

NIS Meeting Summary**Type of Meeting:** Senior Leadership Team (SLT) Meeting**Attendees:** Arek Owczarek, Laurie McLellan, Kasson Bratton**Minutes:** Samantha Zou**Matters to follow up:**

1. Winter Sports Camp
2. Trash Bin Signage
- ▣ 3. Staff Christmas Party

Proposals or Agenda:

4. Lab Tech Intern
5. Parent Access to The Centre
6. Paternity Contingency Plan
7. Health & Travel History Survey

Outcomes		
Description	By When	By Whom
1. Danny submitted Winter Sports Camp proposal to SLT. A detailed discussion was had regarding activities' supervisors, nurse availability and schedule. Further discussion will be made with Danny.	Winter Holiday	SLT Kasson
2. Regarding the Trash Bin Signage mentioned in the last meeting, Kasson confirms that the signage design is in progress by Student Service Group, May Zhang is in charge of it.	Ongoing	May Zhang
3. SLT confirms the preparation of Staff Christmas Party, sign-up sheet will be ready in staffroom on Dec 3 rd , RSVP by Dec. 8 th .	Ongoing	SLT
4. SLT confirms that during the upcoming maternity leave of the Lab Technician, an intern will be sought to provide support to the MS/US Science team. HR will follow up.	/	HR Kasson
5. SLT is considering greater parent access to the Centre after the winter holiday, Arek will clarify details with Chartwell Manager and SOFT.	/	Arek Chartwells
6. SLT received a helpful plan from the Technology Director regarding IT roles during his upcoming Paternity Leave.	/	IT
7. The SOFT team is working to clarify reporting expectations for staff and students during and after the upcoming winter holiday.	/	Arek Alex Chen