| **Agenda number** | **Actions** | Action for |
| --- | --- | --- |
| 1 | **Welcome:** Andrew Craig (AC); Sarah Gardener (SG); Katie Nicholas (KN); Ryan Ford (RF); Gil Young (GY) **Minutes written by:** RF |  |
| 2 | **Apologies:** Helen Curtis (HC) |  |
| 3 | **Retiring Member and recruiting new ones**  Ellie Rolls has stepped down from the committee; we thank Ellie for her valuable contribution to Northern Lights. Ellie’s departure leaves a vacancy for new members from the North East:  Recruiting new members of NL  SG and KN use their contacts  AC at LIHNN | SG KN  AC |
| 4 | A**ctions from the previous minutes**  RF to write a call out for papers using some of the suggestions from last NL meeting    Chase up Land of the Geek regular feature – AC to approach | RF  AC |
| 5 | **New home for Northern Lights**  Talks ongoing regarding possible hosting sites, wanting to lean into the interactive blog features. Considering: ease of access – white list?; easy to update; analytics.  Come together and see what we’ve found (special meeting set for 4.7.2024 2pm – 4pm)  GY gave several other suggestions, for consideration, including using email instead of blog posts, or joining forces with HLG newsletter if they are struggling for content. (would require them to drop any membership requirement for contributors and distribution). All to be discussed further at the July special meeting | All |
| 6 | **Documents in need of review**  New guidance will need to be written when we move over to new platform, so its practical just to upload AC’s most recent version of the workflow document with a three month extension to review date.  Rota to be updated | SG  SG |
| 7 AOB | Users uploading directly onto Northern Lights – accidently tagged into Northern Lights, has been dealt with  Analytics and tracking functionality on LKS North was identified as a possible vulnerability for cyber attack and has been switched off. |  |
| 8 | New date on 4th September 2024 11:00-12:00 |  |