

## MINUTES

### MINUTES OF A MEETING OF THE COMMISSION HELD ON WEDNESDAY 19 OCTOBER 2011 AT 10.30AM AT LISSUE HOUSE

**Present:**

Mr P O'Rourke (Chairman)  
Mr P O'Neill  
Mr J McGaughey  
Mrs M McCormack  
Mr J Noble  
Mr K Sharkey  
Mr C Tweedie

**In attendance:**

Mr I Stevenson  
Miss S Blain

*Miss S Blain joined the meeting at 11.20am*

**2011/11/1 Welcome**

The Chairman welcomed the Chief Executive to his first meeting of the Board.

**2011/11/2 Apologies**

None.

**2011/11/3 Minutes**

The minutes of a meeting held on 21 September 2011, taken as read, were approved by the Commission and signed by the Chairman.

Proposed: Mr P O'Neill  
Seconded: Mr J Noble

**2011/11/4 Matters arising**

**(i) Implementation Group**

The Chairman updated the Board on progress of the AME application and State Aid issues.

**Action Point:** The Chief Executive will invite Keith Morrison (DARD) to either attend the next Board Meeting, or forward a report to the Board on progress to obtain AME status for LMC.

*Withheld – Commercially Sensitive*

**2011/11/5 Chairman's Report**

The Chairman reported that a number of meetings had been held since the last Board Meeting, including attendance at Anuga and a meeting of the Agriculture and Rural Development Committee.

*Withheld – Commercially Sensitive*

**2011/11/7 Revised LMC Business Plan 2011/12**

The Chief Executive outlined proposed changes to the approved LMC Business Plan 2011/12. The main proposals included:

- Production of quarterly bulletin specials
- LMC Outlook Conference
- LMC website redevelopment
- Celebration of 20 years of NIFQAS

*Mrs M McCormack left the meeting at 12.10pm*

**Action Point:** The Board approved the proposed changes to the Business Plan. The Chief Executive will submit the revised business plan to DARD for approval.

**2011/11/8 NIFCC Board**

**Action Point:** The Board agreed not to appoint a Director to the NIFCC Board at the NIFCC AGM, but will retain its right to do so at a later date. The Chief Executive will communicate this decision to NIFCC.

**2011/11/9 Report on Anuga**

The Chairman and Chief Executive gave a report to the Board on their recent visit to the Anuga Food Fair.

**2011/11/10 Report on Meeting with the Agriculture and Rural Development Committee**

A briefing paper had been circulated to the Board.

The Chairman and Chief Executive gave a report to the Board on their attendance at a meeting of the Agriculture and Rural Development Committee.

**Action Point:** The Board agreed that the Chief Executive will write to the Agriculture and Rural Development Committee to give further detail on the benefits of NIFQAS in relation to reduced inspections by DARD, etc.

**2011/11/11 Quarterly Report of Main Service Activities**

**Action Point:** The Board approved the Chief Executive's proposal for the production of quarterly reports to the Board on main service activities.

**2011/11/12 Marketing Report**

The marketing report was noted.

**2011/11/13 Date of next meeting**

It was confirmed that the date of the next meeting would be 16 November 2011 at 11.00am.

**2011/11/14 Any Other Business**

*(i) Audit Committee*

The Chairman advised that no proposal was yet being brought to the Board regarding the Chair of the Audit Committee. Mr J Noble would act as interim Chair for the next meeting of the Audit Committee in November 2011.

*(ii) Bank Mandate*

**Action Point:** The Board approved the new bank mandate

*(iii) Report to Those Charged with Governance (RTTCWG)*

**Action Point:** The Chairman and Chief Executive will agree Board responses to the RTTCWG where appropriate.

*(iv) Recruitment of Industry Development Manager*

**Action Point:** The Board agreed to provide two members for the interview panel

*(v) Bulletin Research*

The Bulletin Research Report should be received by LMC on 24 October 2011.

**Action Point:** The Economist will arrange a presentation of the report, to which Board Members will be invited.

*The meeting ended at 1.30pm*