

Attendees: MAC (acting chair), Suzanne Musleh, Charles McVey

Agenda:

Informal agenda – introductions, agree to this being the temporary committee to start moving the group forwards

Key aspects to discuss:

- Information from OWL Scotland as to purpose of group and how it should be run.
- Paperwork to complete and review to make an official temporary committee and group again
 - o Check procurement policy
 - o Admin forms
- Ideal dates/times for future meetings? Format – in-person/virtual.
- Roles for committee members?
- OWL network event – end Feb/start march
- Agreement on next steps for Lost Words project – money to be spent by March 25.

Discussion:

We looked through the paperwork and will give ourselves a while to look it over and check everyone is happy with it all. MAC will make sure to share onedrive access with everyone.

- Important aspects will be to check procurement policy and constitution and to complete the group administration form for submissions to the overseer of OWL Scotland – Eilidh.

We decided the temporary committee would be as follows with the potential to change roles around for the next financial year once we know our strengths and how the group will run:

Chair – Mary-Anne Collis (MAC)

Treasurer – Charles McVey

Secretary – Suzanne Musleh

These details will be added to the OWL group website and shared with the local group members.

It has been suggested that whilst it is nice to meet in person, virtual meetings are also ok for the group and we can look to do this particularly if we have a last minute aspect to arrange. It is likely the best time will be between 5 and 6pm on a Wednesday night. However, we will look at other times if needed.

The Lost Words

As funding needs to be spent as soon as possible all agreed this is our main aim for now. We discussed the potentials for the project which involves using the bulk of the funds to buy equipment that can be borrowed for group members both to link in with the Lost Words but also for other nature exploration in the future. Insight on what equipment members would like was taken from the collaboration padlet which all members were given access to. We reviewed potential items to

purchase and their cost. The group will look over this in the next week and look to decide what to buy as soon as possible. MAC has access to the accounts to buy things in the interim whilst we get all the other finance bits set up.

Once we have an idea of what equipment we're buying we'll look to book in some dates for skill share sessions to use the equipment.

From looking at the spending ideas we could be left with quite a large pot of money still, MAC will talk to Eilidh about this and see if it all needs spent by the end of March. Another idea which came up both for the Lost Words and to raise the profile of the group and the resources on offer is to host an Art competition with a prize being a voucher for the winner. MAC to check if the use of funds for a prize voucher is ok with Eilidh.

The idea of the competition is to advertise it before the skill share sessions and to highlight the sessions and then run the competition over the summer term. We discussed the pros and cons of how to decide a winner and believe that voting can be biased so it would be better to have a panel of judges, such as RSPB, National park staff etc. None of us on the committee but other members of the group. Once we hear back from Eilidh we can look to confirm judges and plan the competition.

All looking forward to OWL network event, we'll figure out logistics of getting there nearer the time. Same for the GROWL group development workshop in March to help us move forwards.

Follow Up:

- Everyone to look through paperwork and complete the group administration form.
- MAC - Add committee member details and roles to website
- MAC to share onedrive with others
- MAC to sort finance side with previous treasurer and get everyone access to account – this could take a little while.
- MAC to get in touch with Eilidh about spending funds by march and the option to buy a prize voucher with some of the money.
- MAC to look into access to facebook account for others.
- MAC to find list of kit OWL group already has
- Suzanne to look into flower presses for a school group
- Everyone to look over what to buy for Lost Words project

Future plans:

- Finalise buying things for Lost Words project and get buying
- Plan skill share events with new equipment to showcase Lost Words and the equipment that can be borrowed and how to use it.
- Keep up momentum in group – future networking events, through spring/summer/autumn.
- Official meetings – need at least 2 and an AGM – could be online. We'll keep the committee meets to just us for now but perhaps open them up like GROWL in the future.