**Action Points from the Northern Lights Editorial Meeting**

**Held on Thursday 27th June at 2pm**

**WebEx**

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| **Agenda Item number** | **Action** | Action for |
| 1  2 | Welcome  Apologies: Matt Holland; Hugh Hanchard  Present: Andrew Craig (AC), John Gale (JG), Katie Nicholas (KN), Gil Young (GY), Sarah Gardner (SG), |  |
| 3 | Introduction to New Members |  |
| 4 | Actions from last meeting   * Publication dates for this year – AC has circulated dates, but will add in a window on an additional week for the editorial writer and re-circulate * A schedule for editorial committee members to write minutes / action notes will be circulated * Query for GY on whether it is possible to subscribe directly to the blog for alerts when new blog articles are added – response is that it is not possible * Terms of Reference to be circulated for discussion on the next editorial group conference call | AC  AC  AC |
| 5 | Statistical feedback on the first edition of Northern Lights   * Query for GY on whether it is possible to get analytics on visitors to the individual blog posts to supplement the stats circulated | GY |
| 6 | Yorkshire regional meeting Northern lights presentation   * Circulate the list of topics attendees wanted to read, and the list of topics offered by prospective authors * Share the template for the workshop materials used for AC to run a similar workshop with LiHNN * Contact Samantha G and Hugh H to see if either of them would facilitate a similar workshop in the North East | SG  SG  AC |
| 7 | Discussion on Its Great Up North special edition   * Submission deadline 9th July for articles and editorial by David Stewart |  |
| 8 | Adding articles to the blog   * Additional page on the Northern Lights webpage for editorial group documents, e.g. Terms of Reference, publication dates * 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 | GY  AC |
| 9 | Date and time of next meeting   * TBC |  |