

Oct 19

NIS Meeting Summary**Type of Meeting:** Senior Leadership Team (SLT) meeting**Date:** 2016_10_19**Attendees:** Arek Owczarek (AO), Arden Tyoschin (AT)**Matters to follow up:****Proposals or Agenda:**

1. Strategy Team communication- update
2. Student Medical Guidelines
3. Additional AED
4. To confirm ACAMIS details and set-up
5. Fun into Food 2017
6. External providers – reevaluation
7. Internship from a college
8. Follow up after the Crisis Management
9. Bubble Cars
10. Public Announcement System

FW- Fun
into FoodStudent
Medical

| Outcomes | | |
|---|------------------|-------------------|
| Description | By When | By Whom |
| 1.1 Arden had a first meeting with Ann D and Joe B on an interactive platform for Strategy Team Communication in the library foyer. | ongoing | Arden, Ann, Joe |
| 1.2 The trophy cabinets can be removed to the library foyer extended entrance. New cabinets to be ordered. | | Arek |
| 2. SLT went through the Student Medical Guidelines and made preliminary comments to be sent to Ruth for further meeting. | ASAP | Arden |
| 3. A new AED has been purchased and it will be used for on campus events only; it is not to be taken off campus. | / | / |
| 4.1 Angie, ACAMIS Executive Officer visited SLT on Tue Oct 18 to confirm some details of Spring Conference in March. | / | / |
| 4.2 Arek will confirm with Danny that the gym will be available for vendors to do set-up for the whole day on Thur March 9. | ASAP | Arek, Danny |
| 5. Compass Group China (Chartwells) will do Fun into Food on Tue March 14. Axiom calendar updated. | March 14 ASAP | Arek Lucy |
| 6. Arek is preparing a set of criteria and will send off to school lawyer before sending off to external sports providers, who are required to submit official proposals containing specific dates, licenses and charges, etc, if they want to offer sports service on campus. | ASAP | Arek |
| 7. SLT discussed a college's request to send us interns for 10 weeks on sports management. Arden will liaise with Holly and school lawyer on visa and agreement document provided by the university, etc. | Ongoing | Arden |
| 8. SLT went through the actions followed up with a colleague's unexpected death and concluded it was a clear procedure and the community was well notified. In future, the meeting for any emergency will have minutes taken, with possible videoing. Arek will look into a retainer with the external Chinese counselor and the cost will be budgeted. Arden will send the updated review to Arek. | ASAP ASAP | Arek Arden |
| 9. School is investigating improvements in the parking logistics of bubble cars. | Ongoing | Arek |
| 10. The public announcement system doesn't work in some areas. The school is working with Honeywell company on integrating it to building system and lock down drill. | Ongoing | Arek |