

Northern Lights Editorial Meeting Actions

Tuesday 11th January 2022 10am-12noon

Agenda number	Actions	Action for
1	<p>Welcome: Andrew Craig (Chair) (AC), Gil Young (GY), Sarah Gardner (SGar), Katie Nicholas (KN), Chris Lawton (CL), James Ryan (JR)</p> <p>Minute taker: Katie Nicholas</p>	
2	<p>Apologies: Ellie Rolls (ER), Samantha Gavaghan (SGav)</p> <p>The group welcomed James Ryan</p>	
3	<p>Thank you to Matt Holland for his contribution to the group over the years.</p>	
4	<p>Actions from the last meeting:</p> <ul style="list-style-type: none"> • Tag for Quality Improvement Outcomes Framework – AC added to the guide. To be shared with group and uploaded to website • Distinction between blog and Northern Lights – now done • Encourage non-NHS staff to publish - now done and included in workflow • Carry over Action: Shut up and write session in Jan (SGar and GY). Recommended we bump the date. GY to move the date and confirm with SGar then to be followed by an advert to the system • Draft an email – now done • Carry over Action: GY to investigate renaming of the blog • Publishing of articles and blog on the same day, trying to do this for our article but do not have entire control of the blog • Create a tag for each individual issue (AC) wanted to see this before we start doing this. Carry over Action: GY and AC to catch up about this in March and look at tagging system for the blog • Sign off and circulate report – now done • Blog about survey – now done • Training on blog – GY covered in this meeting • Removal of Northern Lights from distribution list – now done • Rewritten workflow document now we do not have an administrator – now done • Action: AC to put versions on guidance and workflow going forward • Action: SGar to email Joanne Naughton and Sheila Marsh about a piece on the new primary care librarian posts 	
5	<p>Training on website</p>	

6	Next meeting AC to send a Doodle poll for dates for next meeting	
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