**MOWL Meeting Wednesday 6th November 2019**

**Present**:

Ross Lyall, Laura Goble, Heather Kydd, Nell Nash, Stephanie Walker, Janet Donaldson, Judy Paul, Patrick Boxall, Katarina Vernon and Bethany Murray.

**Apologies**: Sally York, Donna Strachan, Eve Reid, Lisa Kearney and Cathy Samou

Agenda for MOWL meeting 6th November 2019:

1. Introduction to new administrator
2. Actions from last meeting (8th October 19)
3. Funding
4. MOWL March contacts update and plans going forward
5. MOWL March networking day review
	1. I**ntroduction/welcome** to new administrator, Bethany Murray.

**2.1 Actions from last meeting**: We are pleased to announce that the funding applications made were successful.

**Action**: Funding form to be amended, as per feedback from Bonnie Maggio.

**3.1 Funding**

Discussed were the following areas of funding that have been agreed and allocated as follows:

* **CPD: £500**
* **MOWL Launch: £500**
* **Networking: £500**
* **Administration: £1,000**

**4.MOWL March**

We agreed that between us we can come up with a list of key organisations and players who operate in Midlothian and we could collaborate with on MOWL March and future events and activities.

We discussed areas in which individual members of MOWL group can do sessions/events that are chargeable under the umbrella of MOWL. We discussed how it would be beneficial to think of organisations who not only do events targeted at children but also adults.

**Action:** Group members to come up with 3 (or more) relevant people/organisations and enter contact details in google docs Bethany will send round by the end of November 2019. If only have an individual’s email (rather than an organisation one) then contact individual first to ask if they agree to being contacted by MOWL as per GDPR guidelines.

**Action:** Administrator to create a google sheets spreadsheet containing a list of relevant contacts for MOWL networking purposes. Spreadsheet to be completed by the end of November 2019.

**Action:** Marketing/promoting MOWL March will commence mid Jan, but no earlier.

**Activities offered from MOWL group members**: Family Learning can do something targeted at adults, Midlothian Forest School, Forest Families, Midlothian Outdoor Nursery, junior rangers. We will also have a MOWL stall. Further detail to be confirmed.

**5.1 Network Day**: we agreed the date of the networking day would be Sunday 29th March 2020

**Action:** Judy to confirm availability for 29 March by 18 March.

 We discussed Newbattle Abbey College as a possible venue. They are expecting £245 for the whole day exc. Insurance and admin. Furthermore, we discussed funds from ‘Networking’ can cover this.

We also discussed that group members /Bethany will send out a ‘Save the Date’ for MOWL March networking day (29th March 2020) to relevant people/organisations. MOWL objectives and ways they could collaborate with us during MOWL March and beyond will be included in this email.

**Action:** Administrator to create an email template to send to relevant contacts regarding ‘Save the Date’ for MOWL March Networking Day and MOWL March.

Action: group members to send the save the date email and ask permission from individual contacts. Bethany will send save the date to generic organisation contacts. Important: to be sent out between 20 – 30 November once networking event date confirmed.

**Actions:** Administrator to look into different insurance options.

**6.1 Next Steps:** this was an opportunity for members to bring any other items for discussion. It was agreed we would focus on MOWL March.

6.2 We discussedhow it would be useful to have certain marketing tools such as, MOWL feather banner and leaflets. We also discussed the use of wood cookie caching as a way of promoting MOWL. Examples of some ideas were, exploring certain woods for the wood cookies and bring them to the networking event and get a prize in return. In addition, the cookies could be made into necklaces at the MOWL stall.

* 1. We discussed as a prize, members of the group could collect acorns and dip them in edible gold paint for people to take home and plant in moulds provided. We also discussed the possibility of asking people coming to the networking event to take pictures of their favourite tree or photos of nature to showcase at the networking event with a hashtag #MOWL or tagging the MOWL Facebook Page to their picture.
	2. For networking purposes, we discussed the possibility of contacting Karine Polwart to see if there are any opportunities for her involvement with MOWL.
	3. Nell offered to help with the general event tasks like serving teas, helping on the stall. There will be plenty of opportunities for members to do this rather than offer an activity.

**Action:** Members to collect acorns for networking event.

**Action:** Administrator to look into obtaining a MOWL leaflet and feather banner

**Date of Next Meeting: Monday 2nd December 6.00 – 7.30 pm at the gatehouse.**