

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2017_8_23

Attendees: Arek Owczarek, Arden Tyoschin, Laurie McLellan

Matters to follow up:

1. adult/children toilets

Proposals or Agenda:

2. Ministry of Foreign Affairs of Japan
3. stipends
4. soccer training program / field renting
5. Secretarial support overview
6. A traffic accident



Stipends
2017-18 final



Checklist



About SRA

Outcomes		
Description	By When	By Whom
1. SLT discussed the practicality of separating adults and children's toilets and Laurie and Arden will work out the room numbers.	Ongoing	SLT
2. Arden informed the request of Ministry of Foreign Affairs of Japan for a security check on a Saturday and Arek asked for a questionnaire besides a checklist. Arden will pass it to Arek's team. SLT saw value in going ahead with this request.	Ongoing	Arek
3. Arden had talked with Danny and SLT reviewed and approved the latest proposal on stipends.	/	/
4. SLT discussed and declined a request to use soccer pitch for non-NIS soccer training on Sundays.	/	/
5.1 There will be small changes to secretarial support, including some redistribution of support for SET members. Lucy will help with some meeting translation work. Arden to meet with Juan and Gretchen re university/college application mailing and tracking.	Week 4	Arden
5.2 Holly will meet with SLT on this matter next week.	Week 4	Holly
6. Facilities team will follow up on a traffic accident and updated info will be provided in due time.	Ongoing	Arek