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

**Held on Wednesday 12th October 2020 14:00-16:00**

**MS Teams**

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| **Agenda Item number** | **Action** | Action for |
| 1  2 | Welcome  Apologies: Matt Holland (MH), Maria Simoes (MS),  Present: Andrew Craig (AC), Gil Young (GY), Sarah Gardner (SG), Chris Lawton (CL), Katie Nicholas (KN), Hugh Hanchard (HH) |  |
| 3 | Actions carried over from meeting before last   * HH suggested a new starter might like the opportunity to join the group and will take to NE managers meetings to see if there is any interest * Discussion around an outcomes special issue. Agreed that due to time needed to prepare a “special issue” in advance of quality deadline we will instead add some wording to the call out message to remind people the articles can be used as Outcome 5 evidence. SG to write a message for AC to include in next call out * All ask for article submissions for any virtual events we attend or organise | HH  SG/AC  All |
| 4 | * GY to ask Jayne Lees to join the group and take on some administrative responsibilities for us, including minutes and actions from meetings and posted new articles * All agreed if you cannot add posts on “your turn” for whatever reason, let the group know, otherwise it will be assumed you are handling it | GY  All |
| 5 | * AC to look at reviewing the Workflow document after we hear back from GY about Jayne taking over some administrative tasks. May need to also amend Editorial 1 and 2 rota | AC |
| 6 | * HH will look at AC guide to using the newsletter software and feedback to AC. GY and KN to also look. * GY to set up HH and CL with usernames and passwords for CMS | HH/ KN/ GY  GY |
| 7 | * AC asked if we have enough articles for the next issue. All agreed we do and will be good to keep up momentum. HH will take the editorial responsibility as scheduled. Call for articles to close end of November and editorial to be published December. HH and AC to work on next issue as Editor 1 and 2 | HH/ AC |
| AOB | * SG asked for clarification on who receives the editorial. GY confirmed we used a mailing list (550+ people) compiled when people register through the blog. Managers should encourage new starters to sign up and the information on how to sign up is included in the New Starters information page. Through the distribution list we can gather stats (numbers of clicks and opens etc.) * Whoever is listed on the rota should post a link to the latest issue on the North list (available on the Northern Lights archive on the blog) in case people fail to receive the issue via the distribution list | All |
|  | Date and time of next meeting  14:00-16:00 on 11th January 2021  [Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTE0YWIwY2MtNDY4My00NDc0LTg0M2YtZjhlMzgwNmU3MWJm%40thread.v2/0?context=%7b%22Tid%22%3a%22ffa7912b-b097-4131-9c0f-d0e80755b2ab%22%2c%22Oid%22%3a%2203c12f34-8259-4e8d-80f7-a2bb476754d1%22%7d) |  |