**Minutes of the Annual general Meeting of West Coast OWL Group**

**Wednesday 19th January 19:30 via Zoom.**

**Present:** Susan Pettie (Chair), Rosamonde (Roz) Birch (Secretary), Heather Beaton (Treasurer), Judith Bullivant (Public Liaison), Lynne Crawford (Core Group Member/Safeguarding), Nic Bullivant (WCOWL member).

**Apologies**: Lucy Salter, Thomas O’Halloran, Kat Martin

**Minutes of previous AGM**

This being the first AGM of the group, there were no previous minutes.

**Chair’s Report:**

Susan welcomed all to the meeting and thanked the steering group members for their work before and during the first year of the group’s formal existence. She invited those present to celebrate and share highlights and achievements of the year – these are summarised in Appendix 1 attached.

Susan advised the meeting that she would standing down as Chair due to personal commitments but will remain a member of the steering group and is excited to see what the coming year brings for West Coast OWL.

**Treasurer’s Report**

Heather presented a spreadsheet of the annual accounts for the group.

This is attached as Appendix 2. She noted that the process for setting up the groups’ account with RBS had been fraught with difficulties.

Heather had notified the group of her intention to stand down from the steering group, but will work closely with the new treasurer to ensure a smooth hand-over.

Heather clarified some outstanding items from the accounts:

Cheque 000004 to Judith on 01/09/2021 is reimbursement of costs paid ahead of OWL Scotland grant being received. This covers two separate items: launch event advert (£97.92) and Insurance costs for the annual cover of West Coast OWL (£207.20)

Cheque 000002 to a workshop leader at the launch event was not cashed by the recipient; Heather had made a personal transfer and will reclaim this from WC OWL as agreed by members.

Admin grant: the majority of this is still to be claimed, clarification about payment to steering group members for reimbursement of time and resources will be sought from OWL Scotland and shared for approval at a members’ meeting.

**Appointment of Steering Group**

Susan, Roz, Lynne and Judith all expressed their willingness to remain on the steering group.

Heather stood down from the steering group and role of treasurer.

Lucy Salter (Dunvegan) and Thomas O’Halloran (Applecross) both agreed to join the steering group.

The assignment of roles within the steering group will be confirmed at the first members’ meeting, but provisionally the following were proposed:

Chair: Judith

Secretary: Roz

Treasurer: Susan (interim)

**AOB – None**

**Date of next Meeting – January 2023 (date tbc)**

**The meeting closed at 1955**