**Greater Glasgow OWLS 2nd July 2015**

**Present**Tom Cooper – Urban Roots  
Derek Shannan – Forestry Commission  
Lauren Lochrie – Froglife  
Cadi St John – Freelance outdoor learning practitioner  
Julie Wilson – Forestry Commission  
Hannah Grist – RSPB  
Laura Moss – RSPB  
Deborah Cooper – Freelance outdoor learning practitioner  
Liv Glatt – Enable Scotland/Freelance  
Kerri Park – Freelance outdoor learning practitioner  
Morven Williams – Freelance outdoor learning practitioner

Apologies  
Kim Craigie  
Tom Gold

1. **Introductions**With a number of people attending a Glasgow OWL meeting for the first time, we briefly introduced ourselves.
2. **Greater Glasgow OWL/Discussion of our aims and objectives**  
   Tom gave a brief history of our group and spoke about the importance of growing to include and represent people from all over the Greater Glasgow area, broadening our skills and areas of interest and expertise. We also wish to formally acknowledge the great contributions Chris Cathrine has made to the group during his time as co-treasurer, a position he resigned recently.  
     
   We spoke about what the OWL group is for. Tom sees two approaches that different OWL groups could take: focusing on skill-sharing for outdoor practitioners, or running activities for the wider public and special interest groups. For Deborah, the networking opportunities of OWL Scotland, and our group in particular, are key. She is keen that we make links with other organisations, such as Play Scotland. Derek spoke about Branching Out, and how it could link with OWL too. Morven was keen to widen the remit of Outdoor and Woodland Learning to include not only learning about nature and outdoor environments, but any type of learning that can be done outdoors – for example: dance, music, and photography.   
     
   We discussed how important it is to know what’s going on in and around Glasgow with all the organisations we may have crossovers with. This way, we can put people and organisations in touch with each other in order that they can deliver projects, help support these with staff if required, and avoid stepping on the toes of other organisations or individuals who may be planning similar projects.  
     
   Tom has a database of teachers all over Glasgow that may be useful to Greater Glasgow OWLS. Many of these teachers are looking for support (staff, locations, equipment…) in running outdoor programmes.  
     
   Lauren mentioned that part of her job is linking schools which have areas suitable for outdoor learning with those who are looking to work in such spaces.   
     
   Deborah suggested we look into using some of our admin grant for designing, setting up and running a database of organisations in the area and their current and future projects, along with groups and individuals who would want to be involved. We essentially narrowed the database into to main areas: a hub of information on people/organisations who are looking for support with the delivery of outdoor learning, and people/organisations who can provide or support the delivery of outdoor learning.   
     
   We should also try to keep track of potential staff and volunteers, their areas of interest and expertise and their qualifications, in order that we can help match people and projects up.  
     
   At this point it was suggested that one of our objectives as a group could be to develop volunteers in the Greater Glasgow area.   
     
   We went on to talk about the administration of the GGOWL group. Currently, Morven is working around 3 hours per week as a coordinator for the group, although this may be handled differently in future. We discussed whether having one person in such a role was a beneficial thing, or if a number of people should take on the jobs required. What seemed to be the agreement was that the important thing was continuity and that perhaps standardisation is key to how we operate in terms of administration. We may need templates for documents, pro-forma questionnaires for research and data-gathering and a simple way for people to get in touch with the group.  
     
   Liv spoke about a previous employer, where there was one person whose job it was to help potential clients with funding applications, and then the organisation was paid to deliver programmes from this funding. We agreed that if someone was to take on this type of role within our OWL group, it would be a lot of work and they would need to be paid for it.

Derek alerted us to the existence of the Glow portal run by Education Scotland, which some attendees already have access to. He suggested that Greater Glasgow OWL could add a page to this intranet in order to establish contact with teachers and schools, and potentially work with them from there.

1. **Meeting conduct – definition of roles**

It appears that there is a lack of clarity on what/who we mean when we talk about the Greater Glasgow OWL group, the committee, and the office-bearers. Our office bearers are the most simple to define: we have found it best so far to have two chairpeople, two secretaries and two treasurers – although with Chris’s resignation, we currently only have one treasurer. Chris is kindly continuing to help with authorisation of payments until we add more authorised signatories to our bank account, which is currently in hand.

Confusion comes in when we talk about our ‘committee’ with some people taking this to refer to the office-bearers only, and some referring to those who show up regularly to meetings. We feel that in order to ensure the representativeness of the group, and to achieve quorum at meetings, we need to put something in place that will require any committee member to attend a certain percentage of meetings in a year. We discussed whether just by coming along to meetings, a person would be considered part of ‘the committee’ and would therefore be subject to these rules, or if some people should just volunteer to become committee members. We also spoke about setting up sub-committees to deal with, for example, the organisation of our launch event. It was felt that we need guidance in this matter, and so Morven is contacting Bonnie Maggio for advice.

Further action points on this topic are to all compile lists of our skills and interests etc, which can then form the basis of the aforementioned database. Morven and Deborah will put together a questionnaire to be circulated before the next meeting, essentially asking the following:   
  
What do you do?   
What are your skills?

What should Greater Glasgow’s objectives be?  
What are you willing to contribute to the group?

By the time we next meet, we should have more of an idea of the different things people can offer, and we will set our group’s objectives based on the ideas we’ve gathered.

1. **Resignations/Elections**

Tom Cooper then formally resigned as co-chair of the group. He nominated Deborah Cooper to take over as co-chair . This was seconded by Kerri Park, and accepted by Deborah and the group. All roles will be up for re-election at our AGM, which we have to hold in the next six months.

Morven will ask Bonnie to define in writing what is required in each office-bearing role. We will also invite Bonnie to our next meeting.

Of the people at this meeting, nobody felt that they were particularly suited to or interested in the role of co-treasurer of the group. Laura mentioned that she would no longer be able to continue in her treasurer role as of next month, and so we will need to appoint a new treasurer at our next meeting.

1. **Any other business**

Morven brought up the possibility of purchasing a domain name so that we could have a Greater Glasgow OWL email address to be accessed by the group, which would provide one central point of contact for anyone who wanted to get in touch with us. This would cost up to £20 per year. The group have approved this idea.

Next time we meet it would be good to choose a location more central. Lauren, Derek and Laura have all suggested spaces we could use.

Before we have an AGM, we would lke to push for more people to join us so that our first AGM is well-attended and we can have wider elections for our office-bearing members.

Our next meeting should take place some time during the first two weeks in August. Morven will send a Doodle poll to gauge availability. Tom is likely not to attend the next few meetings in order to give our new chair time to adjust to the role herself.