

# National Navigation Award Scheme

## 2018 AGM

3<sup>rd</sup> November 2018

Held at Charterhouse Outdoor Activity Centre, Nr Bristol, Somerset, BS40 7XR

**Current directors:**

Chair – Margaret Porter – C-N-Do Scotland  
Treasurer – Pam Hickin – Freelance Provider  
Fabian Seymour – AFS Mountaineering  
Chris Conley – ATC  
Dave Thompson – Cumbria Ventures  
Pete Hawkins – Silva Navigation School  
James Woodhouse – Lathallan School  
Nigel Williams – Freelance Provider  
Ian Stewart – Stewart Mountain Skills  
Richard Ayres - ACF

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

- 1. Present:** Tony Keech (Rambers Walking Holidays), Barry Thomas (Crag2Mountain), Georgia Barnett (Crag2Mountain), James White (Mirfield Sqn ATC), Andrew Lukes (ATC), Robert Manby (Freelance), Kevin Found (Army Cadets Southwest), Dorothy Breckenridge (C-N-Do Scotland Ltd), Dave Thompson (Cumbria Ventures), Richard Ayres (ACF), Alan Ward (Bigfoot Services Ltd), Ian Stewart (Stewart Mountain Skills), Chris Conley (ATC), Darren Butt (ATC), William Westhead (Glossop Navigation Skills), Nigel Parrish (New Forest Navigation), Chris Davies (Chris Davies Adventure Training), Seb Rees (Compass Hill Skills), David Adamson (Adamson Adventures), Adam Jasko (Drake Explorer Scouts), Luke Winstanley (Drake Explorer Scouts), Keith Rugg, Sue Harvey (Harvey Maps), Pete Hawkins (Silva Navigation School), Pam Hickin (Freelance), Margaret Porter (C-N-Do Scotland Ltd), Lewis Taylor (Harvey Maps), James Woodhouse (Lathallan School), Jane Howie (NNAS admin).
- 2. Apologies:** Stuart Igoe (Alternative Adventures), John Kewley (Freelance), Bill Sharpe (Exeter School), Bob Keep (Caerphilly Adventures), Brian Hayter (Caerphilly Adventures), Stuart Ellen (Creative Outdoors), Rachel Ellen (Creative Outdoors), Scott Smith (Adventure Training & Expeditions), Jonathan Crowley-Volpato (Exped Education), Viki Williams (DofE Glasgow), Adrian Partridge (Hillwise), Kathryn Blackie-Taylor (CoachKathryn), Nigel Williams (Freelance), Fabian Seymour (AFS Mountaineering).

### National Navigation Award Scheme

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Email: [info@nnas.org.uk](mailto:info@nnas.org.uk) Website: [www.nnas.org.uk](http://www.nnas.org.uk)  
Registered no SC320350 Registered charity no. SC039201

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3. 2017 minutes accepted. Proposed by Chris Davies, seconded by Tony Keech.
4. **Matters arising:** None.
5. **Chair's report:** The NNAS continues to go through a period of change to enable it to both broaden its catchment but also to improve the quality and consistency of delivery. We are aware of the need to retain 2 years of running costs, and so development has to be undertaken cautiously. The Board has been working hard and excellent progress has been made, with sub-groups working on a variety of tasks to make good progress.

The main projects tackled include:

- Admin has settled well into its own office and there is now a second part-time person in the office, Diane Hoggan, so that we are able to provide a 9-5 service throughout more of the year, and also to ensure continuity of the admin service. I feel that the new arrangement is much more sustainable.
- The Tahdah management system continues to have some issues, however, the Board are convinced that it is a system worth continuing with and expect the issues will become less with perseverance. But all that is under constant review.
- The online shop is becoming well established and now includes branded clothing.
- Meetings have taken place with representatives of SCQF and it is hoped to make progress over the winter towards getting the Silver and Gold Navigator levels accredited with them.
- The book 'Teaching Navigation' by Nigel Williams has been published and is the text that goes with delivery of the Tutor Awards.
- We now have the final draft of the new Outdoor Discovery Award manual. After some final tinkering, it should be in print early next year.
- NNAS took a stand at the annual Outdoor Trade Show in the summer and we hope to repeat that in 2019.
- The NNAS exhibited at the Ten Tors event that took place recently and a lot of good contacts were made.
- We have set up a closed Facebook group for NNAS providers (Ian Stewart has taken on moderation of this) and a summary is as follows:  
There are 102 people on the forum.  
We have had a variety of posts from members sharing items of general interest - dodgy compasses, interesting map features and useful skills checklists.  
Questions have then been about: AALA restrictions, Lower age limits for awards, running courses over multiple short sessions, lots of Tahdah queries, some general 'how to' type questions, mostly answered quickly by board members, but some help from other providers, and a question about the possibility of posting certificates direct to candidates.  
May I remind you that, if your query or comment is to do with Tahdah or administration, your first point of contact is the office.
- Our Technical Advisor, James Woodhouse has been very busy and will give his report shortly.

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We have achieved quite a few of our projected tasks over the past year but are aware of some topics still outstanding, e.g. the Deaf Awareness and GPS modules, to name but two. However, as I'm sure you appreciate, we have had to prioritise. By and large, the system does depend on voluntary effort from those who either have their own businesses to run or have a busy schedule of other events. On behalf of the Providers, I would like to give a sincere thanks to all those volunteers.

It is still our prime aim to make the world out there aware of the benefits of learning to navigate as an important life skill. NNAS & you hold the keys to open the door for folk to enjoy a lifetime of exploring and creating their own adventures safely.

6. **Admin report:** NNAS is a Charity and Company Limited by Guarantee. Being a small charity necessitates a Report of Accounts by a suitably qualified charity accountant. Haines Watts recently acquired Atkinson & Co. of Tillicoultry and has been nominated by the Directors to be the NNAS accountant and as such has produced a Report of Accounts. The report was a little later than usual coming from the Accountant but was accepted by the Directors at yesterday's Board meeting, where it was signed. Unsigned copies are here for the AGM. After the AGM the signed Report of accounts will be circulated to Providers and a link will be put on the NNAS website.

Jane Howie provides admin support services for NNAS on a part time basis between 9am and 2.30pm. Diane Hoggan recently joined the admin team and works from the office between 2pm and 4.45pm. Diane is quickly getting up to speed with all things NNAS and she is settling in well into her new role.

**Current registrations:** There are currently 328 individual Providers throughout the country. This is on a par with last year. Corporate memberships are held by: Lowland Rescue, Air Cadets, Army Cadets and SkillForce.

The office has two banners that can be borrowed by Providers for events, conferences etc. Please contact the office in good time if you would like a banner for an event. We also have a stock of NNAS leaflets if providers would find them useful. These are free of charge, if you require more please contact the office.

**Treasurer's report:** The accounts presented relate to the year to 30<sup>th</sup> April 2018. This year there was a surplus and this is put towards furthering the ongoing projects. NNAS needs to keep at least two years running costs in reserve. The NNAS is doing ok and currently keeping steady.

**Technical Advisor's report:** James gave a short presentation to the meeting. The Gold Award is under review and a two-part survey was sent to all Providers delivering main Navigator scheme at any level. Link to the results of the Gold review: [Part 1](#) and [Part 2](#).

7. The accounts were accepted by the meeting – proposed by Adam Jasko and seconded by David Adamson.

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8. Three Directors must stand down each year on a rotational basis. This year the following stood down: Carol Emmons – stood down March 2018, Margaret Porter, Dave Thompson. Margaret and Dave offered themselves for re-election and were successful. Viki Williams (DofE Glasgow) and Kathryn Blackie-Taylor were both nominated for joining the Board of Directors and were successful.

9. **AOB:**

Ian Stewart reminded the membership to tag NNAS when using Facebook and Twitter and we will do our best to repost & retweet. The closed Facebook group is designed for sharing ideas between Providers.

Kevin Found reported that the NNAS had a very professional presence at the recent Ten Tors event with a good corporate image.

Adam Jasko of Drake Explorer Scouts informed the meeting that the Tahdah platform is useful in many ways, as they discovered NNAS by using Tahdah.

Sue Harvey thanked Margaret Porter for all her input and for Chairing the charity over the last year.

Next year will be the NNAS's 25<sup>th</sup> year and it would be nice to do something a bit special. If anyone has any ideas, please get in touch with the office.

Meeting ended 5.30pm.

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