



## **National Navigation Award Scheme AGM 2020**

**23<sup>rd</sup> November 2020, 7pm via Zoom**

### **Current directors:**

Chair - Margaret Porter – About in Scotland  
Treasurer – Fabian Seymour – AFS Mountaineering  
Company Secretary - Dave Thompson – Cumbria Ventures  
Pam Hickin – Pam Hickin Navigation  
Chris Conley – RAF Air Cadets  
Pete Hawkins – Silva Navigation School  
Nigel Williams – Freelance Provider  
Richard Ayres – ACF  
John Kewley – Freelance Provider

Lewis Taylor – Appointed Director  
Keith Rugg – Appointed Director

- 1. Present:** Jonathan Carter (Mountain Lynx Adventures), Andrew Foxon (Go-Mann Adventures), Nick Cole (NSC Outdoors Adventures), Ben Hall (Exeter School), Hua Cui (North Lanarkshire Council), Kevin Found (Freelance & ACF), Katherine Grugeon (Freelance), Jonty Mills (On High Hills), Jon Carter (Norwal Limited), Calum Wallace (Gordonstoun School), Paul Mitchinson (North East Guides), Dennis Downey (Walkherfordshire.com), Guy Wilson (Pure Outdoor), Darren Parkinson (Boot Routes), Helen Menhinick (Bryn Walking), Owen Williams (Discovery Through Adventure), Julian Money (Cranleigh School), Jonny Williams (Call of the Running Tide), Jenifer Green (ACF), Andrew Lukes (RAF Air Cadets), Lloyd Lester (ACF), Phil Bond (RAF Air Cadets), Neil Osborne (RAF Air Cadets), Chris Higgins (Live 4 Adventure & Ramblers Walking Holidays), Margaret Porter (About in Scotland), Pete Hawkins (Silva Navigation School), Keith Rugg, Fabian Seymour (AFS Mountaineering), Nigel Williams (Freelance), James Woodhouse (Abernethy Trust & NNAS Technical Advisor), Pam Hickin (Pam Hickin Navigation), Chris Conley (RAF Air Cadets), Lewis Taylor (Harvey Maps), Richard Ayres (ACF), John Kewley (Freelance), Dorothy Breckenridge (About in Scotland), David Adamson (Adamson Adventures), David Adams (River Mountain Experience), Calvin Mason (Because it's There Adventures), Jason Till (Berwyn Mountaineering), Clare Kelly (Navigation for Women), Richard Betts (Pied a Terre), Matt Burgin (Romer.cloud), Wayne Naylor (The Map Reading Co.), Kenny King (Nevis4Outdoor Adventures), Chris Cowdrey (At the Edge Mountaineering), John Syme (Clyde Regional Scout Council), Mark Ainsworth (Bassenfell Manor Christian Centre), Mark Handford



(Snowdonia Adventures), Ian Huyton (White Marmott), Simon Clark (Because it's There Adventures), Martin Corfield (MC Adventures), William Morris (ACF), Jane Howie.

- 2. Apologies:** Gwilym Starks (Wet & High Adventures), UK Lowland Search Institute, Bill Sharpe (South West Adventures).
- 3. 2019 AGM minutes:** These were approved, proposed by Richard Ayres, seconded by Keith Rugg.
- 4. Matters arising:** Kathryn Taylor & Vikki Williams stood down from the Board shortly after the 2019 AGM, and Fenella Dowler-Luke stood down shortly before this AGM.
- 5. Chair's report:** It is a pleasure to welcome so many to the AGM – this is one plus point to the pandemic! You may remember me saying last year that “The year past (2018-19) has been another one of change but now the NNAS has reached a reasonably stable, efficiently functioning state. No doubt there will be another phase of change to come.” However, not even in my worst nightmares, could I have anticipated the year of ‘change’ we have had so far and with more changes to come, no doubt.

At the onset of the pandemic, we quickly realised that immediate measures were necessary to not only to support providers but also to protect our resources. The following are some:

- Put provider renewals on hold until August
- As this was a key income stream, we quickly had to reduce our out-goings, so we:
- Put one staff member on furlough and the Development Officer position on hold – fortunately both are back in post again
- Were able to claim government support via the small business rates relief scheme
- Held all Board meetings virtually

The effect of these actions, plus the NNAS policy to hold financial reserves, enabled us to weather the storm thus far. The long-term effect will be more evident in next year's accounts rather than this year's.

Despite Covid, work has continued with ongoing projects:

- The revision of the Gold Navigator course was completed
- Between May '19 and April'20 providers have processed just under 2000 Bronze Navigator Awards; just under 1000 Silver; 46 Gold Navigator Awards and between Young Navigator Star Awards and Outdoor Discovery Awards



there have been just over 1800 1 Star; just over 300 2 Star; 177 3 Star Awards.

- A lot of work has been done behind the scenes on updating the Handbook for Tutors. This is largely completed and will go to print within the next couple of weeks.
- In addition, the Tutor Award has been under review and the new update will be going out to roughly 80 Tutor Course Providers in about 3-4 weeks.
- We have decided that it would be good to have professional oversight of our financial systems, above and beyond that provided by official accountants. To that end we have appointed Peter Winckles. He provides a similar service to a range of other organisations both large and small.
- Over the past couple of months, a promotional video has been made, which you will get a chance to see this evening.
- And tonight, I can officially announce that credit rating of the Silver and Gold Navigator Awards by the Scottish Qualifications Authority has been completed and these are now, along with the Bronze Award, part of the Scottish Credit and Qualifications Framework. So, these are respectively at Levels 4, 5, and 6 and each get 2 points. To reassure you all, these are accepted by the equivalent Qualifications Authorities in the other UK nations.

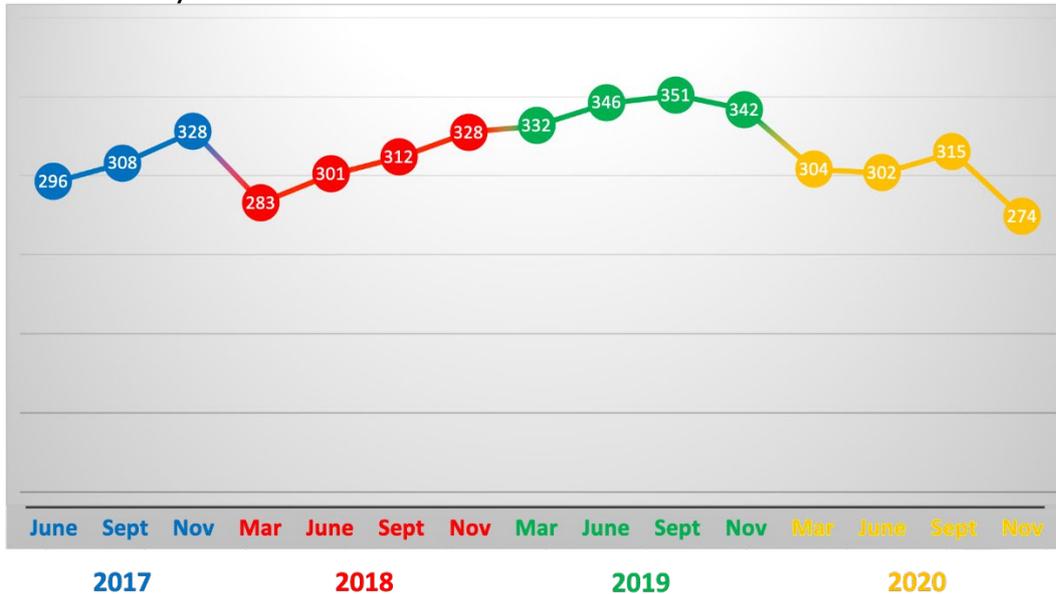
Looking forward, the following could well be on the agenda:

- An increase in the number of moderations taking place to ensure quality standards across the board and an equal playing field for all.
- The Board may consider credit rating the Outdoor Discovery Awards
- Assuming it takes place, the NNAS will be attending the National Outdoor Expo at Birmingham NEC with the intention of raising the profile of the NNAS with the public and promoting the need to skill-up in Navigating.
- Other projects will be developed as well.

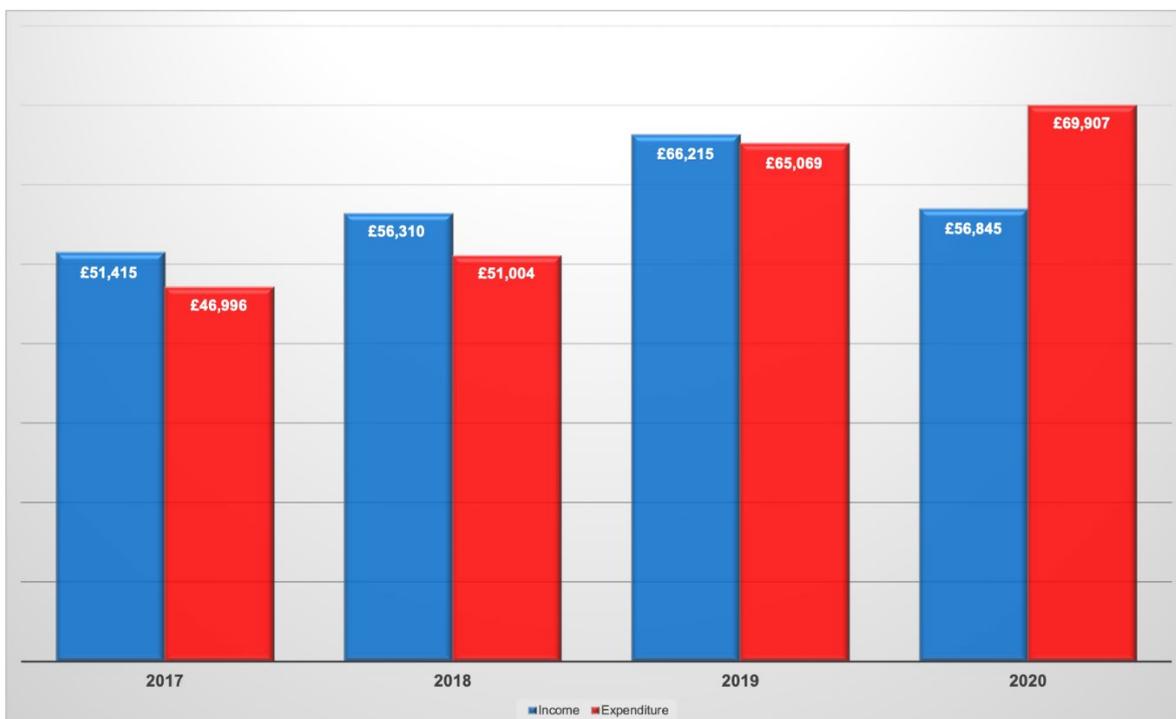
It should be remembered that, without the foresight of Peter and Marlene Palmer way back in 1994, none of us would be here. Others have carried the baton of continuity and development from time to time and it is those key people, the founders, our sponsor Harvey Maps, the office team without whom we would get in a right muddle, the directors who donate many hours of voluntary effort, to whom the NNAS owes a huge debt of gratitude.

**6. Treasurers report:** This was given as a PowerPoint presentation, slides shown below.

Registrations: The drop in registrations was expected due to Covid, however, is still healthy.

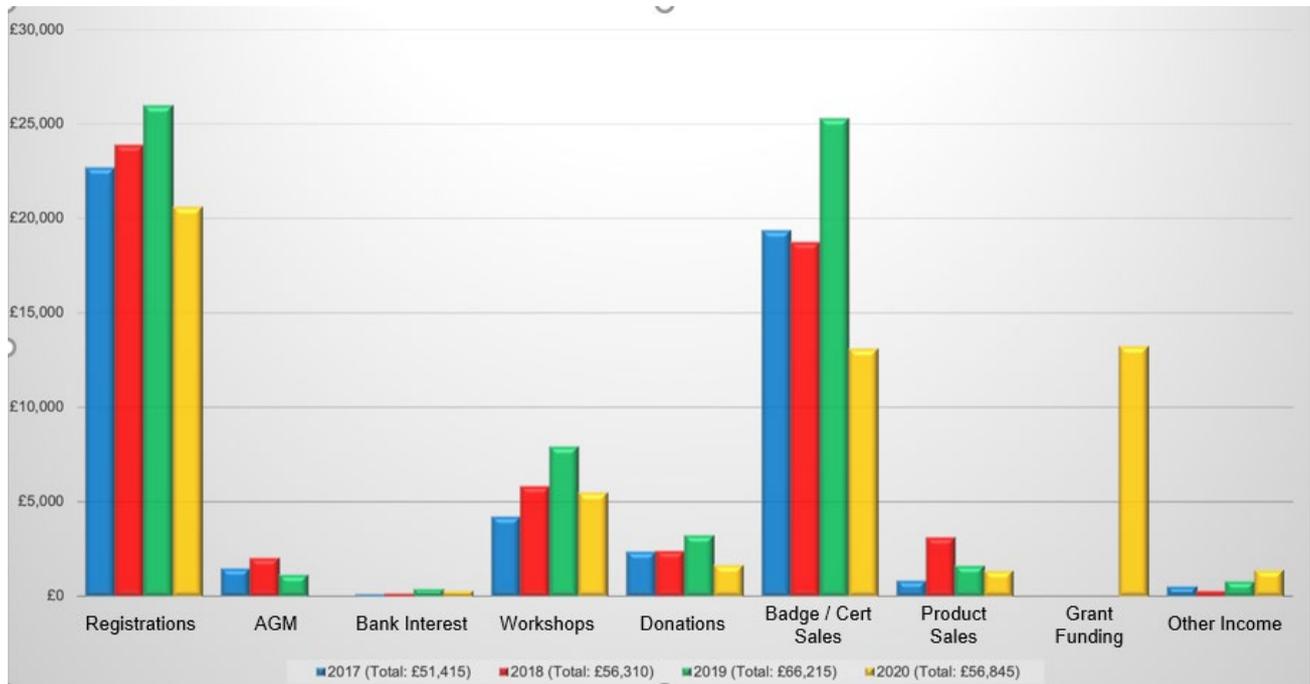


Annual Income vs Expenditure (Nov – Oct): A modest surplus normally, but again, unsurprising that there is a slump this year.

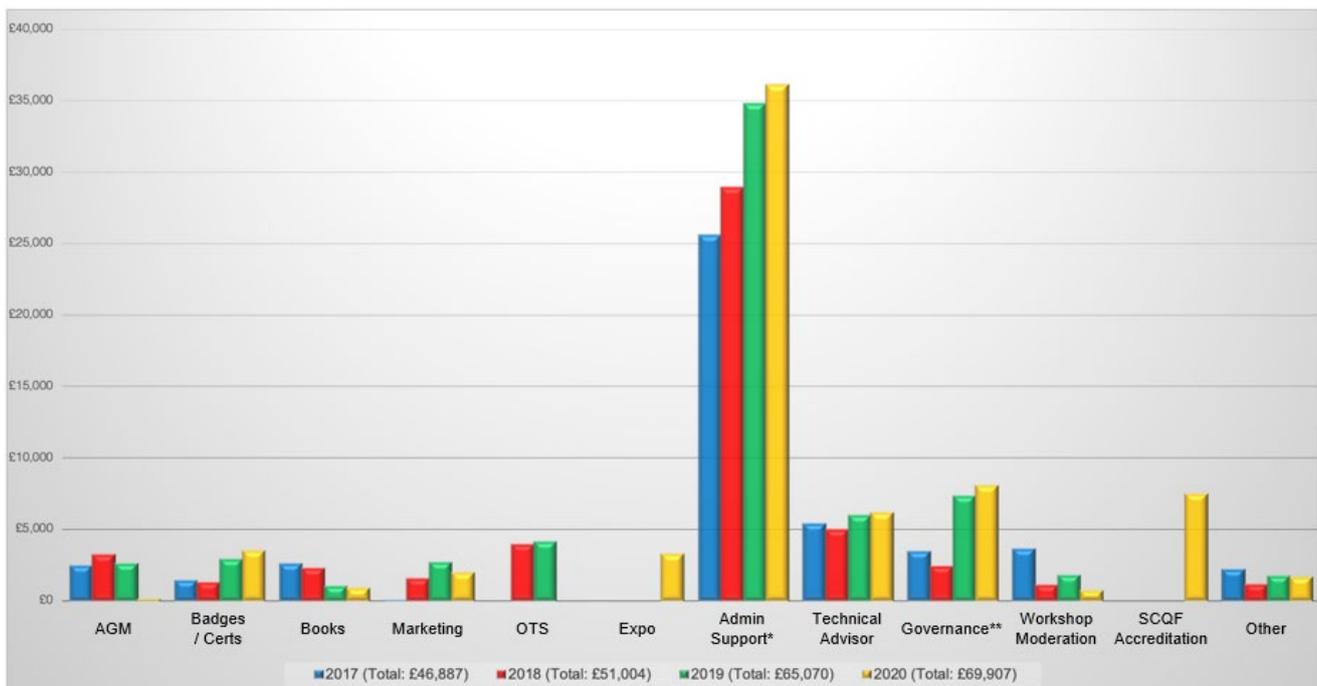




Annual Income (Nov – Oct): The Government grant was secured, and furlough scheme used to help with regard to Covid.



Annual Expenditure (Nov - Oct): SCQF cost is a significant investment, the Outdoor Expo has been booked and paid for up front.



\* Incl rent, website, tahdah, wages, office supplies

\*\* Incl meeting travel, room hire, accountant fees



**7. Accounts for year ending April 30<sup>th</sup>, 2020:** The audited yearly accounts have been on the website for several weeks and the link was circulated to the membership. These were approved, proposed by John Kewley, seconded by Pete Hawkins.

Margaret proposed that Haines Watts should continue as the accountant. This was agreed, seconded by Wayne Naylor.

**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:

- Pam Hickin
- Fabian Seymour
- Richard Ayres

Pam and Fabian offered themselves for re-election and were accepted. Richard did not stand for re-election and the Chair expressed thanks to him for his advice and service of the last few years.

Applications were received from Hua Cui and Kevin Found. NNAS can have up to 15 directors so there was no need for an election. The Chair proposed that their applications were accepted, this was agreed, and seconded by Nigel Williams.

Keith Rugg and Lewis Taylor were accepted once again as Appointed Directors.

**9.** Phil Bond asked the question “how will the system for SCQF approval for individuals work”. The credit points and the SCQF logo will be on the certificates. There is a checklist to be completed to ensure the quality and standard of the courses, and these must be kept for a year in case of audit by the Scottish Qualifications Authority. These checklists will be made available shortly on the NNAS website on the page Provider Resources.

Margaret stood down as Chair but will remain on the Board for a time. Pete Hawkins thanked Margaret on behalf of the NNAS for her time as the Chair, and in particular for the work done in getting the Silver and Gold awards accredited, as this took a up large amount of her time. Keith Rugg presented a gift to Margaret in recognition of the many years that she has been on the NNAS Board.

The new NNAS promotional YouTube video was shown to the meeting, however there was a technical glitch, and no sound could be heard. The link to the video is <https://youtu.be/Zioe6W2uk80>. James Woodhouse explained that the video is designed to signpost the public in the direction of the Providers and spark public interest in the courses. Please feel free to use it, link to it or embed onto your website.

Meeting ended 7.50pm

