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| **Agenda Item** | **Minute** | Actions |
| Present: | Elaine Jamieson, Gillian Stewart, Linda Leyland, Fiona Hamilton | |
| Apologies: | Anne Paterson, Julie Watson, Morag Duff, Julia Hamilton | |
| Minutes of last meeting | Proposed: EJ  Seconded: GS |  |
| Matters Arising | Grant money received. 1st Aid training delivered. Little OWL group – M Duff liaising with people to get more interest in Kintyre area. | Training to remain on agenda  On-line banking still to be set up |
| Admin  Communications | Our contact details are out of date. A new admin form needs to be completed – Bonnie sending one out.  OWLS bulletins – deadline for submissions 20th of every month.  Bonnie will be asking for one report to cover last year from 31st March 2019 to cover events. | GS – complete and return admin form.  GS will submit any items of interest to Bonnie  GS to produce framework |
| Chair’s meeting | Feedback from survey about the future of OWLS. Overwhelming response that it should. Key recommendations:   * More flexible funding * Training for outdoor learning * Guidance for OWL events   New resources   * The First Foresters (Explore the Neolithic in Scotland’s native woodlands) * The dead good Deadwood Survey field guide   Budget for funding for current year hasn’t been set yet. |  |
| Finance | Kit grant money still has to be spent. Networking event was overspent. First Aid training money still all to come in.  Financial report to be given at next meeting.  It was agreed that grants applied for would be Admin and for further training. | JW – finance update |
| Website | EJ showed the new OWLS website. Our group description is out of date. Projects need updated and old events removed. Contact us details to be updated | GS – update as discussed. |
| DONM | Wednesday 4th September, 4.30 pm. Inveraray Conference Centre.  It was agreed to try skype meetings for some meetings | GS to ask Maggie Jeffrey to book room. |