

Jan 21

Monday, January 19, 2026 8:57 AM

Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Sandra Chow

Minutes: Samantha Zou

Matters to follow up:

- 1. NIS Policies & Procedures – Weekly Update
- 2. Fire Drill Schedules

Proposals or Agenda:

- 3. Discover China Trip

Outcomes		
Description	By When	By Whom
1. SLT reviewed the current status of the NIS Policies and Procedures Updates: <ul style="list-style-type: none">• A draft Air Quality & Weather Policy was shared with SLT.• The Personnel Handbook update remains underway, led by the Human Resources department.• The Emergency and Health related documents is currently ongoing.	Ongoing	SLT
2. The updated evacuation drill schedule is as follows: <ul style="list-style-type: none">• EVA Theatre PS: 8:30am, Friday, January 23, 2026• EVA on Saturday: 10:00am, Saturday, March 28, 2026	/	Sandra
3. A meeting regarding the Discover China Trip will take place between the Operations and Activities Offices. The objectives are to streamline all operational processes and define the scope of subsequent follow-up actions.	/	Arek Activities Office