executive left the meeting*

## **9.0 Any Other Business**

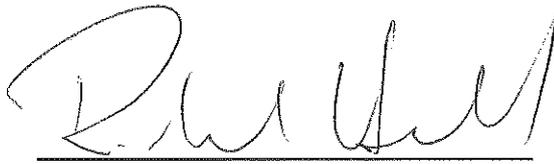
- 9.1 The Chair updated the Board on the CEO's remuneration. The Chair will seek a meeting with the Finance Minister Sammy Wilson MP MLA and will report back at the next meeting.

**10.0 Date of Next Meeting**

10.1 The next Board meeting will be held at 11am on Tuesday 20<sup>th</sup> September 2011.

<i>Point</i>	<i>Detail</i>	<i>To be action by</i>
1.3	Draw up submission for Treasury Consultation on UK tax credits	CEO
4.1	Seek extension to Paint Hall Deal Memo	CEO
4.2	Write to Marty Melarkey, Nerve Centre, acknowledging achievements on his departure to City of Culture	Chair

Signed:



Date:

20 / 9 / 11