

**MINUTES OF BOARD MEETING: 17th June 2014**

**10:30am Tuesday 17<sup>th</sup> June 2014**

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

**Present:** Rotha Johnston (Chair), Michael Kuhn, Ian Parsley, Mike Catto, Jennifer Johnston, Fiona MacMillan, Aodán MacPóilin, Tim McKane, James Penny, Laurence McKeown, Sinead McCartan, Arthur Scott (DCAL)

**In attendance:** Richard Williams (CEO), Linda Martin (Head of Finance), Andrew Reid (Head of Production), Moyra Lock (Head of Marketing), Bernard McCloskey (Head of Education), Bríd Falconer (Head of ILBF), Marie Shivers (minutes)

**Apologies:** Adeline Dinsmore

**Conflicts of Interest**

No conflicts were declared.

**1.0 Minutes of the Board meeting of 31st March 2014**

1.1 The minutes of the March meeting were agreed and signed.

1.2 The CEO updated the Board on the status of action points noting that updates will be provided at the next meeting on points 8.2, 11.1 from the January meeting, and 6.1 and 6.4 from the March meeting. All other action points were completed.

**2.0 Chairwoman's business**

2.1 The Chairwoman welcomed Sinead McCartan to the Board as a co-opted Board member with finance qualifications and experience. Sinead will serve on the Board from 4 June 2014 until permanent Board appointments are made. The Chair also informed the Board of Brian McMahon's resignation and thanked Brian for all his work as Vice Chairman over the last four years.

2.2 The Chairwoman thanked the CEO for his monthly updates noting that they assist the Board's awareness of the main issues.

2.3 The Board agreed a revised wording of the Quarterly and Annual Assurance Statement.

2.4 The Chairwoman briefly noted the recent Disney Famtrip, the very successful Cannes Film Festival and Game of Thrones Exhibition Opening Night event and thanked the Executive for all the hard work put into these events.

2.5 The Chairwoman briefed the Board on the recent meeting with James Purnell, the BBC's Director of Strategy and Digital and indicated further engagement is to take place.

### **3.0 CEO Report**

3.1 The CEO reported to the Board that the first phase of staff restructuring was complete with the three internal positions recruited. Recruitment for the two external positions is in progress and should be complete by the end of July.

3.2 The CEO briefed the Board on the Investment Report, stressing that it contained the most useful information as a barometer of Northern Ireland Screen's progress against the Opening Doors' objectives.

3.3 The CEO updated the Board on discussions with Disney and on the need for new sound stages, noting that the DETI Minister will meet with Disney execs in LA next week.

### **4.0 Finance Audit & Governance**

4.1 The Management Accounts were approved by the Board.

4.2 Performance targets and infrastructure have been added to the Risk Register.

6.2 Funding of the Creative Learning Centres may be highlighted on the Risk Register later in the year. The risk associated with DCMS funding for ILBF/USBF may also be raised by the next Board meeting.

4.2 Membership of the new Committees was agreed as follows:

Audit and Risk Committee: Fiona MacMillan (interim Chair), Laurence McKeown, Adeline Dinsmore and Sinead McCartan

Strategic Resources Committee: Rotha Johnston (interim Chair), James Penny and Fiona MacMillan

The Chairwoman noted that membership of the Committees will be reviewed when new Board appointments are made.

## **5 Committee Updates**

### Investment Committee

5.1 Michael Kuhn noted the shortage of film production crews across the UK stressing that this was both an opportunity and a threat. It was agreed that the Investment Committee and Executive would look at this further.

### ILBF

5.2 Brid Falconer briefed the Board on ILBF business noting the next Committee meeting will be at the end of July and that, following discussions by the ILBF

Committee, the ILBF had reaffirmed its commitment to drama. James Penny suggested that Netflix might carry Irish language programmes and it was noted that an iPlayer commitment to Irish Language content was overdue.

#### Education Policy Working Group (EPWG)

- 5.3 Bernard McCloskey reported that the Creative Learning Centres had received a 'Good' report from the Education Training Inspectorate with some areas of 'outstanding' activity, and that a presentation of the Education Strategy was to be given to the Department of Education.
- 5.4 He noted that Adeline Dinsmore had raised concerns at the current state of the refurbishment of the Ulidia Building. A letter had issued from the CEO to Nerve Belfast and assurances received that these issues will be resolved within the next 2 weeks. The Board agreed the need to regularly review this to ensure the work is completed as soon as possible.
- 5.5 The Chair expressed interest in visiting Nerve Belfast, and it was agreed that a presentation on the CLCs would be scheduled over lunch at the September Board meeting.

#### Skills Panel/Training

- 5.6 The CEO reported ongoing discussions between the Game of Thrones production team and Creative Skillset regarding the management of trainee support. It was agreed that the Investment Committee would review the issues involved.

### **6. Documents for Noting**

- 6.1 The DCAL Review of Northern Ireland Screen was circulated to the Board for noting. Aodán MacPóilin noted that the policy context for the ILBF and USBF was missing from the document; that is, the promotion of a Shared Future. Aodán will provide wording for the Chair to include in her reply to DCAL.
- 6.2 Alastair Hamilton's letter relating to Opening Doors funding, the revised Operating Plan 2014/15 and the Scheme of Delegation were all noted.

### **7. Marketing Presentation**

- 7.1 Moyra Lock gave a presentation on the Northern Ireland Screen Marketing Plan 2014-15 to support the Opening Doors Strategy. She briefly outlined the key marketing tools and initiatives that are planned for the year ahead. The Board welcomed the approach outlined and discussed the challenges ahead. Tim McKane offered his help on the digital side and applauded the intention to appoint a local PR Agency.
- 7.2 Jennifer Johnston circulated information on UNESCO City of Film. Noting that Belfast City Council would have to take the lead, it was agreed that this should be explored.

## 8.0 Evidence to DCMS regarding the Future of the BBC

8.1 Written evidence was submitted to the DCMS earlier in the year and the CEO will be giving oral evidence in London next week. CEO updated the Board on the recent meeting with James Purnell, Director of Strategy and Digital. It was also suggested that the Chairwoman write to the new DCMS Minister to brief him on the work on Northern Ireland Screen.

## 9.0 Any Other Business

14.1 Tim McKane reported that the SS Nomadic was to now house a cinema which was being supported by the FilmHub and will host the Digital Film Archive.

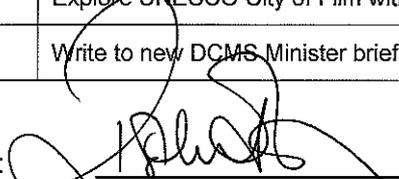
## 15.0 Date of Next Meeting

15.1 The date of the next Board meeting will be Wednesday 24<sup>th</sup> September 2014.

Point	Detail	To be actioned by
	<b>Updates carried forward from January 2014 meeting</b>	
11.1	CEO to set up review of under-representation of women in the sector	CEO
8.2	BBC proposals gathered from Board. Adeline Dinsmore, Tim McKane and Jennifer Johnston to consider education possibilities	CEO
	<b>Updates carried forward from March meeting</b>	
6.1	Board to set up sub group on digital issues	CEO, Tim McKane
6.4	Explore membership to Business Alliance organisations	CEO/LM
	<b>Actions from June meeting</b>	
5.1	Look at issue of shortage of production crews in UK	Investment Cte/ Executive
5.4	Review the necessary improvement work on Ulidia Building	Bernard McCloskey
5.5	Chair to visit Nerve Belfast	Chair
5.5	Arrange CLC presentation to Board at September meeting	Bernard McCloskey
5.6	Discuss Creative Skillset trainee support	Investment Committee
6.1	Provide wording on ILBF/USBF promotion of shared future for inclusion in the Chair's reply to DCAL Review of NI Screen	Aodán MacPóilín
7.2	Explore UNESCO City of Film with Belfast City Council	ML
8.1	Write to new DCMS Minister briefing on our engagement with the BBC	Chair/CEO

Signed:

Date:

  
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24/9/2014  
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