**West Coast OWL Members ‘Nest Meeting’**

**24th February 2022 19:30 – 21:00**

**Attending:** Judith Bullivant (Chair), Rosamonde Birch (Secretary), Susan Pettie (interim Treasurer), Lucy Salter (Core Group Member / Treasurer), Joyce (Brighde) Gilbert

**Apologies:** Lynn Crawford**,** Caz Austin, Fiona MacKenzie

Meeting started: 19:37

**Agenda Items:**

1. Welcome
2. Previous minutes – accepted.
3. Core Group role - open to any interested members. Invitation opened again during the meeting and will continue through emails to all members.
4. Treasurer - core group member Lucy has kindly offered to become our new Treasurer as Susan steps down as interim Treasurer from 24th February 2022.
   1. Spreadsheet established for bookkeeping going forward
5. Additional thanks to Susan for convening the WCOWL and for her interim Treasurer role.
6. Agree transferring signatories process for new Treasurer
   1. Previous/existing signatories include Heather, Susan, and Rosamonde.
   2. Replacement of Heather will be Lucy and replacing Susan is Judith.
   3. Digital banking – signatories transferred and digital banking to be set up for Lucy and Judith.
7. Skill Share update - Woodland Trust hosted session on Saturday 5th March at Couldoran. Promotion going out with minutes after meeting.
   1. Activities - Kelly Kettle, clay dragonfly story and felted pebble pets.
8. CPD update
   1. Dunvegan Storytelling Workshop – Creeping Toad May INSET Day for OWL. Eventbrite set up, adding images and then will go live. Invitation to go out once everything is set up.
   2. OWL Joint event – Fairburn 10:00 – 15:00 June 18th.
      1. More information to be shared soon.
9. Website update - publishing and kit list
   1. Admin/Tech is checking why the minutes aren’t being published. Changing website and can upload again once new website is running.
   2. Judith has updated information.
10. Admin grant update - claiming for administrative role and agreeing paid duties
    1. Admin grant used – group insurance (public liability)
    2. Admin grant can be paid to someone who is registered self-employed.
    3. Admin grant can be paid to someone to undertake tasks that go beyond minute taking secretary – Rosamonde proposed as administrator.
       1. Total to be agreed but approx. 4hrs per month.
       2. Need to agree a list of tasks and responsibilities that can be covered within this time.
    4. Proposal – Rosamonde continues doing basic admin and claims for some elements of this work. Judith and Roz meet to draft job description and look at promoting to members and who could take this on as a paid role. Use NHOWL admin to help define role and responsibilities.
    5. CPD sessions – admin time can be added to this funding as part of the admin role.
    6. Next funding opens April with deadline by Sept 1st.
11. AOB
    1. OWL Scotland Bulletin – Judith completing for Eilidh.
    2. Forest School Friday afternoons start at The Plock on 25th Feb.
    3. Community Garden at Auchtertyre/Lochalsh Community Council – invitation to be member of OWL. Beach Cleans with Rosamonde as Access Ranger and add some Beach Ranger activities?
    4. Virtual and in-person meetings – can consider subscription for zoom or other platform from admin costs. Childcare is an ongoing challenge for attendance for many, virtual spaces are more accessible.
12. Next Meeting
    1. Thursday 12th May 19:30 – 20:30

Meeting closed: 20:41