

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