

**Minutes and Action Points from the Northern Lights Editorial Meeting
Held on Wednesday 13th November at 10am – 12pm
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), Sarah Gardner (Sarah G), Samantha Gavaghan (Samantha G), Gil Young (GY)	
3	<ul style="list-style-type: none"> • Actions carried over from last meeting <ul style="list-style-type: none"> ○ 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 	AC/JG
4	<ul style="list-style-type: none"> • AC explained changes to the membership. • Sarah G agreed to send out a call for an additional member from YOHLNet. • Samantha G agreed to raise this issue of an additional member from HLN at the next Christmas study day. 	Sarah G Samantha G
5	<ul style="list-style-type: none"> • JG gave an update on the print addition of NL. It has been put together and now has been sent off to the printers in Leeds. • To decision to produce a print version for next year will be decided in 2020 dependent on funding. 	
6	<ul style="list-style-type: none"> • The Terms of Reference was discussed. • Sarah G pointed out that the current “ways of working” do not reflect current practice. • It was agreed that all members of the editorial team should be involved in putting together Northern Lights. • JG should continue to proof read articles submitted to Northern Lights. • The job of uploading to the Northern blog should be carried out by the member of the editorial team designated to write the editorial for that issue of Northern Lights. • This person will also be responsible for checking 	<p>Terms of Reference should be amended to reflect the new ways of working (AC)</p> <p>Editorial rota for 2020 to be sent out (AC)</p> <p>Training to be delivered to each member of the editorial team prior</p>

	<p>that all articles submitted to Northern Lights have been have been uploaded and given the category “Northern Lights”.</p>	<p>to then taking on the editorial required (JG)</p> <p>Each member of the group will be set up with an admin account prior to them taking on editorial/uploading duties. (GY)</p>
7	<ul style="list-style-type: none"> • Christmas card (LIHNN) – The Northern Lights editorial group needs to put together a LIHNN Christmas Card to be shared at the LIHNN Christmas Study day. JG agreed to put this together. It was also agreed that this should be shared with members of the editorial team from YOHLNet and HLN to use as they think appropriate. 	JG
8	<ul style="list-style-type: none"> • A discussion took place on publicising Northern Lights. • Samantha G mentioned that she and HH will be running a session at the HLN Christmas Study Day to publicise Northern Light and seek contributors. • AC reported back on a talk he gave to the LIHNN/HCLU briefing, noting that he has contacted those individuals who had suggested an idea for an article. Most had agreed to write an article. • Sarah G mentioned that she periodically contacts members of YOHLNet who had previously agreed to write an article. Sarah G feels this has had a positive impact, though there are number of promised articles that have not been written yet. • Sarah G also mentioned that she is looking into publicising Northern Lights at the YOHLNet Christmas Study day, but the timetable is quite full. 	
9	<p>Date and time of next meeting March 2020</p> <ul style="list-style-type: none"> • TBC 	