Northern Lights Editorial Meeting Wednesday 26th May 2021 2:00-4:00 via MS Teams

Minute taker: Katie Nicholas

Agenda Item number	Action	Action for
1	Welcome Present: Andrew Craig (Chair) (AC), Gil Young (GY), Sarah Gardner (SG), Katie Nicholas (KN), Jayne Lees (JL), Chris Lawton (CL); Ellie Rolls (ER)	
2	Apologies: Matt Holland (MH); Samantha Gavaghan (SG)	
3	Thank you to Hugh and Maria AC thanked Maria and Hugh for their contributions to the group.	
4	Welcome to Ellie and introductions AC Welcomed new members to the group Jayne and Ellie	
5	 Actions from last meeting ER has now joined the group as a new representative from the North East and SG promoted amongst her regional group AC completed and shared the new job description AC completed a new editorial rota with backup for editorial Discussion around adding tags to the Northern lights blog. SG asked if this was part of a wider conversation about making improvements and adjustments to the newsletter. GY showed the group the existing tag functions. Action: when it is your turn as editor reminder to check existing tag list for appropriate tag and create a new one for "Quality and Improvement Outcomes Framework" KN asked Gil about how we reengage with people attending CPD and blogging about it. GY recommended we approach the regions and say if people would like to write up their CPD experiences for Northern Lights. KN suggested whoever is the current editor be proactive about this. Actions: Send message to region about writing up CPD experiences 	All Current editor (AC)
	·	Current editor (AC)

	 AC to ask MS about her action as she is leaving the group 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. Action - AC to update exiting minutes rota with ER and SG Action - AC to update the documentation with membership changes, including adding tags and CPD experiences in workflow document 	AC AC
6	Update on May 2021 issue of Northern Lights MS processed 11 articles and they are all on the blog. JL confirmed there had been no problems with the current issue and MS took a "light touch" approach to the editorial. Editorial will be published a couple of weeks later than planned. Concern about length of one of the articles submitted (2,000 words) which is too long for the blog. KN suggested it would be possible to attach the full article and ask for a shorter blog version. Action – AC to contact the person and ask to write a short version for the blog and attach the full paper.	AC
7	2021 Survey on Northern Lights update AC sent a copy of results retrieved so far. Action – AC, SG, ER to send reminders to their regions	AC, SG, ER
	about the survey SG pointed out a couple of the comments retrieved so far are things we need to address e.g., the difference between the blog and Northern Lights and "unique" articles. KN said it was done this way so there was regular content on the blog throughout the period between editorials. SG commented we maybe just need to be clear what are processes are. GY said there used to be more blog articles about North based HEE/ CPD LKS activity and the annual service updates. SG recommended an FAQs document for people to refer to. SG suggested a blog article for the next edition and for it to be added to the newsletter documents as well.	, 10, 30, EN
	Action – SG will write a short FAQ type blog post article for the article in time for the September issue and this can also be added to the newsletter documents list. "You said we did" comments after the survey closes Action – AC to arrange an interim meeting to go over	SG

Katie Nicholas Page 2 of 3 26.5.21

	survey results and look at "you said we did"	AC
	AC suggested the survey results will be helpful for marketing purposes and how we advertise	
	Proposed articles (invite Ruth Carlye and Dominic Gilroy to write articles about their new roles) AC asked if it would be appropriate to write something. GY said it would be and recommended AC get in touch with them.	
	Action – AC to email Ruth and Dom to write a blog for the newsletter about their new and extended roles in the region.	AC
8	Statistics AC confirmed the blog does produce statistics (how many people open the email and link clicks) but GY clarified that the statistics are not very accurate now	
AOB	CL editorial is not listed on the archive at the moment so AC wanted to confirm that was not an issue with the website.	
	Action – AC to send a copy to GY and she will check	AC/GY
	Website KN confirmed that LIHNN Committee have been asked to look at what they need from the website and it is likely Northern Lights will need to do a similar assessment. GY confirmed there will not be option to have any presence on the new HEE KLS website	
	Action – AC to contact Kieran Lamb (LIHNN Chair) about web presence requirements	AC
	AC has been asked to write a slide update about the groups for LIHNN AGM	
	Action – AC to write a slide and present at AGM for Northern Lights	AC
	Date and time of next meeting Action - AC to send out dates for interim then next full meeting	AC