

AGENDA of the meeting of the BAIS Executive which will take place on Saturday, 23 November 1991, at 12.30 p.m., in Room E102 Birkbeck College, Malet Street, London W1.

- 1 Apologies
- 2 Minutes of previous Executive meeting
- 3 Matters arising
- 4 Reports A*
 - (a) Chair/Vice Chair
 - (b) Executive Director
 - (c) Honorary Secretary
 - (d) Treasurer
 - (e) Conference Secretary
- 5 1993 BAIS Biennial Irish Studies Conference
- 6 Cultural Subcommittee
- 7 Executive Director's Contract
- 8 Irish Studies Review
- 9 Reports B*
 - (a) Higher Education
 - (b) Adult & Further Education
 - (c) Irish language
 - (d) Newsletter editor
 - (e) Schools
- 10 AOB

AGENDA of the Annual General Meeting of the Association which will follow the Executive meeting at 3.00 p.m.:

- 1 Minutes of previous AGM
- 2 Reception of Reports+
 - (a) Chair/Vice Chair
 - (b) Executive Director
 - (c) Honorary Secretary
 - (d) Treasurer
 - (e) Conference Secretary
 - (f) Newsletter editor
 - (g) Convenors of Subcommittees
 - (i) Higher Education
 - (ii) Adult & Further Education
 - (iii) Irish language
- 3 Resolution: In paragraph 4.3 of the Constitution, delete "Editor of the Newsletter of the Association" and substitute "Editor of Irish Studies Review: The Magazine of the British Association for Irish Studies".
[Proposed: Graham Davis Seconded: George Watson]
- 4 AOB

* Reports to cover period since last Executive meeting.
+ Reports covering year's activities/achievements.

- Will Officers/Convenors please produced written reports.
- Apologies please by 22 November to 071-403 6660.

her as it happens to be

EXECUTIVE DIRECTOR: TERMS, CONDITIONS, SALARY.

- 1 This document, constituting a contract of employment affecting terms, conditions and salary, will temporarily replace the contract recorded in the minutes of the Officers' Meeting of 27 January 1989 and the Executive Meeting of 1 February 1989.
- 2 It will initially replace it for a period of eight calendar months from 1 October 1991, subject to its ratification by the Officers of BAIS being confirmed by the BAIS Executive. Should the Executive fail to confirm that ratification, the previous contract of employment (referred to in para. 1) will immediately become operative pending the conclusion of a mutually acceptable agreement concerning terms and conditions of employment, and salary, between the Executive Director and the Officers and Executive of the BAIS.
- 3 At the end the initial term of this contract, the previous contract will again become operative, unless a new contract of employment has been accepted by both parties. Should it be mutually acceptable, the two parties may, within a period of less than eight months, negotiate a new contract which will supersede any existing contract.
- 4 The salary of Executive Director of BAIS is calculated as if the Executive Director were on the academic non-clinical spine of the university lecturer scale, at point _____ on _____.
- 5 Since the sense of this agreement is that the Executive Director will be on half-time employment with the Association during the term of this contract, the salary of the Executive Director will be equal to 50% of the appropriate full-time salary on that scale.
- 6 The salary specified in para. 5 will be adjusted pro rata to take account of any increment or pay award which may become due on the salary indicated in para. 4 within the period of time covered by this agreement.
- 7 That the appropriate on-costs on the salary indicated in para. 5 will be met by the Association.
- 8 That the Association make an appropriate payment towards the pension contributions of the Executive Director (the amount to be subject of further negotiations).
- 9 That the employing body be the Executive Committee of the British Association for Irish Studies.
- 10 That the Executive Director be entitled to 16 leave days p.a. (this to include any national or bank holidays taken), notice to be given in advance to one of Chair, Vice-Chair, Honorary Secretary or Treasurer for leave of more than 3 days.
- 11 The leave year will be 1 May to 30 April.

12 An 18 hour basic week of three days, worked in flexitime with a spine, when in the office, of 10.30 a.m. to 4.00 p.m. will be worked. Tuesdays, Wednesdays and Thursdays will normally be the days on which the Executive Director is present in the office. If necessary, these days and times may be varied according to circumstances, within the overall maximum of 18 hours per week and having regard to time off in lieu of overtime.

13 Time spent travelling on the business of the Association will be counted as working time; time before 8.00 a.m. and after 6.00 p.m. to be included in calculations. Recompense for working Saturdays, Sundays and evenings will be through time off in lieu. The Executive Director will keep a basic log in his diary of hours worked so that time off in lieu can be periodically taken and notified to the Officers in an Officers Meeting or as otherwise convenient.

14 The need of the Executive Director to seek other sources of remuneration during the period of currency of this contract will be taken into consideration by BAIS with regard to working arrangements.

15 Travelling expenses will be paid at 2nd class rail, economy class air, except where the needs of the Association or the efficient exercise of duties require use of different fares. Only actual expenditure will be reimbursed.

16 Reasonable expenses incurred for meals and accommodation in the course of travel on the business of the Association will also be reimbursed on production of receipts.

17 Grievances that cannot be settled by discussion between the Executive Director and the Officers will be resolved through arbitration, binding on both parties, by ACAS or an equivalent body, mutually acceptable.

18 The salary of the Executive Director will be paid on the last Wednesday of each calendar month, or some other specified and mutually agreed day of each month, by bank standing order.

19 The Executive Director will be encouraged to join the appropriate Union which, subject to agreement by the Executive Committee, would be recognised as the Executive Director's professional association and for negotiating purposes.

20 Termination of employment will be by three months notice on the employer's side; one month's on the Executive Director's (in writing in both cases).

21 The job description of the Executive Director is as follows:

"To administer the office of the Association in consultation with the Officers of the Association; to tender advice on policy development and implementation to the Officers and Executive of

the Association, to liaise with the Advisory Subcommittees of the Association on behalf of the Officers and Executive; and to execute the policy of the Association, as formulated by the Executive in conformity with the principles of the Constitution; to act as Returning Officer for Association elections."

22 Within that remit, priorities for the Executive Director during the period that this contract remains operative will be:

- (a) Fundraising and activities in support of fundraising;
- (b) Provision of services to members;
- (c) Arrangements for meetings of Officers, Executive and Fundraising Subcommittees;
- (d) Representing BAIS when necessary;
- (e) Dealing with enquiries from the general public.

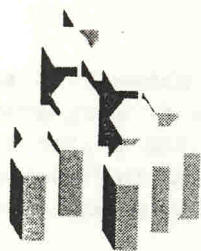
23 The order of those priorities is set out in para. 22; and the Executive Director will do what is necessary to effect these priorities (and the duties set out in paragraph 21) in so far as can reasonably be expected within the maximum 18 hour week specified in this contract.

The Officers were concerned that this group could deliver a magazine which came within the specifications of Sir Purdie's document. In normal circumstances, they would have waited till the following meeting of the Executive to propose that the group be asked to edit the magazine. However, the situation regarding publications was by now aggravated by delays in the distribution of the British Literary Supplement. In July the subscription rate had been raised - at a point in time when members could justifiably claim that they were getting very little value for money.

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The Officers regard regular distribution of publications as vital to retention of members and, in order to get a publication underway as quickly as possible, they asked the members in question to begin work towards the production of the magazine.

At the Executive meeting on 1 November they will ask you to endorse their decision in requesting these members to undertake the production of the magazine.



British Association for Irish Studies

To all members of the Executive

The Officers have asked me to circulate, on their behalf, the following statement regarding the Irish Literary Review.

Seán Hutton
18 November 1991

At the Executive meeting on 1 June, the Vice-Chair outlined the serious situation facing the Association. Among the matters he referred to was the continuing non-appearance of the Association's Newsletter and Irish Studies in Britain. At that meeting Bob Purdie was requested to consult and to produce a memorandum on a new Association publication to replace the two publications. Bob Purdie's memorandum was considered by the Officers on 20 June, at which time the Treasurer indicated that a group of members - Neil Sammells, Paul Hyland and David Timms - had expressed an interest in editing and producing such a publication. A very full proposal from these members was considered by the Officers on 31 July, when the Officers met the individuals concerned.

The Officers were convinced that this group could deliver a magazine which came within the specifications of Bob Purdie's document. In normal circumstances, they would have waited till the following meeting of the Executive to propose that the group be asked to edit the new magazine. However the situation regarding publications was by now aggravated by delays in the distribution of the Irish Literary Supplement; and on 1 July the subscription rate had been raised - at a point in time when members could justifiably claim that they were getting very little value for money.

The Officers regard regular distribution of publications as vital to retention of members; and, in order to get a publication under way as quickly as possible, they asked the members in question to begin work towards the production of the magazine.

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A BAIS MAGAZINE

The BAIS needs an effective and well-produced periodical as a means of exchanging information about, and to evangelise for Irish studies, thus attracting more finance and stimulating more activity. (NB: Because the terms "newsletter" and "journal" already have connotations within the BAIS, we have used the term "magazine", which better expresses what we think the Association needs).

FORMAT The magazine should be A4 format, printed on glossy paper and of similar standards of design to the *Linen Hall Review*. There should be an initial aim of 16 pages.

TITLE Ideally it should be named *Irish Studies in Britain*, if we can take over ownership of the title. It should be made clear, however, that this is a new publication, produced by the BAIS.

ISR = better

CONTENT The core of the magazine should be devoted to the exchange of information about Irish studies. It should carry news about the BAIS, about Irish studies activities, about courses and classes. There should be a book, record and drama review section and one or two short articles in each issue about an aspect of Irish history, culture or society. There should be an Irish language section, and it should offer space for publication of poetry and short fiction.

2 Intran
market
version
of back pages
of I. Post

PERIODICITY This is likely to be highly dependant on the efficiency with which information and material is gathered, but an initial aim should be three times a year, to coincide with the autumn, winter and spring educational terms.

COSTING This aspect needs to be thoroughly investigated, but it should be clear from the outset that the project can only be viable if it draws on external funding and not on BAIS funds. / ?

SPONSORSHIP The resources necessary for the magazine may be generated by a direct subsidy, by a subsidy in kind (print, design work, editorial help etc.), by advertising or by a combination of these. One method of indirect subsidy could be the purchase of bulk supplies by the Irish Department of Foreign Affairs for distribution to embassies and consulates. This would only be possible if the magazine was of guaranteed quality and regularity. Another source of subsidy could be from the Arts Council in respect of the poetry and fiction - possibly also from the Irish equivalent.

EDITING Again this requires resources outside those currently available to the BAIS. If a sufficient level of sponsorship is available it may be possible to pay a part time editor, or the *Irish Post* may be prevailed on to provide resources. But the magazine cannot achieve the standards of quality or regularity required on the basis of voluntary, *ad hoc* efforts by members of the Executive.

Shat
about
editorial
board/
advisory
board etc.

TIMESCALE To put together a viable publication will need time, trying to do a rush job will defeat the needs for quality and regularity of publication. An initial timetable might be: END OF JULY preliminary estimates of cost. END OF SEPTEMBER production of a prospectus soliciting sponsorship. END OF OCTOBER putting together of a sponsorship package. END OF NOVEMBER appointment of an editor. END OF JANUARY 1992 production of a format/dummy. END OF MARCH 1992 production of first issue.

Bob Purdie, Séan Hutton, Jim McAuley 6.6.91.

Will this type of thing
achieve aim
of first generation

NOTE OF MEETING BETWEEN OFFICERS AND PROPOSED EDITORIAL TEAM OF
IRISH STUDIES REVIEW AT BATH ON 31 JULY 1991

The proposed editorial team had provided a very comprehensive memorandum and costings.

The proposed title "Irish Studies Review - The Magazine of the British Association for Irish Studies" was generally acceptable, although the Chair wanted some time to sound out reactions a little more widely.

The general thrust and level of the proposed magazine, as outlined by the team, was acceptable. It was not designed as an academic journal. It would carry short, accessible articles covering a wide subject-range.

The timescale - a spring launch - was acceptable; and it was also agreed that the main concern of the proposed editorial team leading up to the first issue should be to get the format/content right.

This led on to the question of funding. It was accepted by the Officers that there was a grave problem regarding services to members in this area and that the Association did need a publication. It was also accepted that the provision of the Newsletter and Irish Studies in Britain to members had involved costs which could now be re-routed to get the new magazine off the ground. The Vice-Chair did point out that it would not be possible to subsidise on an ongoing basis.

It was agreed to apply for a British Academy grant towards publication. It was also agreed that advertising would be actively sought for the first issue, though a full sponsorship package would not be sought until the first issue had been published. This, then, would form a basis for a drive for funding.

The proposed editorial team were thinking in terms of an initial run of 1000 and a cost of c. £3.5 thousand.

Outgoing Newsletter Editor's Report
British Association for Irish Studies Annual General Meeting, 23-xi-1991

As this is my final report as Newsletter editor it presents me with the opportunity to summarise the history of the Newsletter, to set out its aims and achievements, and to offer my apologies for the recent non-appearance of the Newsletter.

It was decided at the outset of the Association that we needed a Newsletter which would act as a means of communication with the membership. The general assumption was that we would look to the Newsletters of other similar Associations to provide a model for our own Newsletter. However, it quickly became evident that there was more ground to be covered by a Newsletter in Irish Studies than was covered by other Newsletters. Despite the existence of Irish Studies in Britain it was obvious that the BAIS Newsletter would have to be, apart from anything else, larger than equivalent publications, as it would have to include reports on a range of other matters than just the business of the BAIS. From the outset then the Newsletter included reviews, book listings, reports of meetings and conferences of interest to the membership and some general articles as well as BAIS business. At this time I was producing the Newsletter using desk-top publishing equipment to which I had access and with which I was already familiar. The Newsletter then was produced single-handedly, although much encouraged by the enthusiasm and support of the rest of the Executive. The Newsletter was fuller and much more informative than the Newsletters of other longer-standing Associations. If I feel justified in claiming credit for this it is in the knowledge that the Newsletter then fell victim to its own success, or at least ambitions and for that I must accept responsibility.

As time went by it became clear that two things were lacking for the continuation of what was becoming an increasingly complex production: an editorial board and an institutional base. Unfortunately, before decisions about these issues could be discussed and implemented my own circumstances changed. The Association therefore lost access to the desk-top publishing equipment on which the Newsletter had been produced and I found myself with less time to devote to the Newsletter. An institutional base ensures continued access to the necessary production equipment while an editorial board ensures both that the production work-load is spread and that changes in personal circumstances are not disruptive. These were the major problems facing the Newsletter; they are precisely the problems that have been solved by the establishment of the Irish Studies Review.

It is my hope that I can produce a last issue of the Newsletter to provide a bridge between the Newsletter and the appearance of the first issue of the Irish Studies Review.

In concluding this final report to the AGM I can honestly say that my time on the Executive has been both interesting and rewarding. I look forward to my continued association with the BAIS and I wish the new editorial team of the Irish Studies Review well for the future.

Dr Eamonn Hughes

BRITISH ASSOCIATION FOR IRISH STUDIES

Annual General Meeting of 23rd. November, 1991.

REPORT FROM CONVENOR OF ADULT EDUCATION SUB-COMMITTEE

(1) In general terms the situation of adult education seems to have stabilised in that the positive gains of the last 4 years or so seem to have been maintained. Specifically, the range of courses on offer in terms of both type and location seems to have been maintained around the country, notwithstanding the pressures on education in general and on adult education in particular.

It is probably the case that programmes running in FE and AE institutes are finding it easier to survive than those which run in community college type situations. The latter can experience problems because of the onset of LMS (local management of schools) and the severe financial repercussions of this development. e.g. hidden subsidies are now disappearing, and the full economic cost of reprographics, premises, etc. are now having to be met.

(2) BAIS initiatives:

(i) the SURVEY was successfully completed, with over 20 returns being made. (see appended list). These are encouraging in that a nationwide network of provision exists; it is the case that there are some initiatives not represented in the survey as these may either have started only this academic year, or are beyond the range of BAIS contacts.

(ii) an attempt was made to organise a second in-service day for Ad Ed Irish Studies teachers which would have catered specifically for the needs of the BAID Ad Ed Sub-Committee. Unfortunately, this did not materialise, partly because of the closeness of the proposed date to the summer holiday, but also because a significant number of Sub-Committee members failed to make any response at all. In these circumstances the Convenor cancelled the meeting and has since been unable to set another date.

(3) the OPEN COLLEGE NETWORK; this still appears to be an attractive modus operandi for Irish Studies programmes; a new course has started in London (Thameside Inst.) and Leicestershire LEA is keen to support the Irish Studies Workshop in launching a wide range of new modules. (Unfortunately, the Convenor has found that his existing full-time timetable has actually been expanded, which has made it difficult to run the existing Irish Studies programme, let alone expand.)

23rd November 1991

(4) The convenor held a useful meeting with Brendan O'Caolai, an attache at the Irish Embassy, re: the EC LINGUA project.

(5) The convenor advised on and/or assisted with the launch and delivery of the new Irish Studies courses in Birmingham and Nottingham.

(6) The 9th Annual National Conference on Irish Dimensions in British Education is set to take place in Leicester on Sat. 8th. February 1992.

RETURNS MADE TO BAIS ADULT EDUCATION SURVEY QUESTIONNAIRE

Brackenbury Centre, London Borough of Hammersmith & Fulham

Mary Boon School, London, Community Education

Bournville College of FE, Birmingham

Knowsley Community College, Liverpool

Liverpool University, Dept Extension Studies

Wirral Metropolitan College

Irish Studies Workshop, Soar Valley CC, leicester

Liverpool University, Dept Continuing Educ.

Bilston Community College, Wolverhampton

Birmingham Univ. Dept Ad Ed via B'ham Libraries

City College, Liverpool

Newham Community Education, London

Working Mens College, London

Manchester Irish Education Group

Kensington & Chelsea Ad Ed Centre, London

Barnfield College (South) Luton

Centre for Continuing Educ., Newcastle University

Newark Sherwood FE College, Notts.

Kilburn College, FE, London

Birkbeck College, University of London

Reports to cover period since last Executive meeting.

Reports covering year's activities/achievements.

All Officers/Convenors please produce written reports.

Deliveries please by 22 November to 071-402 6860.

Ch. Janscher

23rd. November 1991.