



# National Navigation Award Scheme AGM 2021

**18<sup>th</sup> November 2021, 7pm via Zoom**

**Current directors:**

Chair: Pete Hawkins

Treasurer: John Kewley – Freelance Provider

Company Secretary: Dave Thompson – Cumbria Ventures

Fabian Seymour – AFS Mountaineering

Chris Conley – RAF Air Cadets

Nigel Williams – Freelance Provider

Hua Cui – North Lanarkshire Council

Kevin Found – Salamander Outdoors

Mark Reid – Teamwalking

Rose Gare-Simmons – NavTrek

Margaret Porter – About in Scotland

**Welcome:** Pete Hawkins welcomed everyone to the 2021 AGM. Feedback so far about the online workshops has been good. James Woodhouse gives his apologies for postponing the Sustainability workshop on Tuesday. We will contact all who have signed up for it when we have a new date.

**Present:** Adrian Trent (RAFAC), Al Hakan (Inspiration Outdoors), Alan Ward (freelance), Alistair MCGowan (Hills of Hame), Allan Aubeelack (Inspiration Outdoors), Andrew Kingdon (Royal School of Military Survey), Bill Sharpe (South West Adventure), Brian Law (South Lanarkshire Council), Carol Emmons (Carolclimb), Chris Golby (A2B Adventures, Chris Heslop (ACF), Clare Kelly (Navigation for Women), Colin Desmond (Cranleigh Scout Group), Darren Parkinson (Boot Routes), David Adams (River Mountain Experience), David Adamson (Adamson Adventures), Emma Holland (Emma Holland Mountain Training), Garry Cormack (Hillgoers), Helen Menhinick (Bryn Walking), Hua Cui (North Lanarkshire Council), Jane Livingstone (Peak Navigation Courses), Jane Wood (Freedom Days), Jenifer Green (ACF), John Syme (Ramblers Walking Holidays), Jonty Mills (On High Hills), Julian Money (Cranleigh School), Kevin Found (Salamander Outdoors), Lee Gosling (SMT Training), Lloyd Lester (ACF), Marc White (ACF), Margaret Porter (About in Scotland), Matt Burgin (Romer.cloud), Max Twomey (South Lanarkshire Council), Michael Hunt (Peak Navigation Courses), Neal Palmer (RAFAC), Nick Cole (NSC Outdoors), Nigel Parrish (New Forest Navigation), Noel Lockyer (ACF), Owen Williams (Discovery Through Adventure), Patrick Hickie (The Summit is Optional), Paul Riding (Award Solutions), Peter Greening (Kernow Klimber), Peter Shelling (Mai Dun Adventures), Phil Bond (RAFAC), Richard Hughes (BrightStar Training), Rick Beattie, Rose Gare-Simmons (NavTrek), Sam Booth (RAFAC), Sean Bolland (Adventure Trails), Seb Rees (Compass Hill Skills), Simon Chaplin (Chaplin Outdoor Services), Stephen Mycroft (Peak2Mountain), William Morris (ACF), Stuart Igoe (Alternative Adventure), Pete Hawkins, Mark Handford (Snowdonia Adventures), John Kewley (freelance), James Woodhouse (Abernethy Trust/NNAS Technical Advisor), Jane Howie (NNAS admin).

**Apologies:** Mark Reid (Teamwalking), Fabian Seymour (AFS Mountaineering), Neil Osborne (RAFAC), Chris Conley (Chris Conley Coaching).

**2020 AGM minutes:** These were approved, proposed by Lee Gosling, seconded by William Morris.



**Matters arising:** NNAS had been due to have a stand at The National Outdoor Expo 2021, however this was cancelled due to Covid restrictions at the time. It is now planned for March 2022, however the Board are yet to decide if NNAS will attend or not.

Keith Rugg was a Board member for NNAS for very many years and retired earlier in 2021. Pam Hickin, also a long-time Board member, stepped down earlier this year. Both are greatly missed, and we thank them for all the work they have put into NNAS over the years. Lewis Taylor was an appointed director as a representative of Harvey Maps. Lewis stepped down from the Board earlier this year, however we are pleased to say that he remains involved in some of the sub-group projects.

**Chair's report:** Thanks for coming along to this year's AGM and hopefully you have all enjoyed the series of online workshops that have formed the early part of this AGM week – my thanks to those who have put these together. They will be available in video format and incorporate any questions that arose during the live sessions. We will send out details when we have them.

My Chair's report strictly speaking covers the financial year that finishes end of April 2021, but I'll try and bring you up to date with what's been happening since then. I took over the Chair from Margaret Porter after last year's AGM.

The Financial year covers most of Lockdowns 1,2 & 3 and has proved to be a challenge for the NNAS and of course you, our providers. We hope the decision to pause registrations during lockdown 1 was well received. Trying to keep abreast of the different regulations in place across the four nations was a challenge for all concerned and I hope we got the balance right in our advice. Jane worked from home throughout the period and Caroline Ross, who replaced Diane in February 2020 just days before, was furloughed. Our tech advisor/Development Officer post, held by James Woodhouse, was suspended as well in order to keep our budget under control. If I can record my thanks for Jane for her incredible hard work during those uncertain times and for Caroline and James for picking up again more than adequately once restrictions were eased to enable us to reemploy them.

Over the course of the 20/21 financial year 699 Bronze, 574 Silver and 54 Gold certificates were issued and 337 people came on Tutor Awards. As for ODA there were 640 1 star, 555, 2 stars and 631 3 stars passes. These numbers were unsurprisingly considerably down on the previous year (which was also affected by the start of Covid) and much down in the year before. Over the previous few years, numbers taking Navigator courses had been steadily increasing per year. It goes without saying that when you aren't running courses, The NNAS isn't earning any income!

We currently have 167 Navigator Award providers, 36 ODA providers and 75 registered on teach both awards. These numbers are down on pre covid numbers and we're hoping that we will regain some of those who we've lost over the coming months.

Covid aside, what else has been happening...

The new and updated edition of the Outdoor Navigation handbook, that supports the Navigator Award, was released during the year, and the board made the new edition available to all providers at a substantial reduction. Nigel Williams, Margaret Porter and I spent many long hours working on the new edition as did Lewis Taylor and Chris Beacock at Harvey Maps.

During the year, Margaret also embarked on the huge task of applying to the SQA for the accreditation of the Silver and Gold Navigator Awards. The original accreditation of the bronze level had been done by West Highland College and proved to be very popular especially amongst those providing courses for young people. Last year the Board made the decision to apply for the Silver and Gold levels and these were accredited at the end of 2020. Whilst we appreciate there is an extra administrative burden for all providers, the fact that you have a quality assessed and externally moderated scheme available to



use, sets your courses apart from those non-accredited courses that don't use the NNAS scheme. Margaret Porter put in a huge effort, and I'd like to thank her for that.

During the year, Suunto stepped back as a sponsor. Harvey Maps has been a sponsor for many years, Sue Harvey of course being our chair for a few years too. We have had talks with Sue's replacement at Harvey Maps, Adam, and started to redefine what that sponsorship might look like. We are also keen to attract new sponsors and supporters.

(At this point Al McGowan suggested, via the Chat function, that the Alpkit Foundation could be a possible sponsor for those who cannot otherwise access navigation training. Pete will pursue this avenue. Seb Rees suggested OS, which has been tried before, however Seb may have a contact in the OS to try again. Pete to contact Seb about this. Silva was also mentioned, and the NNAS has talked with them before and they are keen, however they are not currently in a position to sponsor. **ACTION PETE HAWKINS**)

One challenge any small organisation has that is run by a small volunteer board of trustees is ensuring the decisions-making process is made as efficient as possible. There is always a danger that developments take a long time to happen as we only hold four or five Board Meetings a year. When I took over the chair, I was keen to see the development of a series of subgroups that could move elements of the NNAS on efficiently. I was also keen to bring in non-Board Members into these subgroups to widen the experience and discussions.

We currently have the following groups

- Training and development
- Corporate Providers
- Finance and Governance
- Marketing
- Outdoor Discovery Award. Which has three or four non-board members on
- Sustainability

If anyone would like to contribute to any of these areas, we're always looking for fresh blood - could you drop Jane a line in the first instance in the office. We also have openings on the Board for more Board members. One challenge has always been to attract trustees who are not providers. Since Keith Rugg and Lewis Taylor stepped down earlier this year, we currently only have two, myself and Margaret Porter who of course are ex-providers anyway. If you know of anyone with an interest in the outdoors who has a business or Charity background, we'd love to hear from them.

Moving forward the biggest development on the horizon is planned ditching of the Tahdah CMS and setting up the new system with Go Membership. The NNAS has been very unhappy with the reliability of the CMS and the level of support we were getting. Some support tickets were taking months to get answered. In December last year I contacted the other users of Tahdah (seven of us in total) and we had a joint video call or two -our experience was largely the same as the others regardless of the size of the organisations and our monthly fees to them. We also had a video call with Tahdah to outline our concerns.

Despite Tahdah getting a large cash injection from regional funding agencies, we remained unconvinced with what they were telling us, and the timescales involved. So, we embarked on finding alternatives and finally made the decision to switch to the go Membership system in use by over 80 NGBs and other organisations. Jane and I have been working closely with their development team and have been very impressed by their responsiveness and adaptability.

Next week we will have a small team of Providers trying the new system out and we are working towards going live with the new CMS on the 6<sup>th</sup> December. The plan is, and we will be emailing

everyone with the details, that we'll all stop using Tahdah by midnight on the 28<sup>th</sup> November, which will give us a week to get all the data transferred across and tested.

There will be extensive training material available and support for you all, and we recognise that a new system will mean new ways of working for you all, but we also recognise that Tahdah wasn't a user friendly system either and we feel that the new CMS will be a considerable improvement.

What else is on the horizon?

- We're in the early stages of devising a more realistic moderation system based on a regional structure,
- The Board have made the decision to increase the registration fees as these have not been raised since 2016. The new fees will apply to all new Providers immediately, and to existing Providers from April 1<sup>st</sup> 2022:
  - £80 for Navigator (was £75)
  - £27 for ODA (was £25)
  - £96 for Navigator + ODA (was £90)

Going forward, registration fees will be reviewed and adjusted each year for inflation.

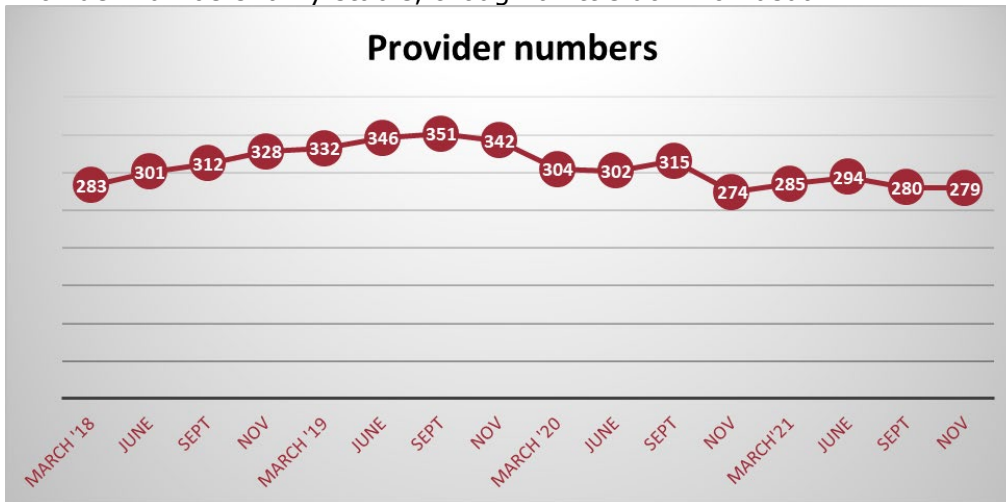
- We're beginning to talk to other outdoor organisations about how we as an industry can operate in a more sustainable way,
- We're beginning to look at ODA and how we can get this rolled out into more schools across the four nations.
- We're starting to look at whether applying to be an NGB is advantageous and whether the development of a membership structure would benefit the NNAS and the members
- We're addressing how the NNAS sells itself and how we can utilise the power of social media to our and therefore your benefit. The Marketing subgroup has had lots of ideas and is beginning to implement them - watch this space

But all this is for next year. My thanks to my fellow Board members for their hard work especially during this past year of Covid restrictions, to Jane and Caroline in the office, and James as our Tech Advisor/Development officer. And also, to you our Providers, without whom having an award scheme or two would be a meaningless exercise. It's you lot that bring it to life and make it meaningful.

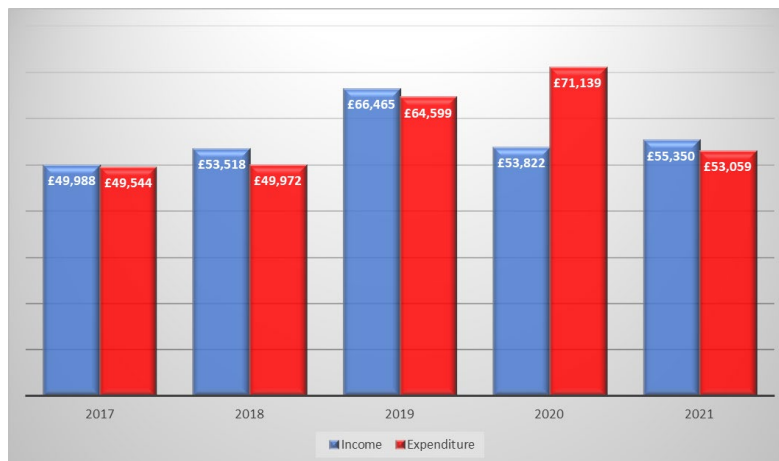
A question about SCQF points was raised: How do the SCQF points get added to the young people's accounts? The points are on the certificate, and this is the proof that they have completed the course. However, there is also a system called Insight, run by the Scottish Education System that collates the number of points schools are achieving. Not everyone can have access to Insight, usually just school management (head or depute head) so that they can look at trends, data, qualifications achieved within their school. Insight also only takes the data from the senior phase, so that is ages 14 to 18. To get the points added to Insight, the SCQF credit rated courses must be added to Insight first, then the data uploaded. We are adding a data field into the new CMS for Scottish Candidate Number (it will be an optional field), and teachers inputting their NNAS candidates to the CMS should include the pupils' SCN number. Then NNAS admin will be able to run a report and submit that to the Insight team at the right time of year for the points to be added to the schools' data.

**Treasurer's report:** This was given in the form of a PowerPoint presentation, slides shown below.

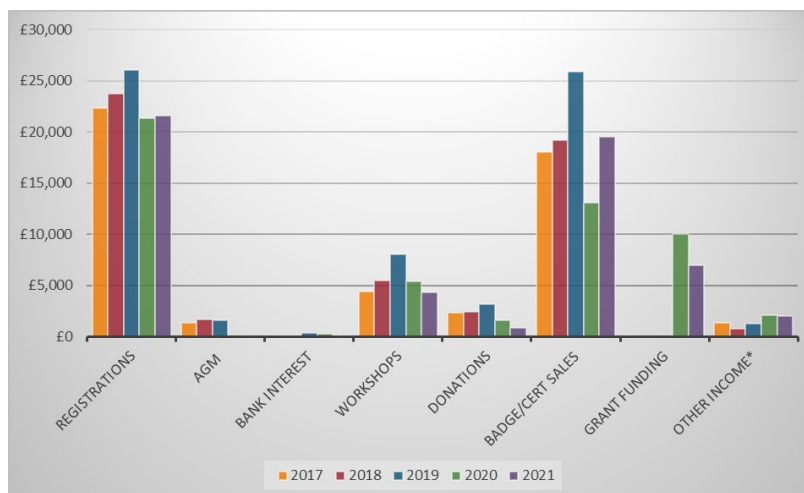
Registrations: Provider numbers fairly stable, though a little down on usual.



Annual income vs expenditure: 2020 was an exceptional year, we can all agree.

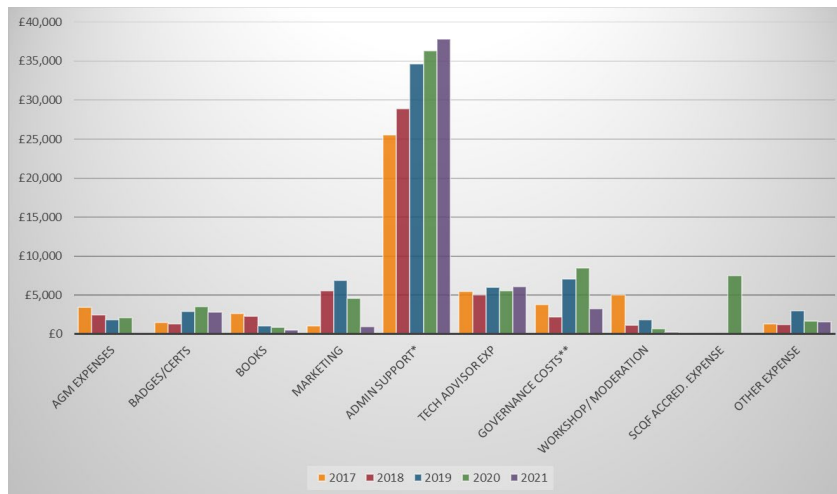


Annual income (Nov-Oct):





Annual expenditure (Nov-Oct): Admin support includes wages, rent, office supplies, website, CMS etc.



Marketing has a reduced spend this year. Traditionally the NNAS would attend one or two larger shows/events and the Board are re-evaluating whether this is the way forward or not. Governance had a small increase due to accountant fees for furlough and solicitor fees for the Provider Terms.

Via Chat it was asked how the badges fit with sustainability. Jane to find out what the cloth badges are made of, where made, and the ethical practices of the company that produce them.

**ACTION JANE HOWIE**

A question was asked via Chat: Are there Navigator badges for the cadets to wear on their uniform? The badges for the Navigator scheme are metal pin badges. Kevin Found (ACF) told the meeting that at this time the NNAS badge is not an authorised badge, therefore the cadets are not allowed to put the badge on their uniform.

**Approval of accounts** for year ending April 30<sup>th</sup> 2021: Apologies for the late circulation of these, they were emailed to all AGM attendees this evening. Unfortunately, the independent examiner was unwell and had not signed them, and we forgot to chase this up.

A question was raised via Chat: Why does the NNAS have two bank accounts? One is for holding the NNAS Reserves, and the other is for the day-to-day monies in and out.

The accounts were approved, proposed by Nick Cole, seconded by Mark Handford. Haines Watts were approved to continue as the NNAS accountant, proposed by Nick Cole and seconded by Margaret Porter.

**Election of directors:** NNAS can have as many as 15 Directors. Three Directors must stand down each year on a rotational basis. This year the following stood down:

Dave Thompson  
Chris Conley  
Nigel Williams

All three are offered themselves for re-election and were accepted.

**AOCB:** None

The thanked everyone for attending. Meeting ended 20.05