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**Greater Glasgow OWL Group**

**Monthly Meeting**

**Tuesday 15th September 2015**

 **Attendees:**

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| Deborah Cooper – Chair (Interim) | Andrea Fisher |
| Kim Craigie | Joni Mackay |
| Lauren Lochrie | Lynn Pike – Minute Secretary (temp) |
| Sarah Archer |  |

**Apologies**:

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| --- | --- |
| Morven Williams |  |
| Matt Keys |  |
| Hanna Grist - Treasurer |  |
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**MEETING**

1. **Apologies and Introductions**
2. **Minutes from last meeting**

Previous minutes from August 11th agreed.

1. **Matters Arising**

None

1. **Progress Update**

Aims and objectives

* The aims and objectives of the group are still in development. It was agreed that these should be finalised after the AGM, but before the launch event
* MW has received more contributions since the last meeting and any additional suggestions can be e-mailed to her.
* **ACTION: Ask MW to forward email requesting input from new members – what do you want the group to achieve? This should include a link to the website for background information about OWL and the Forestry Education Initiative (FEI) it was borne from.**

Grants

* Funding bids were successfully submitted on time, but have yet to be confirmed.
* LL has been dealing with the CPD grant bid, which is to be used for the provision of a subsidised first aid training course. Details are as follows:
	+ A trainer must be identified and the course advertised 8 weeks before delivery, which means it must be on the OWL website by Oct 12th.
	+ Payment must be settled 4 weeks in advance of the course, currently Nov 12th. The suggestion of making a credit payment to the trainer provider to be redeemed as required was discussed. **ACTION: LL to confirm if this is a viable option**.
	+ The training will be offered to x12 individuals over 2-days at a location near Drymen, for an approx cost of £40. The dates set for this training are December 12th and 13th.
	+ The issue of candidate selection in the event of over-subscription was raised. It was agreed the committee will be given first refusal, as recognition for the voluntary work they have done thus far. Thereafter, a waiting list will be compiled in a ‘first come first served’ manner.
	+ The decision to ask for a nominal deposit was discussed, and a simple bank transfer deemed to be the simplest method to take payment.
	+ **ACTION: LL to liaise with MW to identify candidates and draft the OWL web notice**
* A kit grant has been provisionally approved and lots of items identified for purchase. The question of storage was raised.
**ACTION: Kit storage to be an agenda item for the next meeting**.
* Admin and Launch event grants are yet to be confirmed.
**ACTION: Update re: grant status required from HG, with assistance from SA if necessary.**

Admin and finance

* The former Treasurer remains the only signatory at the moment, which is creating a hold up. The transfer of responsibility can only take place once the new office bearers are elected at the AGM.
* MW has raised an invoice for work undertaken and is in discussion with Tom Cooper to find a workable resolution. It was agreed that she could invoice Urban Roots for the work done so far and that UR could apply to the GGOWL group for reimbursement.

Committee procedures

* MW is currently trying to find out about procurement and purchasing procedures from the Aberdeen OWL group. She is expecting them to be circulated by Bonnie Maggio when they are ready.
* Edinburgh OWL have been approached by MW to share their membership model, but current issues with the group’s committee are delaying their response.
* A decision needs to be taken on how to take the Glasgow group forward.

Communications

* It was noted that the lines of communication could be better, clearer online information is needed to point people in the direction of their local group.
* A domain name has now been registered for GGOWL and an e-mail account set-up.
* Mailing lists are needed to target the right audiences – committee / meeting attendees / general mail. **ACTION: ALL – if you know anyone you think would be interested in attending the AGM and/or being on the mailing list please e-mail their details to MW at morvenin@gmail.com**
* There is also the FB page, which is a great way to build a network of interested groups and individuals.
* Dumfries & Galloway are a good role model for communication. **ACTION: SA to send contact to MW.**

Launch event

* Other OWL groups have their launch events scheduled for the coming weeks – members are encouraged to get along and see which ideas they can pick up that will help with the GG launch.
	+ Argyll – September 19th @ Inverary with Fiona Hamilton
	+ Clackmannanshire – September 30th @ Alloa
* The September Newsletter has all the details – check out the website for more details.
* **ACTION: SA to e-mail links for OWL website and newsletter via MW**
1. **AGM**

Date and time

* A provisional date of Tuesday 3rd November at 1pm was agreed.

Venue

* Pollok Park Education Room was suggested.

**ACTION: KC to check availability of both indoor and outdoor facilities, and confirm charges applicable and capacity.**

People to invite

* A notice with the meeting details along with requests for nominations and motions e.g. membership model proposals will need to be sent out.
* It was recognised that as many potentially interested parties as possible be invited to attend.

**IMPORTANT: please get your list of e-mails to MW so the mailing list can be prepared.**

Procedures, inc. committee roles and office bearers

* Not all committee members and/or current office bearers need attend the AGM, but it was recognised that it would be preferable.
**ACTION: MW to ask HG if, now that the exact time has been set, she is definitely unable to attend**
* A group’s Constitution would usually define the office bearer roles and quorate required.

**ACTION: DC to establish if a Constitution exists.**

* The question of legal requirements was raised, with particular reference to nominations and the need for formal submissions.
* The office bearing roles to be filled are: Chair, Vice Chair, Secretary and Treasurer.

**ACTION: DC to arrange with MW to have forms made available for completion at the AGM in order to provide an official record of post holders. Anyone not able to attend the AGM in person who wishes to be nominated should submit a form in advance of the meeting.**

* The group agreed that the paid role of admin support being undertaken by MW, as agreed previously by the committee, be maintained, but that it might, in future have to be advertised on the OWLS website
**ACTION: DC to prepare a motion for the AGM that MW continues in the role until it becomes necessary for this to be reviewed.**

Agenda

* The agenda must include the presentation of annual reports, accounts and the minutes of the last AGM.
* It was agreed that we should invite Bonnie Maggio to be the guest speaker and that we arrange for a social activity to take place after the main business.
**ACTION: DC, MW, MK and HG to liaise on the production of the appropriate submissions. Input to be sought from Tom Cooper regarding the correct procedure and a contribution to the chair’s statement, and from Chris Catherine (former treasurer) on the statement of accounts. They should also clarify whether EGM minutes exist.**

**ACTION: DC to draft an agenda for circulation before the next meeting.
ACTION: MV to ask BM if she is free on the day**

1. **Review of parking lot**
* The opportunity to discuss the representation of GGOWL at the national conference did not arise.
**ACTION: To be added as agenda item for next meeting.**

1. **Date of next meeting**
* **Tuesday 20th October at 10.30am**

Seminar Room, Graham Kerr Building, Glasgow University

* **ACTION: LL to make room booking**

*POST MEETING UPDATE (from LP): The Office of the Scottish Charity Regulator (OSCR) has produced a “Guidance for Charity Trustee” document that identifies examples of good practice, including the following - “Prospective charity trustees sign a form before their election or appointment to confirm they are not disqualified from acting as a charity trustee”*

Minutes prepared by LP and amended by DC, 17th September 2015