



## **NCC AGM Minutes**

**Date: 9<sup>th</sup> February 2022**

**Time: 20.00 hrs**

**Venue: Zoom conference room**

### **Attendees:**

Jethro Moore – Chair; Mark Agnew – Treasurer & South Devon rep; Owen Burson – IOW rep; John Byrom – Pembrokeshire rep; Tom Partridge – Admin; George Kennedy; Jenny Pendlebury; Dave Slade – Secretary; Ashley Hone – South Devon rep; JP Eatock – Vice Chair & Cornwall rep; Jess Gundry – Dorset rep; Matt Upward – North Devon & Somerset rep; Allan Dunlop – Scotland rep; Ceri Davis – South Wales rep; Fintan Godkin; Cleo Browne – Pembrokeshire rep; Rosa Thomson – Cornwall rep; Anglesey Adventures; Abiy Brown; PL; Pete Smith; Tom Kirby; Stevie Boyle; Naia Padider; Mark Garland; Matt Hayes; Sharon Vickery – minute taker.

## **AGENDA**

### **1. Welcome & Apologies**

JP welcomed all to the meeting and went through the virtual housekeeping.

Introductions were made by the committee and the reps to all attendees.

Apologies received from: Gary Evens; Clare Eatock; Sam Starkey; Kieran Tastagh

### **2. Previous minutes & Matters arising**

No outstanding matters from the last meeting.

Minutes proposed as accurate by JP Eatock and seconded by Steve Boyle.

### **3. Incident & Near miss reporting**

Incidents and near misses were reported in the previous meeting and will be available in the minutes.

Questions regarding these can be brought up retrospectively and the Chair reiterated that no one should be embarrassed about reporting incidents and near misses, and that they can be shared via the website reporting form, the regional rep or the working group.

Learnings arose from these were using the 'whatthreewords' app for relating the location to the rescue services. Carrying of prb's.

### **4. Treasurers Report**

Mark advised the bank account was healthy and held around £9k.

No questions arose.

## **5. NCC Guide award update**

Jet advised the decision was made to go ahead with the award and a standardisation event was held in Newquay in November 21.

Looking at how to deliver the award a lot of time was spent on paperwork and the outcome showed documents need updating, changing, and rewording.

The plan is to launch in April 22 and Tom is keen to do the admin to get it off the ground.

Tom gave an overview on the admin:

- Creation of new documents
- Changing processes
- Launch of award support and resource manuals
- Up to date photos are required
- Equipment quality to be assessed
- Power point presentations to be created for courses with quality delivery
- Processes will be manual through Google docs for simplicity
- Providers will store the data for certificates to be issued to customers
- Fees paid will go towards a CMS system to be set up and used in the future
- Membership map to be created with plug ins to show location of qualified guides

The initial registration fee is £40 with an annual membership of £10.

## **6. Membership/Website and database update**

Mark advised the NCC currently has 152 members made up of 3 x stakeholders, 28 x individual members and 121 x companies & providers.

The 7 categories of membership will drop back to 3 as the other 4 were set up to help through the pandemic. Fees are staying the same.

Website is being rejuvenated and asked anyone who would like to help with rewriting the copy to get in touch with Mark.

The membership database is working well, and the new award will be incorporated and is an ongoing project.

## **7. Election of committee roles: Treasurer and Secretary**

No nominations were received but current treasurer and secretary were happy to stay on the board.

Treasurer – Mark Agnew - all agreed.

Secretary – Dave Slade - all agreed.

## **8. Development of additional roles in the NCC**

Jet advised that a nominal fee is paid to Mark as his role of treasurer and the same is available to Dave as secretary.

*Proposal: pay a nominal fee equal to the Treasurer for the Admin role*

Proposed by Jet

Seconded by Stevie Boyle

*Proposal: nomination of Tom to take on the Award Admin role for a minimum of a 1-year period*

Proposed by Jet

Seconded by George Kennedy

## **9. AOB**

JP advised all the symposium for 2022 will be held near Edinburgh on 12<sup>th</sup> & 13<sup>th</sup> November.

Allan, Scotland rep, ran through the brief details that the venue will be a new education centre on the outskirts of Edinburgh with lots of good locations nearby.

The AGM will be held that weekend. A hybrid of the AGM has not been ruled out. Workshops will be delivered that weekend and invited anyone wishing to hold one to let the committee know and it will be built into the programme.

AGM ended.