



National Navigation Award Scheme AGM 2019

2nd November 2019, 5pm

**Held at East Barnby Outdoor Education Centre, East Barnby, Nr Whitby,
North Yorkshire, YO21 3SA**

Current directors:

Chair - Margaret Porter – About in Scotland
Treasurer – Fabian Seymour – AFS Mountaineering
Pam Hickin – Pam Hickin Navigation
Chris Conley – RAF Air Cadets
Dave Thompson – Cumbria Ventures
Pete Hawkins – Silva Navigation School
Nigel Williams – Freelance Provider
Ian Stewart – Stewart Mountain Skills
Richard Ayres – ACF
Vikki Williams – DofE Glasgow
Kathryn Taylor – Coach Kathryn

Company Secretary – Sue Harvey (Harvey Maps) – Appointed Director
Keith Rugg – Appointed Director

1. Present: Richard Ayres (ACF), Lewis Taylor (Harvey Maps), Dave Thompson (Cumbria Ventures), Pete Hawkins (Silva Navigation School), Bill Sharpe (South West Adventure), James Woodhouse (Technical Advisor), Nigel Williams (freelance), Stephen Barker (Pure Outdoor), Emma Holland (Emma Holland Mountain Training), Mark Reid (Teamwalking), Clare Igoe & Stuart Igoe (Alternative Adventure), Chris Higgins (Live4Adventure), James White (RAF Air Cadets), John Kewley (freelance), David Adams (River Mountain Experience), Martin Sweeney (Borderlands Outdoor), Fenella Dowler-Luke, Keith Rugg, Margaret Porter (About in Scotland), Fabian Seymour (AFS Mountaineering), Jane Howie.

2. Apologies: Pam Hickin (Pam Hickin Navigation), Chris Davies (Chris Davies Adventure Training), Robert Keep & Brian Hayter (Caerphilly Adventures), Ian & Kathryn Taylor (Coach Kathryn), Karen Delaney (Moray D of E Award), Mark Handford (Snowdonia Adventures), Kevin Found (ACF & Freelance Provider), William Westhead (Glossop Navigation Skills), Sue Harvey (Harvey Maps), Hua Cui (North Lanarkshire Council), Alastair Ewen (Aspen Outdoors), Murray Wilson (Waymark Outdoor), Aled Roberts (Arfon 6), Ginge Morris & Steve Millis (ACF).

3. 2018 AGM minutes: The draft minutes from the 2018 AGM were approved. Proposed by Richard Ayres, seconded by Dave Thompson.

4. Matters arising: none



5. Chair's report: All were welcomed and thanked for their attendance. The year past has been one of change, but NNAS has reached a reasonably stable and efficiently functioning state. No doubt there will be changes ahead as otherwise stagnation can result. A key project beginning in the new year is to develop a forward plan so that we know where NNAS is heading over the next couple of years.

Important milestones over the year have been:

- Transition from YNSA to ODA
- ODA handbook was published, certificates available (including in Welsh language, thank you to ODA Provider Sion Lloyd, of Urdd Gobaith Cymru, for translating)
- 70+ NNAS Tutor Award Directors now approved
- Course delivered over the year, 342 Bronze, 222 Silver, 24 Gold, 9 ODA, with approx. 3,500 candidates attending overall.
- Exhibited at the Outdoor Trade Show in Manchester in July 2019, which was an opportunity to raise the profile of the NNAS within the industry and to get our aims across. Leads were made and will be followed up on.
- The Gold Navigation award was reviewed, and the aim is to roll out the revised award in the new year. Main changes will be reduced to a 2-day course, including assessment, but with the addition of some distance learning materials, a digital mapping element and, importantly, an in-depth sustainability education portion. It is important to get the tone of this right and as soon as it is ready it will be rolled out to Providers.
- Diane Hoggan, our part-time admin assistant has settled into her role well and proving a great asset to NNAS.
- Work continuing to get the Silver & Gold Navigator awards accredited with the SCQF and it is hoped this will be completed early next year.

The Army Cadets are reviewing their training and it may be that in the coming year those units that wish to deliver NNAS will need to register individually. This will no doubt affect the number of candidates coming through the awards, and therefore will affect NNAS. How large the effect remains to be seen.

It was sad to lose Skillforce, who have gone into administration, as they were important supporters of the YNSA / ODA schemes.

The Royal School of Military Survey has now registered as a Provider and are a keen supporter of the NNAS teaching methodology.

Harvey Maps are continuing as sponsors, as they have been for the last 25 yrs. However, Suunto have principally been sponsoring the YNSA scheme for almost as long but have now decided not to renew their sponsorship beyond 2020.

The NNAS Technical Advisor, James Woodhouse, is now also taking on the part-time role of Development Officer. As this is a paid position, James stepped down from the Board in June to comply with the Charity Regulator and NNAS' own rules.

All Directors are volunteers and attend four Board meetings per year, plus the AGM, and in addition they contribute substantial time and effort to ensure the smooth running of the charity and the delivery of the various projects. A big thank you goes to all the Directors for their contributions without which the NNAS would not be able to function. Also, thanks go to the NNAS admin staff for their professionalism and support.



A preview of what is coming up includes:

- Possibility of developing an investment strategy to protect the value of the financial reserves
- Tutor Handbook is due an update and reprint in spring/summer 2020, including the addition of the changes to Gold award
- Moderation of courses at all levels to support Providers and standardise the courses
- Further extension of the delivery of the Tutor Award into areas where there are few being run, again supporting and standardising delivery of the Navigator awards.
- Finish the SCQF accreditation for Silver & Gold, expected to be complete by the 2020 AGM
- Looking to get the Bronze award added to the Scottish schools Insight system
- A regional networking plan is being looked at with other organisations such as MTA.
- Ensuring environmental sustainability is at the heart of NNAS, including in the awards, feeding in good practise at all the different levels to ensure we minimise our impact on the environment as much as possible. There is a sub-group of the Board who will lead on this.

Any assistance with any of the above would be welcomed. Please contact the office if you have ideas or would like to be involved.

6. Treasurer's report: A short PowerPoint presentation was prepared, however technical issues on the day of the AGM meant it could not be shown (included in these minutes below). There is a general upward trend in registrations. Income is up but also an increase in expenditure with now two part-time admin staff. A large amount of the income comes from registration fees and the other main income is from the course fees. Outgoings are mainly admin support, although this is not just salaries but includes maintaining the website, Tahdah service fee, office supplies etc. A question for Providers is: Where would you like the NNAS to invest? Where do we target? Do you want NNAS to target the public e.g. editorials in magazines, or something else? Any ideas please get in touch with Jane in the office. There is a closed Facebook page for Providers, called "NNAS Providers group". Look it up and ask to join. That is a good platform for discussion and keeps the conversation between Providers & NNAS only.



7. Accounts: Copies of the audited yearly accounts were available for the meeting. There were no questions. The accounts were approved. Proposed by Chris Conley, seconded by James White.

8. Election of Directors: There can be up to 15 Directors. Three Directors must stand down each year on a rotational basis. This year the following stood down: James Woodhouse – stood down June 2019, Chris Conley, Ian Stewart.

Chris offered himself for re-election and was accepted. John Kewley was nominated and was successfully elected. Keith Rugg (marketing expertise), Lewis Taylor (sponsor representative – Harvey Maps) and Fenella Dowler-Luke (education expertise) were all accepted as Appointed Directors.

It is important that Directors actively take part in Board proceedings and commit to the role. Two other directors that we have not heard much from have been asked to indicate their intentions for the coming year.

9. AOB: NNAS are in the process of conversations with British Orienteering and British Canoeing, looking at how we can develop where our interests meet, with each benefiting from working together. We are also looking into other sports mixed with NNAS navigation, e.g. MTB, canoeing, kayaks, horse riding. Most likely Bronze level.

Thanks to all who attended, hope to see you next year. Here's to the next 25 years! We want NNAS to be the key organisation developing, supporting, and delivering navigation throughout the UK and beyond.

Meeting ended 5.45pm