

**Northern Lights Editorial Meeting Actions**  
**Wednesday 6<sup>th</sup> October 2021 10-12pm via MS Teams**

Agenda number	Actions	Action for
1	<b>Welcome:</b> Andrew Craig (Chair) (AC), Gil Young (GY), Sarah Gardner (SGar), Samantha Gavaghan (SGav), Katie Nicholas (KN),	
2	<b>Apologies:</b> Matt Holland (MH), Chris Lawton (CL), Ellie Rolls (ER)	
3	<b>Thank you to Jayne Lees</b> AC thanked Jayne Lees for her contribution to the group.	
4	<p><b>Actions from 26 May 2021</b></p> <p><b>Revised and outstanding actions</b> Include a tag for “Quality and Improvement Outcomes Framework” in the workflow document.</p> <p><b>Completed actions</b> KN to write a piece about CILIP NW Day and ask anyone else if they would like to write a few words as well. AC will try to identify articles that would be suitable for Northern Lights.</p> <p>AC to update exiting minutes rota with ER and SGav.</p> <p>AC to update the documentation with membership changes, including adding tags and CPD experiences in workflow document.</p> <p>AC to contact the person who submitted a long article and ask to write a short version for the blog and attach the full paper.</p> <p>AC, SG, ER to send reminders to their regions about the survey.</p> <p>AC to arrange an interim meeting to go over survey results and look at “you said we did”</p> <p>AC to email Ruth and Dom to write a blog for the newsletter about their new and extended roles in the region.</p> <p>AC to send a copy [of CL’s editorial] to GY and she will check [if it has been uploaded to the blog].</p> <p>AC to contact Kieran Lamb (LIHNN Chair) about web presence requirements</p> <p>AC to write a slide and present at AGM for Northern Lights</p> <p><b>Discarded actions</b> Send message to region about writing up CPD experiences.</p> <p>AC to ask MS about her action as she is leaving the group.</p> <p>SGar will write a short FAQ type blog post article for the article in time for the next issue and this can also be added to the newsletter documents list. “You said we did” comments after the survey closes.</p>	AC

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5	<b>Clarifying the distinction between the Blog and Northern Lights</b> <b>Action:</b> Upload the agreed wording to the <a href="#">Northern Lights - Author Guidelines</a> web page.	AC
6	<b>Encouraging non-NHS Staff to publish with us</b> <b>Action:</b> Include requests for non-NHS authors and topics in the call for papers.	AC
7	<b>Encouraging people to publish content with us</b> <b>Action:</b> Run a shut-up and write session for potential authors in January 2022.  <b>Action:</b> Draft an email for the various regional lists with requests for content including A day in the life of ...  <b>Action:</b> Email the various regional lists with requests for content including A day in the life of ...	SGar/GY  SGar  AC/SGar/SGav
8	<b>Alternative ways to publish Northern Lights</b> <b>Action:</b> Investigate renaming the blog to Northern Lights.  <b>Action:</b> Contact all editorial group members for their opinion on publishing all articles for each Northern Lights issue at the same time.  <b>Action:</b> Create a tag for each individual issue of Northern Lights.  <b>Action:</b> Draft a proposal for cleaning up the tags and categories associated with identifying Northern Lights on the blog including a proposal for easily identifying issues going forward.	GY  AC  AC  GY
9	<b>Communication</b> <b>Action:</b> Revise report on the Northern Lights survey and email to the editorial group for sign off.  <b>Action:</b> Circulate report on the Northern Lights survey to the networks in November.  <b>Action:</b> Write a brief item for the blog on the Northern Lights survey	AC  AC  AC
10	<b>Any other business</b> <b>Action:</b> Train group members on editing the Northern Lights pages on the website in the next meeting  <b>Action:</b> Remove northern email list from Northern Lights distribution list.  <b>Action:</b> Update workflow document to include forwarding a copy of Northern Lights, when first published, to the northern list.  <b>Action:</b> AC to look at role of administrator now that Jayne has left and email editorial group with proposal for replacing/changing this role.	GY  GY  AC  AC
11	<b>Dates for next meeting</b> <b>Action:</b> Details of December meeting to be agreed by doddle poll	AC

GY – October 2021