

**Present:**

**Board Members**

Fiona Abbott  
Janet Atherton  
Paul Baker  
Melanie Carroll  
Christine Gibbons  
Jacqueline Hills

Dan Howard (Chair)  
Andy Key  
Rachel Kirkwood  
Andy Macnae  
Mark Smith

**Staff**

Pete Fitzboydon  
Matt Mallinder  
James Scott  
Nicola Marshall  
Phil Hall

**Ordinary Business**

**1. Chair's Communication - DH**

**2. Apologies for Absence**

- Apologies received from Carl Pearse.

**3. Declaration of Conflicts of Interest**

- Conflict of interest declared by RK relating to Network Rail discussion and AK reminded the board of his conflict with regard cycle tours and ability to discuss but not vote.

**4. Notification of Any Other Business**

- Trustee appraisals and trustee skills for 2020 election process (covered within Item 12).

**5. Actions of the 21 May 2020 meeting**

- Confirmation that accounts filed following sign off.

**6. Matters Arising from the previous meeting not covered on the agenda**

- None.

**The following Agenda items are for Approval (A) Discussion (D) or Information (I)**

**7. Annual General Meeting Arrangements – PH**

- 4 September 2020 AGM confirmed as virtual meeting.
- Final motions for the ballot paper and outlined agenda presented to the Board for agreement. Discussion followed on each of the motions and Board rationale in response.

**8. CTC Holidays and Tours consultancy research PF**

- Proposal to commission external consultancy support to review H&T market opportunity and support future direction and opportunities.

**9. Interim CEO report and Covid update - PF**

- Progress update on new organisational KPI report, business planning and Digital Strategy.
- Discussion around Diversity & Inclusion, organisational Values and People & Engagement strategy.

**10. Co-option of Trustee**

- Mark Smith to be appointed to the Board as a co-opted trustee following board vote.

**11. Committee reports**

- None for this meeting.

**12. AOB**

- Trustee appraisal conversations to take place during the summer.
- Board agreement to proposed skills requirements for 2020 trustee elections.

**Dates of future meetings**

- Wednesday 29 July 2020
- Saturday 17 October 2020