

MEETING MINUTES

| | |
|-------------------|---|
| Meeting: | Editorial Group Meeting #2 |
| Venue: | Conference Phone Line, Tala |
| Date: | Friday 03 June 2016 |
| Chair: | Mitch |
| Minutes: | Mitch |
| Attendees: | Ben Strickland , Miriam Malthus, Mitchell Bidois, Phillippa Carter |
| Apologies: | Cushla Burbidge, Leece Prince, Jacqueline Elvin, Karen Webb, Nik Bradshaw, Pani Te Moananui |

| # | Agenda Item | Notes/Detail |
|---|-------------------------|--|
| 1 | Previous minutes | <ul style="list-style-type: none"> Minutes covered and accepted |
| 2 | Assignment 1 | <ul style="list-style-type: none"> We've received six profiles out of ten members so rather than wait for all submissions, Mitch will create a page on the intranet for the Editorial Group, with completed profiles linked next to the individual staff members' names. Action – Mitch to create page for Editorial Group |
| 3 | Assignment 2 | <ul style="list-style-type: none"> Service stories for the intranet – we're looking for examples of stories that would be of interest to the wider audience that highlight a little-known aspect of a part of our service. Discussed potential ideas for stories, examples are: <ul style="list-style-type: none"> Something similar to the WSFD article on the intranet. How could we dive a bit deeper and talk more around the Henderson event? Samoan Language Week – what does it mean to staff? Interview with Anna Dahlberg, nurse who runs an animal rescue Action - Miriam to draft and peer review with group) Action – Ben to draft Samoan Language Week article Group members can start on their stories now with an aim for the Group to contribute 10 stories month |

MEETING MINUTES

4 Deadlines for submissions to the Operational newsletter

- Confirmation of deadlines for submissions:
 - Ideas are due on by the third Wednesday of every month and newsletter should be distributed on the 3rd Friday of every month. Submission deadlines are:
 - Jun - 15 June 2016
 - Jul - 20 July 2016
 - Aug - 17 August 2016
 - Sep - 21 September 2016
 - Oct - 19 October 2016
 - Nov - 16 November 2016
 - Dec - 21 December 2016
-

5 Update to the Group terms of reference

- We've added a new section to the Terms of Reference to cover signoff for submissions and peer review:
 - *The Editorial Group can inform and provide content for Homecare Medical's communication channels and mediums. To ensure that the Group is providing relevant and appropriate content it's important that the owner/manager of the channel is engaged and provides signoff for the content to be published.*
 - *Channel owners (as of June 2016):*
 - *Intranet – Robyn Bern (Director of Communications & Community Engagement)*
 - *Operational Newsletter – Paulina Baird (Operations Director)*
 - *The Group can also peer review documents/articles before publication*
 - **Action** - Mitchell to add the updated Terms of Reference to the Editorial Group intranet page
 - **Question** - Where does email etiquette fit within the Group's responsibilities? Email etiquette should be the responsibility of the individual employee and managers should have the ability to monitor, manage and provide feedback to their staff.
-