**West Coast OWL – Meeting Minutes 21/01/2021**

Attendees: Rosamonde, Susan, Lynne, Isabel, Judith and Heather

Invited Guest: Bonnie from OWL Scotland

1. Welcome/Introductions 17:15-17:30
	1. Welcome and introductions from the team with Heather
	2. Overview of questions and queries to raise with Bonnie:
		1. Defining membership and structure of OWL group (open membership, paid membership, involvement of members in decision making)
		2. Request examples of how other OWL groups organise themselves
2. Meeting with Bonnie 17:30 – 18:15
	1. Welcome and introductions from the team
	2. Bonnie introduced background, history and context of OWL Scotland and the emergence of the OWL groups, including responses to questions/queries:
		1. Highlighting need for an OWL group to have a dedicated team that is committed to sustaining the group and participating in generating the activities and visibility.
		2. Examples of how different groups have formed over time – paid membership, small informal membership. Options to use paid membership as a means to offer training/staffing/workshop overheads. We can decide how we want to function and structure ourselves within the remit of the OWL Scotland expectations.
		3. Formal processes need to be managed well – minute taking. Budgeting. Managing events and offer to membership
		4. The six core group will function as the governance steering group.
		5. Examples of how OWL groups are coping with going online – study group, woodland online choir and webinars.
	3. Bonnie – why does the group want to become an OWL?
		1. Key responses – networking, sharing good practice, collaboration, supporting the wider learning needs of children and young people’s health and wellbeing. Promotion of outdoor and woodland learning benefits for communities, schools and conservation. Building relationships with nature and our environments.
		2. Happy for us to immediately constitute as West Coast OWL – just go through the proposal of roles and seconded.
	4. Additional details and information from Bonnie:
		1. Sign up to OWL Scotland Bulletin.
		2. Bank account must be named ‘West Coast OWL Group’
		3. We can use branding/logos on our Facebook and other communications as we set things up.
		4. Get a bank account ASAP – opportunity to request start-up funding before end of the financial year. Initial financial support but any additional funding not available until running for a while.
	5. Closing guidance – keep it manageable and achievable – don’t go too big to start!
3. Proposals for Chair, Secretary and Treasurer 18:15 – 18:20
	1. Isabel proposed Susan as Chair, seconded by Roz
	2. Judith proposed Roz as Secretary, seconded by Isabel
	3. Susan proposed Heather as Treasurer, seconded by Lynne
	4. Agreed additional roles by group
		1. Isabel – Public Liaison
		2. Lynne – Safeguarding
		3. Judith – Outdoor Learning Expert
4. Next Actions and Steps 18:20 – 18:35
	1. Decide responsibility for Website updating - Isabel as Public Liaison to take lead on website updates/content for OWL pages (Roz as Secretary will upload Minutes as required).
	2. Bank Account – Short discussion about possible options. Heather will research Co-op Bank - Community Account and see if this option would be suitable. Noted that withdrawals/deposits cash can be done at Post Office.
	3. Managing email to continue with Isabel and Roz
	4. Short discussion around holding database information – will be added to future discussion around GDPR and membership contacts.
	5. Facebook page – to be discussed at following meeting.
5. AOB - NA
6. Next meeting – Tuesday 2nd February 20:00 – 21:00

Actions:

1. Bonnie – adding the westcoastowl@protonmail.com email address to OWL Scotland Bulletins. She will also share branding/materials for us to start using.
2. Everyone – sign up for newsletters (if not already)
3. OWL Online Event 6th – 7th February – information will go out in next newsletter – sign up quickly to newsletter to receive details.
4. Roz – Minutes and draft Constitution document to be shared
5. Everyone (Chair, Secretary & Treasurer) – e-signature on constitution
6. Roz – Dropbox access for Heather and OWL document share
7. Items for the next meeting agenda – email Roz