

NATIONAL NAVIGATION AWARD SCHEME ANNUAL GENERAL MEETING Ynys Hywel Centre, Caerphilly

7 November 2009

Minutes

1. Present

Anne Salisbury (Chair), Julian Tippet (Minute Secretary), Susan Harvey, Keith Rugg, Dorothy Breckenridge (NNAS Office), Pat and Brian Mee, Margaret Porter, Derek Sheehan, Dave Ing, Brian Hayter, Pam Hickin, Dave Gallivan, Celia & Bill Grummitt, Owen Grummitt, Antony Reed, Amy Finnie, Tracy Grant, David Green, Mark Ashton, David Williams, David Adamson, Allan Gibbs,
(24 attending).

2. Apologies

Derek Allison (British Orienteering), Dan Whittaker (Treasurer)(Frank Chapman Centre), Marlene Palmer, Roger Davis (ATC), Nigel Williams (Glenmore Lodge), Wendell Martin (Wendell's Mountain Skills), Rob Dixon (Natural England), Cliff Giddings (Wild by Nature), Kelvin Martin (Ed & South Scotland ATC), Martin Williams & Bob Adamson (Compassworks), Geraldine Fardon (freelance), Nick Cole (NCS Design), Jeff Calligan (Mountain & River Activities), Mandy & Ian Whitehead (Snowdonia Adventures), Roy Behenna (3rd Welsh Wing ATC), Ian Kennet (Gwent Outdoor Education Services), Sue Tuerana, (Laser), Kate Worthington, (RAW Adventures)(19 people).

3. Minutes of AGM 2007

Approved and signed.

4. Chair's Report

4.1 Anne welcomed and thanked all for attending the 14th Annual Conference and AGM of the NNA Scheme.

4.2 She noted that no AGM was held in 2008 and low numbers thwarted an earlier attempt this year so it was heartening to see such a good attendance at this meeting. For the first time the AGM has been held with the scheme holding both charity status and as a company limited by guarantee.

4.3 She welcomed the growth of the scheme (nearly 300 providers) and reminded all that revenue comes predominantly from registration fees and the sales of badges and certificates.

4.4 This year Ted Rogers has retired from his work and will not stand for re-election, and Keith Rugg may stand down during the year. Both are thanked for their services to the scheme over many years. Keith's business skills and acumen have been particularly well appreciated whilst the scheme has been transforming itself to its present status, and Keith

will still be involved for a time at least until the new Young Navigator handbook has been published.

4.5 Projects in the pipeline are many and varied:

- The new Tutor Handbook is nearing completion, having already been well received in draft form. It is expected that, in addition to releasing it to all providers, the handbook will be sold widely in the outdoor “industry”, e.g. to BEL and to Sports Leaders UK. Many thanks are due to Pat and Brian Mee, who have produced this as a labour of love, and invested it with their considerable knowledge and experience.
- Resources accumulated in the scheme have reached the point where Development Officer assistance can be secured on a Contract of Service basis. An advertisement attracted numerous candidates of very high calibre, from whom the following have been selected. Contracts are being prepared:
 - Dave Brown and Mike Margeson, who will moderate Gold assessment by providers in South and North regions (respectively).
 - Allan Gibbs, who will work on a redevelopment of the YNS Tutor Handbook.
 - Tony Halliwell, who will develop a training module for providers wishing to offer Gold assessment, and will the support available to providers.
- The provider CnDo continues to provide administration support for the scheme, at cost, and we wish to thank Dorothy for her care and expertise in carrying this out.
- The scheme now issues an e-newsletter two or three times a year; a new one is due and those attending are asked to send any relevant and interesting items to Dorothy for publication.
- The complaints procedure has now been established and is on the web site. It has already proved valuable on a couple of occasions.
- During the year we held a competition for a strapline to be added to the logo, the winner being “A Step in the Right Direction”. This is now being added to the logo, which is itself being modified to accommodate the new strapline. Once this work is complete guidance on the use of the logo will be given, and car stickers and event banners will be produced for use by providers and the board.
- A new web site is in the early stages of planning with the aims of providing on-line registration, purchase of badges and certificates plus other products, and on-line posting of new course dates by providers themselves. The board is looking for further suggested improvements and for leads to good web designers.
- During the year some regional workshops were successfully held. Next year this programme will be expanded to bring the chance of easy attendance within reach of more providers than previously.

4.6 Anne ended with her thanks to the keen and enthusiastic providers who are teaching so many members of the public to enjoy their outings into the countryside. Truly a step in the right direction.

5. Administrators Report

Dorothy tabled Admin and Treasurer reports.

	2009*	2008
NNAS registration & re-registration	284	277
YNSA registration & re-registration (* up to 3/11/09)	85	78
Certificates purchased	2009*	2008
Bronze NNAS	3205	3513
Silver NNAS	1079	1209
Gold NNAS	67	63
TOTAL	4351	4785
Bronze YNSA	690	904
Silver YNSA	539	842
Gold YNSA	490	568
TOTAL	1719	2314

The report also gave a breakdown of the numbers being trained, the numbers being assessed and the pass rate, at each of the three NNAS levels. Currently returns do not cover all providers.

Dorothy expressed the view that provider numbers would show a further increase once the Tutor Handbook has been released and more regional workshops had been held.

6. Treasurer's report

6.1 The accounts for the year ended 30th April 2009 were circulated and approved. Although no motion was passed at this AGM, the Directors are happy to leave the auditors the same for the coming year.

6.3 The accounts overall showed a healthy position. There was an excess of income over expenditure of £13,249 (2008 - £12,072 (adjusted)), with a year-end balance of £53,389 (2008 - £40,140).

Principal income items were registration fees of £9369 (2008 - £7624), and badges and certificates of £16014 (2008 - £15248).

Expenditure went mainly on admin support of £8533 (2008 - £7896), purchase of badges and certificates, committee travel and AGM expenses.

7. Election of Directors

In accordance with company rules, three directors stood down, and put themselves forward for re-election: Anne Salisbury, Julian Tippett and Pat Mee.

Three directors continue in office: Dan Whittaker, Marlene Palmer and Sue Harvey.

Of the remaining committee members, the following were individually proposed and seconded as candidates to be elected as directors:

Keith Rugg
Roger Davis
Derek Sheehan
Margaret Porter
David Ing
Dorothy Breckenridge
Brian Hayter
Andy Reeve

No other nominations were received. All directors for election/re-election above were proposed by Dave Gallivan, seconded by David Adamson. All were elected *nem con.*

8. AOCB (No items received)