**Action Points from the Northern Lights Editorial Meeting**

**Held on Thursday 27th June at 2pm**

**WebEx**

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| **Agenda Item number** | **Action** | Action for |
| 12 | WelcomeApologies: Matt Holland; Hugh HanchardPresent: Andrew Craig (AC), John Gale (JG), Katie Nicholas (KN), Gil Young (GY), Sarah Gardner (SG),  |  |
| 3 | Introduction to New Members |  |
| 4 | Actions from last meeting* Publication dates for this year – AC has circulated dates, but will add in a window on an additional week for the editorial writer and re-circulate
* A schedule for editorial committee members to write minutes / action notes will be circulated
* Query for GY on whether it is possible to subscribe directly to the blog for alerts when new blog articles are added – response is that it is not possible
* Terms of Reference to be circulated for discussion on the next editorial group conference call
 | ACACAC |
| 5 | Statistical feedback on the first edition of Northern Lights* Query for GY on whether it is possible to get analytics on visitors to the individual blog posts to supplement the stats circulated
 | GY |
| 6 | Yorkshire regional meeting Northern lights presentation* Circulate the list of topics attendees wanted to read, and the list of topics offered by prospective authors
* Share the template for the workshop materials used for AC to run a similar workshop with LiHNN
* Contact Samantha G and Hugh H to see if either of them would facilitate a similar workshop in the North East
 | SGSGAC |
| 7 | Discussion on Its Great Up North special edition* Submission deadline 9th July for articles and editorial by David Stewart
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| 8 | Adding articles to the blog* Additional page on the Northern Lights webpage for editorial group documents, e.g. Terms of Reference, publication dates
* Two email templates are required: the first thanking the authors for submitting an article, the second informing the author that their article has been published to the blog
 | GYAC |
| 9 | Date and time of next meeting* TBC
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