

Apr 10

Monday, April 08, 2024 2:09 PM

**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. JEDI – Weekly Update
2. International Day
3. Update on Office Plans
4. Tax Agent Proposal

**Proposals or Agenda:**

5. Students' Overseas Trip Insurance

Outcomes		
Description	By When	By Whom
1. Laurie had an online meeting with Shelley and Jacinta this Tuesday morning. A time will be scheduled for them to meet with new student and non-teaching staff JEDI taskforce members before the end of this school year.	/	JEDI
2. The preparations for the upcoming International Day (Apr 14) are in hand. All exhibition decorations and setting up will be completed on this Saturday (Apr 13). A final weather decision will be made by the operations team.	Apr 14	OFT
3. SLT discussed the update on office plans for new school year. Laurie to clarify the IT bases in the HUB. The LGR (Large Group Room) functions will move to the HUB. More communication will follow with IT and SET.	/	SLT
4. Arek shared the up-to-date tax agent proposal about EIT (Enterprise Income Tax). This will be presented to the Board Finance Committee.	/	Arek
5. Since our current insurance company cannot provide overseas travel insurance, we have entrusted an insurance agent to work on a quotation with the travel information provided. The insurance cost for the upcoming trips (Macao and Hawaii) will be covered by school this year. For future trips, this should become part of a check list for Activities/Athletics team, and the cost will be covered by students (including NIS Staff Children), NIS staff will be covered by the school.	Ongoing	Arek