

**ABRIDGED MINUTES OF THE AGTO BOARD MEETING HELD ON
SATURDAY 24TH JUNE 2017
AT THE KENSINGTON MARRIOTT HOTEL, LONDON AT 11 AM**

Present: Mike Bugsgang (MB) (Chair), David Steele (DS), Joan Hanks (JH), Martin Hay (MH), Phil Taylor (PT), Andrina Hardcastle (AH), Alex Jacobs (AJ), Brian Langford (BL), Diane Salter (DS), Julia Passmore (JP)(Minute Taker).

1. Chair (CEO) welcomed everyone to the meeting.
2. Chairman asked for a volunteer to take the Minutes.
3. Apologies for absence: Tina Price and Elodie Salom.
4. The accuracy of the Minutes of the 18th March Meeting was confirmed.
5. The Chairman confirmed the abridged version was now on the website.
 - Branch boundaries and strategy had only had a brief discussion at the last meeting
 - Following the publicity regarding AGTO's Scotland Branch, MB had received approaches regarding creating additional branches
 - Agreed that a targeted approach was required. MB to progress and report at next Board meeting
6. Natalie Browne had resigned as an AGTO Director as she had moved to a company that was a non-member. A vacancy on the Board now exists and it was agreed that a ballot would be needed amongst the Associates. MH will chair future Associate member meetings and help with the ballot for a new Associate Board member.
7. Branch Constitution – comments on the draft Branch Constitution:
 - AH stated No. 14 was shown twice, should be 15 then 16.
 - 16B should be any branch member rather than committee member.
 - MH stated 11 should say 2 thirds of Directors present. D should become C. 15 – take out “totally”
 - PT 7D, branch accounts reasonable as long as board meetings remain every quarter.

- MB, 8D was added because of previous issues but could be changed later if necessary (when on agenda later in meeting).
- MH proposed all noted changes be accepted, seconded by AH, all approved.

8. Sub Committee Working Groups Reports:

- **Finance – DS**

There should be a small profit for 2017, as seen in the accounts circulated.

Handbook - Costs had increased but there was a profit resulting from more advertising space sold.

ASL – The admin company is seeking a fee increase for the coming year. The company has provided good service and will report every two months about the number of hours spent on AGTO work. Acceptance of the annual fee increase was proposed by JP and seconded by DS. Approved by all.

- **Marketing and Membership – DS**

The vast majority of our new members had been signed up at trade shows. 401 GTO members to date in 2017 is one of highest figures ever. Associate member numbers were also increasing.

- Welcoming New Members

DS talked through the admin process of welcoming new members and highlighted the importance of the work that should be undertaken by the Branches in this respect.

- Handbook 2017/18

The Handbook was not published until May but this had not affected advertising sales. The Marketing & Membership Committee would review requirements/supplier for the 2018/19 edition.

- Trade Shows

Northern branch members are needed to assist on the AGTO stands at the Steve Reed Tourism event in Preston on 18 September and the Go Travel Show North in Southport on 30 September.

Central branch members would be needed to assist on the AGTO stand at the Group Leisure & Travel Show at the NEC, Birmingham on 12 October.

- **AGTO Events - DS**

- Showcase 2017

Natalie Browne was chairing this sub committee but as above, has now resigned and DS has kindly agreed to take on the role for the time being. Bobby Szente, Hospitality Line, has been co-opted on to the committee.

All is in place for the Showcase Weekend. JH is dealing with F&B e.g. menus etc. BL is coordinating coach transport.

Bobby is arranging entertainment. MB has secured a headline sponsor and support sponsors to assist with funding the event. DS will continue to liaise with the hotel. Badges and place names for tables will be produced by JP.

As in previous years, there would be a reception committee at the hotel with the goody bags in the foyer. Goody bags will be prepared the night before by the Events Committee.

Warrington Bank Quay railway station will have a banner showing AGTO for those arriving by train and a rep to show the way to the hotel shuttle service.

Bookings to date have been slow from GTO members. All Branch Board members were asked to promote amongst their members, urgently. DS will let branches know who attended the Showcase last year and who has booked to come this year to date so that branches can contact prospective bookers.

- AGM 2018

Excursions (Tourism South East) are offering a similar deal to last year but with a separate room for the AGM.

The subject of incorporating the AGM within the Showcase Weekend was raised again. This cannot happen currently as the Articles of Association state that the AGM must take place within six months of the end of the financial year. This would mean changing the date of the financial year again. However, this could not be implemented until 2019 as it is not permissible to have two AGMs in a single year.

It was agreed that whether the AGM should be changed in subsequent years to become part of the Showcase programme be considered by the Events Committee and proposals submitted for consideration at the September 2017 Board meeting.

9. CEO Report

MB's report had been circulated prior to the meeting. The only matter arising related to the WI Fair. MB had thanked Board Directors and other members who manned the AGTO stand at the WI Fair. Visitors to the stand were often the wrong person (not the WI member who organises group trips for their WI branch). However, encouragingly, some new GTO members had been recruited.

10. Any Other Business

- BL advised the Board about changes taking place in London in 2018 that all coaches that did not meet the EU criteria would not be allowed into London. To date no coach in the country meets the criteria. Industry representations to Government are taking place.
- MB advised that EU database legislation coming in to force in 2018 could have implications for AGTO. The situation is being monitored.
- Any information packs on joining for Associates/Membership should be obtained from DS.

- Suggested dates for 2018 Board meetings will be circulated by MB.

Date of next meeting: Friday, 15 September 2017, noon at QHotel Park Royal, Warrington.