



National Navigation Award Scheme

AGM 2023

25th of November via Zoom

Current Trustees

Chair: Pete Hawkins – Appointed trustee
Treasurer: John Kewley – Freelance Provider
Company Secretary: Dave Thompson – Appointed trustee
Chris Conley – RAF Air Cadets
Nigel Williams – Freelance Provider
Kevin Found – Salamander Outdoors
Mark Reid – Teamwalking
Rose Gare-Simmons – Appointed trustee
Lisa Atkinson – Appointed trustee
Margaret Porter – Appointed trustee
Mark Handford – Appointed trustee
Tom Dyer – West View Project
Daniel Store – Appointed trustee

Welcome

Pete Hawkins welcomed everyone to the 2023 AGM and thanked them for attending.

Present (all via Zoom): Mark Handford (Snowdonia Adventures), Pete Hawkins (NNAS Chair), Mark Reid (Teamwalking), Kevin Found (Salamander Outdoors & NNAS Vice-Chair), Daniel Store (Abernethy Trust), John Kewley (freelance & NNAS Treasurer), Seb Rees (Compass Hill Skills), John Syme (Ramblers Walking Holidays), Richard Wells (Mon SAR), Lynda Hole (Upper Limits UK), Chris Hodgson (Aquila Outdoor Adventures), Robert Bell (Pentland Outdoor Navigation), David Thompson (Cumbria Ventures & NNAS Company Secretary), Jane Livingstone (Peak Navigation Courses), Fabian Seymour (AFS Mountaineering), Simon Pearce (MountainXperience), Clare Kelly (Navigation for Women), Jenifer Green (ACF), Iain Tinkler (Cargilfield School), Steve Collis (Upper Limits UK), Alistair McGowan (Hills of Hame), Margaret Porter, Wayne Naylor (The Map Reading Co.), Dave Emmins (RAFAC), Angelina Messenger (Angelina Mountain Leader), Myrddin Irwin (Trek Scotland), Darren Parkinson (Boot Routes), Aaron Braddy-Green (RAFAC), David Lane (Awards Plus), Carol Emmons (Carolclimb), Kirstie Betts (Pied a Terre Adventures Ltd), Frag Last (Silva Navigation School), Lee Osborne (ACF), Alan Dorward (White Spirit Adventures), Andrew Kingdom (Realm Hiker), Simon Chaplin (Chaplin Outdoor Services), Phil Bond (RAFAC), Nicola Merrett (Hiking Highs), Matt Burgin (Romer.cloud), Alastair Ewen (Aspen Outdoors Ltd), Derek Hutchins (RAFAC), James Woodhouse (NNAS Technical Advisor & Development Officer), Jane Howie (NNAS Admin Manager).

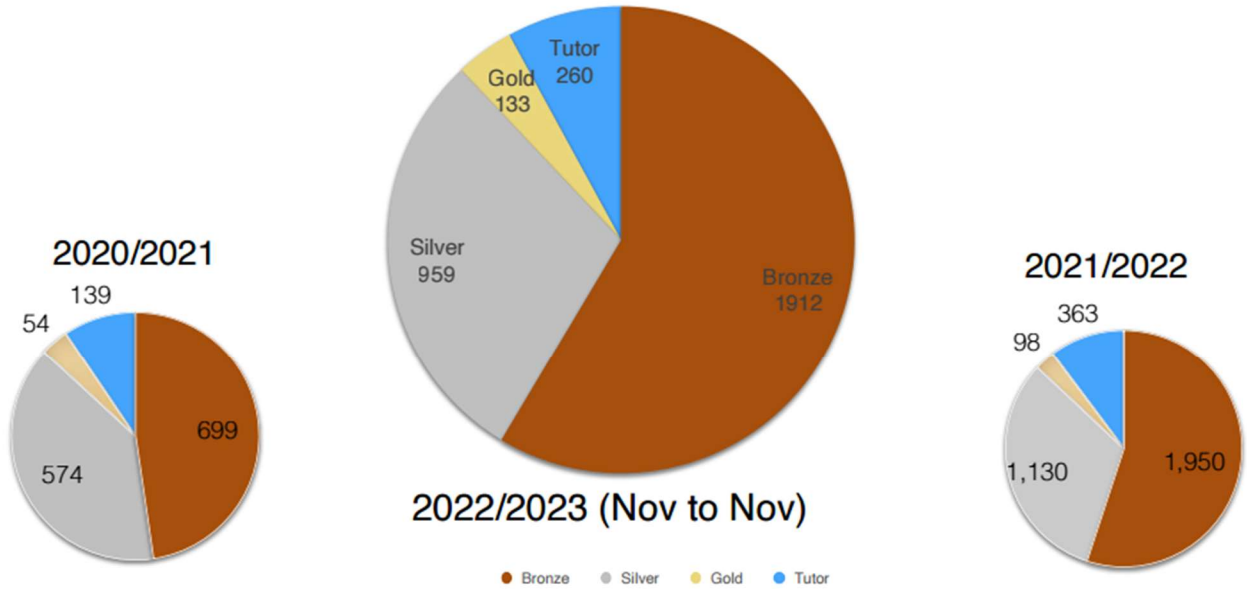
Apologies: Nigel Williams (Freelance), Emma Holland (Emma Holland Mountain Leader), Hua Cui (NLC Adult Learning & Resettlement), David Webster (RAFAC), Philippa Sanders (Pipsticks Walks), Andrew Shoesmith (Culford School), Andrew Foxon (Go-Mann Adventures)

2022 AGM minutes: These were approved, proposed by John Kewley, seconded by Kevin Found.

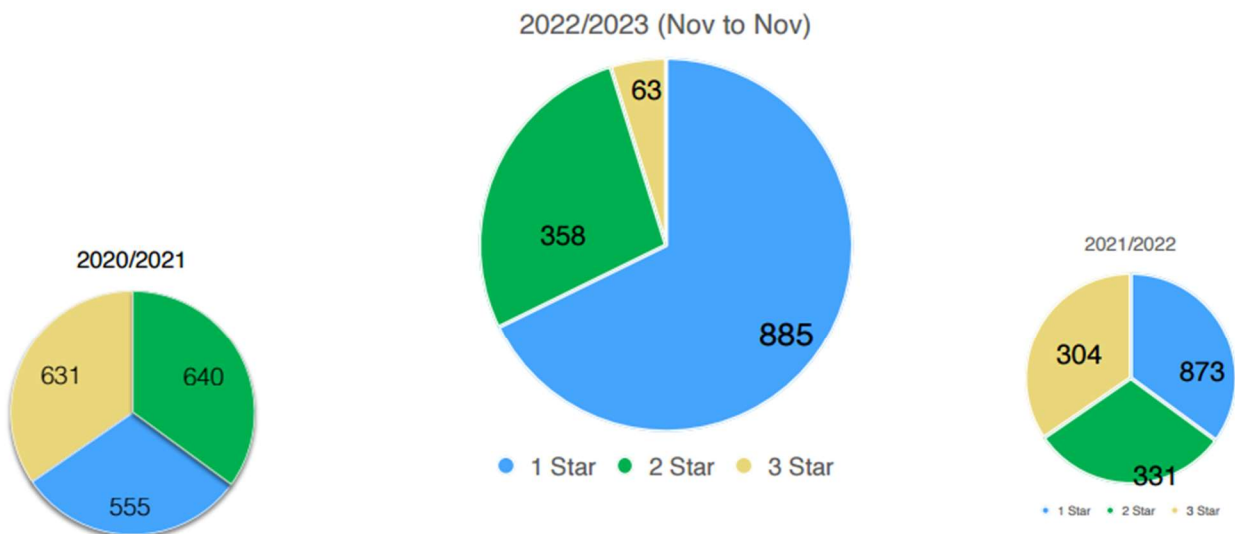
Matters arising: There were none.

Chair's report: It's been a tough year for everyone as we have been faced with a cost-of-living crisis. The following slides were shared with the meeting, showing the numbers of candidates that achieved an NNAS award, Navigator and ODA, over the last 12 months (November 22 to November 23):

Navigator Award



Outdoor Discovery Award



Other things happening:

JustGo: The platform is evolving and becoming extremely useful. Every now and then there are updates and Jane amends the videos and pdf guides. While it may take a bit of time to get used to, the platform is well worth the effort.

SCQF: As you know, the Navigator Awards are accredited by the SCQF and we have successfully completed another independent assessment of the courses. It is very useful having an outside assessor coming to observe the way the scheme operates.

MTE Hillskills collaboration: The trial of with MTE has gone reasonably well, however it hasn't really been a full year, so after a conversation between James Woodhouse, Pete Hawkins and Guy Jarvis, the decision has been made to continue. There is the potential that this may expand to other nations of the UK in future, and we'll let Providers know if this becomes a reality.

BMC: NNAS is now part of the BMC Partnerships Committee, meeting quarterly with various outdoor organisations like Mountain Rescue and Ordnance Survey. It's a significant arena for the NNAS to be involved in and make our presence known. During the last meeting, Pete had the opportunity to share a brief strategic overview of where the NNAS is headed. There was positive feedback and attendees expressed appreciation for our direction and initiatives.

Provider questionnaire: If you were a Provider early in the year you will be aware of the questionnaire that was sent to all those delivering Navigator Awards. This massive project was spearheaded by Nigel Williams and our thanks go to him all the time and effort that he put into this. It is now the Board's job to make sure that the information and ideas that that you have given are acted upon and developed. It is a big project, and we are just getting started.

ODA: There were four Zoom ODA Provider meetings early in the year at which many ideas and thoughts were presented. James and Tom are working through these and James gave an update in his report. Fabian asked if there was going to be an ODA Tutor Award. James said there would not be an ODA Tutor Award, however he also explained that the ODA subgroup are working on developing a ODA night navigation module currently named "NNAS Night Owl". The syllabus for this is being worked on and then a pilot course will be delivered in spring.

Harvey Maps: It has been agreed that whenever they send maps to customers they include a flyer about the NNAS with a few simple tips on how to use their map effectively. Some formal words have been produced which were sent to Harvey's recently for review. Further discussion about progressing this will happen in the New Year.

Silva UK: Came on board as a as a sponsor this year. They are very keen on doing some joint marketing with NNAS. This will be progressed in the New Year.

Board of Trustees: The role of a Trustee is to ensure the charity is functioning properly and financially secure. Many Trustees are Providers, but not all. We need to broaden our skills base, so if you have an interest in seeing the NNAS develop and can bring (in particular, but not limited to) ODA experience, Charity governance and business skills, please consider joining the Board. A mentoring system has been introduced for new trustees so that they receive support from an experienced trustee, where needed, especially if they have never been a charity trustee before. Additionally, occasional training sessions are given on various topics of running a charity. Some are in-person and others are online. If you would like further information on what is involved in being a Trustee of the NNAS, please contact the office.

Other ways that you can help to promote the NNAS:

- #Hashtag us on social media
- Send us stories/videos/talking heads we can promote
- See an opening for the NNAS? – please tell us
- Got a problem? Tell us/help us find a solution
- Get involved with one of our subgroups – you don't need to be a Trustee to be involved, but if you have experience and want to get involved, please contact the office. We have groups working on the following areas: Finance & Governance, Training & Development, ODA, Sustainability, Marketing.

Charity structure: The Board is reviewing the NNAS's structure, strategic vision, and policies. The process is gradual due to limited manpower, but it is important to ensure the charity operates correctly

and effectively. Currently there are 76 charity members, and we are considering expanding types of membership offerings in the future, with a view to evolving into a National Governing Body (NGB) for land navigation.

Technical Advisor's report:

The NNAS AGM has been held in person in the past. This year with a complete online delivery I have included some outline notes (see below) about where I (James Woodhouse), as Development Officer and Technical Advisor (DOTA), have placed my focus since the last AGM, where the main areas of work are and the prospective areas of work for the next twelve months.

This report seeks only to outline rather than go into details. If any member requires or wants more details about any area of work, they are encouraged to get in touch with me at techadvisor@nnas.org.uk or by phone on 07985 072353. I will make available all details which are not personal in nature and which are not commercially confidential. The Board and ultimately the Chair would be consulted before disclosure of perceived sensitive information.

AS DOTA I have a varied and extensive brief. Post COVID since 2022 the focus has been to support the re-establishment of the NNAS' financial stability by the design and implementation of new products, appropriate quality assurance and partnerships building with other outdoor or industry bodies. A brief outline below.

Top five areas of work:

1. Partnership working and investment: The NNAS is seeking closer links with MT(E) and has an established partnership around Bronze and Hill Skills equivalence. We are in discussion with MT(E) about other aspects of our syllabus in particular the Tutors Award and how it can be involved being exposed to a wider audience.
2. Product and business development: There are two courses being developed currently within the NNAS, a night navigation award to be delivered alongside ODA and a "soft skills" teaching course for all NNAS tutors. These two areas have been chosen as a result of a need, gap in the market or actual request from Providers and Tutors.
3. Moderation, quality assurance and governance: The NNAS has increasing market penetration and agreed quality of product and provision in the outdoor sector. Much of my work seeks to support this by contributing to helpful and achievable governance, timely moderation, assisting in a percentage check of course reports and other data for quality and client satisfaction. Outside of peer-to-peer moderation which is increasingly organised and delivered at a regional level, there have been moderations of Providers who have not been delivering courses within the agreed guidelines. This moderation is conducted by the DATO, charged to the Provider and is generally successful in retaining Provider and assuring quality.
4. Regionalism: As a key part of the NNAS' sustainability and carbon reduction objectives a number of regions now exist across the UK. This aims to facilitate regional quality assurance, CPD and engagement with Providers, and is a key focus.
5. Support: I am involved in much support; to Providers, clients, Board members and office. As a generalist I usually know a little about everything, or at least enough to know where to get the person who does know. Within our small charity there is a requirement to be able to develop an understanding quickly of various business processes.

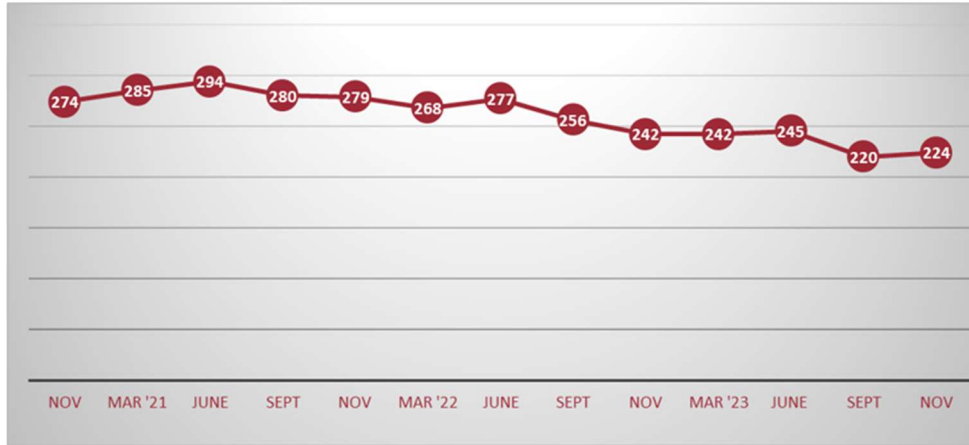
Summary

There have been some successes. The partnership with MT(E) regarding Hill Skills Providership is now established, with more to come. Innovation and change regarding governance and digital applications have played their part in reduction of carbon footprint and governance costs. Regionalisation, though in its infancy, has a foothold which should contribute to our quality assurance and is of key interest to our prospective partners. Market penetration of the NNAS Logo and kitemark now add significant value to Providers. As DOTA I will continue to work at and support the five areas of work as above for the benefit of the Providers, tutors, clients and charity as a whole.

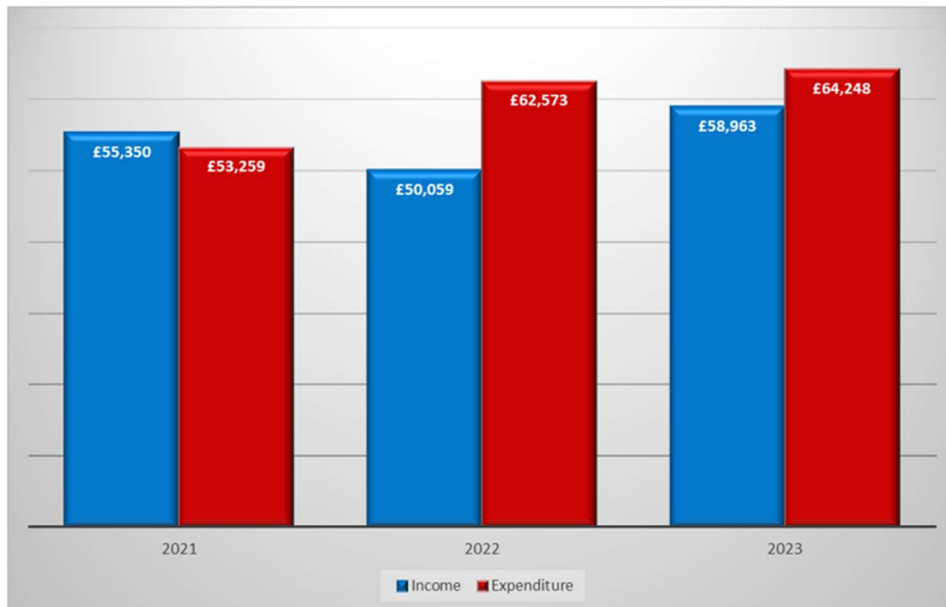
Treasurer's report: The Annual Accounts and Financial Report has been circulated previously to Providers and is available to download from the NNAS website.

John Kewley, the NNAS Treasurer, shared the following slides with the meeting and these figures are for Nov '22 through to end Oct '23:

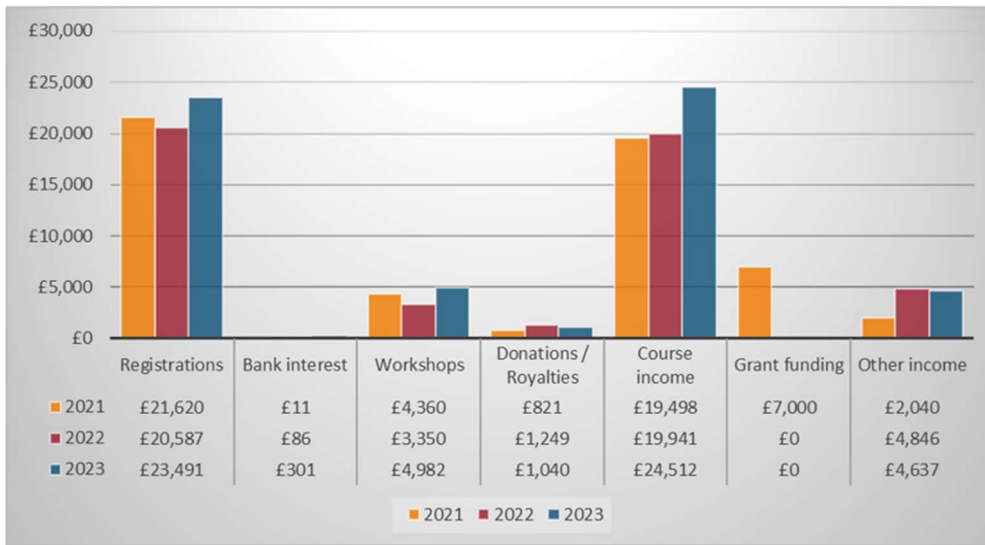
Registrations (Provider Organisations)



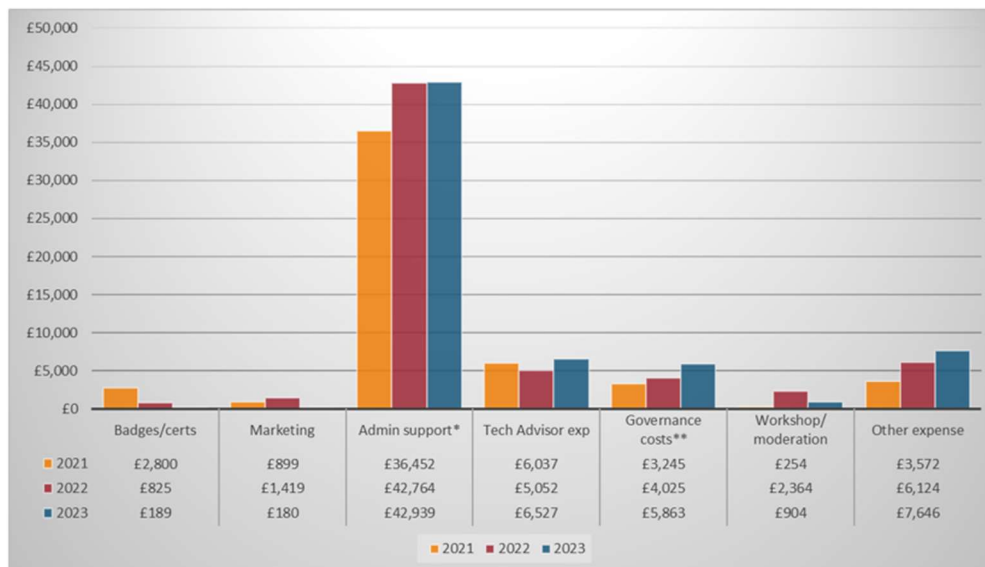
Annual Income versus Expenditure (Nov-Oct)



Annual Income (Nov-Oct)



Annual Expenditure (Nov-Oct)



* Incl rent, website, CMS, wages, office supplies & software

** Incl meeting travel, room hire, accountant fees

The NNAS is still spending more than we're taking in, however the income is coming closer to the expenditure, compared to the previous year as we have approximately half the discrepancy. So the decline is slowing and we aim to continue to work on this as we go forward. The current high inflation, as everyone knows, means things cost more. NNAS will be increasing the fees in line with inflation from the 1st May 2024 and the full notification of the new fees will be sent via newsletter to all Providers very soon.

A question was raised about the small amount of money spent on marketing in the last year. It was explained that in the past larger amounts were spent on exhibiting at outdoor shows, however as the NNAS has been operating at a loss since the pandemic we have to be careful about what and where money is spent.

There was some discussion about marketing, including a request for additional help in the marketing subgroup, with 3 people expressing interest in this. Al McGowan suggested that we look into the Yellow Map Company, as there may be an opportunity for additional marketing with them.

There was a question asked about why the donations/legacies were down in 22/23 compared to 21/22. It was explained that this was due to less royalties from book sales in 22/23 financial year, as less books were sold.

Approval of accounts for year ending April 30th 2023: These were approved, proposed by Margaret Porter, seconded by Mark Reid.

Election of Trustees: NNAS can have as many as 15 Trustees. Three of the longest standing Trustees must stand down each year on a rotational basis. This year the following stood down:
Chris Conley
Nigel Williams
John Kewley

John offered to restand and as there were no additional nominations and the maximum number of Trustees was not reached, he was accepted back onto the Board of Trustees. In addition, Margaret Porter stood down after more than 20 years on the Board, and Kevin Found also stood down. Thanks were expressed to all standing down, for their time and efforts on behalf of the NNAS.

AOCB: None

Pete thanked everyone for attending and ended the meeting at 5pm.

DRAFT