

## Northern Lights Editorial Meeting

**23.2.21 10am – 12.pm via MS Teams**

Agenda Item number	Action	Action for
1 2	<p><b>Welcome</b></p> <p><b>Apologies:</b> Matt Holland (MH), Gil Young (GY), Hugh Hanchard (HH)</p> <p>Present: Andrew Craig (AC) (Chair), Sarah Gardner (SG), Chris Lawton (CL), Katie Nicholas (KN), Maria Simoes (SM), Samantha Gavaghan (SamG)</p>	
3	<p><b>Actions from last meeting</b></p> <ul style="list-style-type: none"> <li>• An additional rep from the NE is still desirable, especially as HH is leaving at the end of March. Perhaps two people could share the role. SamG will raise this with Joanne Naughton, regional LKS Development Manager.</li> <li>• AC will adapt the Terms of Reference doc to produce a “job description” to help with recruitment of additional editorial group members. The group agreed that enthusiasm and willingness to contribute was more important than prior experience.</li> <li>• Blog entries which were sent in response to QIOF Outcome Five could be tagged as such by each editor, and that leaves open the possibility of a special edition in the future, but for now they should be included in each regular newsletter.</li> <li>• KN to ask GY about recent CPD programme to identify events which might spark contribution.</li> <li>• MS to request contributions via North list from any attendees at a recent LGBTQ+ History Month online event</li> <li>• All to continue to encourage article submissions for any virtual events we attend or organise.</li> <li>• In an effort to ensure more staff register on the newsletter list, representatives from each region should send a reminder out regarding new starters sending in a blog piece, and also signing up to receive Northern Lights directly. SG will also send to Northern list.</li> <li>• KN liaised with GY during the meeting and arranged for the Northern list to be added to the newsletter distribution list to aid tracking and ensure full distribution, as the newsletter list was somewhat temperamental and names dropped off intermittently.</li> </ul>	<p style="text-align: center;">SamG</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">KN</p> <p style="text-align: center;">MS</p> <p style="text-align: center;">All</p> <p style="text-align: center;">AC or KN SamG SG CL or MS</p>
4	<p><b>Minutes rota</b></p> <ul style="list-style-type: none"> <li>• AC will draw up a rota for minute taking, and at each meeting the next person present on the list will carry that out.</li> </ul>	<p style="text-align: center;">AC</p>
5	<p><b>Workflow documents sign off</b></p> <ul style="list-style-type: none"> <li>• Workflow documents were agreed, subject to further feedback from editorial group. AC was congratulated on such a clear and comprehensive document which was very reassuring to staff new to the editorial role. AC to add the document to the LKS North website.</li> <li>• AC is hoping this will allow him to step back from active involvement in every single newsletter, with editorial group members empowered to carry out all tasks associated with the newsletter production during their turn.</li> <li>• In case of unforeseen circumstances / annual leave etc., the group agreed</li> </ul>	<p style="text-align: center;">AC</p>

	that a shadow / back-up person was desirable for each edition, who could step in and fulfil either the administrator or editor role if anything cropped up. AC will draw up a rota for this.	AC
6	<b>Help document sign off</b> <ul style="list-style-type: none"> <li>This was agreed. AC to add to LKS North website</li> </ul>	AC
7	<b>David Stewart special issue</b> <ul style="list-style-type: none"> <li>There had been a great response to the requests for contributions, and David has written his editorial piece. AC was congratulated for pulling it all together.</li> <li>AC noted that personal requests to contribute had been much more successful than the usual call for papers. May be a lesson learnt that we should approach individuals more frequently.</li> <li>SG queried if the comments function on the blog should be activated for David's special issue so that staff who weren't approached for contributions could still take part, reminisce and / or add their own thoughts. AC to check with GY &amp; DS</li> </ul>	AC
8	<b>Update on March 2021 issue</b> <ul style="list-style-type: none"> <li>CL has plenty of material to work with. AC will need to clarify with CL which entries are intended for David's special issue and which are for the March edition</li> <li>MS will begin editor role for May edition as of today, with two weeks until publication as per the workflow doc.</li> </ul>	AC/CL  MS
9	<b>Northern Lights survey</b> <ul style="list-style-type: none"> <li>The group agreed that a survey would be useful. No need to ask who is reading it as we have statistics for that.</li> <li>KN has access to onlinesurveys.ac.uk which would be valuable.</li> <li>SG to collate the group's suggestions for questions and draft them for AC. Themes on impact, barriers to contributing and format were discussed.</li> <li>The survey should be ready by 30<sup>th</sup> April.</li> </ul>	SG
AOB	<ul style="list-style-type: none"> <li>The free plug-in software which permits the construction of the editorial on the blog has presented a security risk which was exploited by external actors. When this is removed, it will sever the links in archived newsletters. AC will keep the editorial group updated.</li> </ul>	AC
Date of next meeting	AC to circulate a Doodle Poll for availability.	AC