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**Greater Glasgow OWL Group**

**Annual General Meeting**

**November 2015**

 **Attendees:**

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| Deborah Cooper – Chair (Interim) | Lynn Pike |
| Matt Keyse | Morven Williams |
| Kim Craigie | Lauren Lochrie |
| Stuart McGrath | Joni Mackay |
| Sharon Roulston | Eilidh Malcolm  |
| Jenny Lal | Jayson Byles |

**Apologies**:

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| --- | --- |
| Hannah Grist | Natalie White  |
| Sally York | Andrea Fisher  |
| Jacqui Frame | Bonnie Maggio  |
| Caroline Thomson |  |

**MEETING**

1. Apologies and Introductions around the room. Email sign up sheet and OWL leaflets passed around the room.
2. Agenda overview by Deborah.
3. Bonnie Maggio gave a description of OWL Scotland and it’s transition from Forest Education Initiative (FEI) as well as similar organisations in England and Wales (by phone). OWL Scotland partnered with various government organisations including Forestry Commission Scotland, SEPA, SNH etc.
4. Deborah welcomed further feedback after minutes sent out post AGM. Comments on future agenda items, aims/objectives of the group, kit purchase/storage/rental, membership, launch event etc.
5. **Presentation of annual report by Deborah**:

First meeting to reconstitute group held in July 2014. Various changes to office bearing roles/committee membership have created admin difficulties, particularly with regard to financial matters. Progress has been made despite setbacks.

Deborah thanked everyone who had contributed to the committee since the group was reconstituted in 2014. Particular thanks goes to the past office bearers, Tom Cooper, Chris Catherine, Lauren Curtis Moss and Hannah Grist.

**Successes**:

* 10 committee meetings held since group was established in July 2014.
* VegWare donating products to GROWL as needed for events including this AGM. On the basis that we provide photographs or other exposure for them.
* First Aid Course organised and running on 12th-13th December. 3 places left, please pass on to anyone interested! **URGENT ACTION BY TREASURER/CO-TREASURER: provider needs to be paid by 12th November!**
* Domain name setup, facebook group and Twitter account **(@Glasgow\_OWL**) created, email list set-up.
* Several members attended the OWL Scotland launch in 2015. Kim also attended a chair’s meet up in Perth and will feed back in due course.

**Grant Funding:**

Seven grants in total have been applied for and received. Expenditure is described in AGM PPT.

* **April 2015:** Launch: £500, Admin £500, CPD: £300
* **November 2015:** Kit Grant: £766.34, Admin: £1,000, Networking Event: £500, CPD: £500
* **Total in:** £4066.34

To be used for equipment, launch event and CPD for teachers.

**Launch Event:** A lot of work has already gone into generating ideas for the launch event, some of which have now been identified as being more appropriate for teacher professional development. **ACTION: The committee** will consult the membership and discuss all ideas for the launch event as soon as possible.

There is also now funding available for making links between Glasgow City Council and GROWL. Special OWL development grant up to £5000 per group. This grant is for groups to:

* Make stronger links and build partnership with local authorities i.e. Glasgow City Council.
* Increasing membership numbers and diversity.
* Improve long term viability of local OWL group through workshops, joint projects, events, publicity and even hiring people in to run courses.

**ACTION: Grant for new committee to discuss at two meetings and action.**

**ACTION: Matt and Lauren to develop ideas into teacher CLPL in Glasgow. Next meeting.**

1. **Presentation of finance report by Morven:**

Morven gave brief overview of transactions and grants (see PPT and notes abovefor details).

Gave description of money paid from Urban Roots to Morven which will need to be paid back from GROWL ASAP. **ACTION: new treasurer/co-treasurer to pay Urban Roots for Morven’s time.**

1. **Elections and Nominations**

**Chair: Kim Craigie.** Morven Williams seconded.

**Vice-Chair: Lauren Lochrie.** Matt Keyse seconded.

**Secretary: Matt Keyse.** Lynn Pike seconded.

**Treasurer: Jacqui Frame nominated by Morven.** Seconded by Deborah Cooper.

**Co-treasurer: Eilidh Malcolm.** Morven Williams seconded.

**Committee members:**

Morven Williams (coordinator)

Deborah Cooper

Jayson Byles

Joni Mackay

Lynn Pike

1. **Motions**

1 - Morven Williams to continue in a paid role as Glasgow OWL Coordinator for the immediate future to be reviewed in the first meeting after AGM. Question to be answered about access to bank account by paid role.

**Proposed by Matt Keyse and seconded by Kim Craigie.**

2 – All office bearing roles to be signatories on the bank account.

3 – Committee meeting happens approximately every 8 weeks.

4 – Paid membership to be discussed by new committee at future meeting.

5 – New committee to discuss grant funding at further meeting.

1. **Launch Event – to be discussed at next meeting.**
2. **Next ordinary meeting. Doodle poll to plan a meeting before the end of November.**

**AOB**

**Notes from Bonnie:**

* National OWL networking happening on 19th – 21st February. Heavily subsidised. Happening at FSC Kindrogan.
* Fungi course happening this weekend. Free. All day course. Ali Murphett running the course.

**Notes from Stuart (comments and advice):**

* Make any CPD sustainable not a one off.
* Education Scotland pushing the sciences and STEM subjects so a focus here might be useful.
* Train education or outdoor learning staff within local authorities for maximum benefits.
* GLOW is having a refresh and partners will soon be able to have access – 75% of teachers accessing it so a very useful tool. Stuart to contact Ian Menzies to get partner access for OWL. **ACTION: Matt to chase up.**
* Natalie White refreshing outdoor learning pages. **ACTION: Morven to chase this up.**

**Kim**: Home-School groups to be contacted in Glasgow. **ACTION: Matt to contact groups.**

Glasgow City Council are undertaking a planning permission site visit at the Children's Wood on 12 January 2015. The CW chair, Emily Cutts, is the person to contact should people want to go along to offer support. The GGOWL committee will continue to help in any way it can by informing its membership of the site visit and other developments.

**Jason**: North Kelvin meadow – Children’s Wood (all day Friday 10-2pm to shovel woodchip).

**SUMMARY OF ACTIONS:**

URGENT ACTION BY **NEW TREASURER/CO-TREASURER**: First Aid Training provider needs to be paid by 12th November!

ACTION: Grant for **new committee** to discuss at two meetings and action.

ACTION: **Matt** and **Lauren** to look into teacher training for training teachers.

ACTION: **new treasurer/co-treasurer** to pay Urban Roots for Morven’s time.

ACTION: **Matt** to chase up GLOW partner access.

ACTION: **Morven** to chase up getting OWL onto new refreshed outdoor learning pages on Education Scotland’s website with Natalie White.

ACTION: **Matt** to contact Glasgow home school groups in due course.

ACTION: **Committee** to collate ideas for the launch event and begin discussions on dates and locations.