

**Action Points from the Northern Lights Editorial Meeting
Held on Wednesday 11th March 2020 at 2pm
WebEx**

Agenda Item number	Action	Action for
1 2	Welcome Apologies: Matt Holland(MH), Hugh Hanchard (HH),Katie Nicholas (KN). Present: Andrew Craig (AC), John Gale (JG), Gil Young (GY), Sarah Gardner (Sarah G), Maria Simoes (MS), Chris Lawton (CL)	
3	Introduction to New Members	
4	Actions carried over from meeting before last •	
5	<p>Actions / discussions arising from last meeting</p> <ul style="list-style-type: none"> • <i>Samantha G to raise the issue of an additional member from HLN at their Christmas Study day – AC to contact Samantha G & HH for an update and to discuss progress on extra HLN member.</i> • <i>Terms of Reference to be uploaded to Northern Lights pages, AC to send to GY</i> • Sarah G suggested an additional document to capture the workflow involved in producing an issue of Northern Lights would be really helpful (i.e. who does what and in what order). AC & JG agreed to put something together • AC reminded us that we are now working to the new editorial system. The editorial rota will be uploaded on the Northern Lights pages. 	<p style="text-align: center;">AC</p> <p style="text-align: center;">AC / GY</p> <p style="text-align: center;">AC/JG</p> <p style="text-align: center;">AC/GY</p>
6	<p>Discussion on a special edition of Northern Lights to support Outcome 5 of that which must never be referred to as “QIOF” or “son of LQAF”, but is in fact the “Quality and Improvement Outcomes Framework” or at a push, the “Outcomes Framework”...</p> <ul style="list-style-type: none"> • The group agreed to pursue a special edition for the purpose of libraries sharing descriptive accounts of resolving service issues with the wider library and knowledge community. • Sarah G volunteered to upload entries and write the editorial, JG is happy to be copy editor • MS will promote this at the next Library Managers Meeting on 17th March, GY to liaise with her in advance. • Following Library Managers, Sarah G will send an e-mail out to the Northern list to promote the 	<p style="text-align: center;">Sarah G/JG</p> <p style="text-align: center;">MS/GY</p> <p style="text-align: center;">Sarah G</p>

	<p>special edition with closing dates.</p> <ul style="list-style-type: none"> • Submission deadline 13th May for articles, editorial deadline 21st May. GY offered to upload and link up the editorial. • Sarah G will need blog training, GY to arrange part one training covering uploading to the blog (part two is uploading the editorial) • AC will create a help guide with JG 	<p>GY</p> <p>AC/JG</p>
7	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> • June date, TBC. • AC to arrange a date poll in the next few days 	<p>AC</p>