

Aug 26

Monday, August 24, 2026 8:14 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. CIS/WASC Accreditation – Weekly Update

Proposals or Agenda:

2. 2026 Seasonal Influenza Vaccination Service
3. Manager on Duty
4. Budget Launch
5. Visitor Access

Outcomes		
Description	By When	By Whom
1. Sandra has been in contact with CIS regarding the accreditation process and requested that the visiting dates be postponed until second half of 2027. Our new director, Thalia, would be able to engage in the process after her arrival which makes a lot of sense.	Ongoing	Sandra
2. Arek shared that the 2026 seasonal influenza vaccination service for staff will be organized at Xianlin Taikang Hospital. A notice will be published in the daily bulletin by the nurse soon.	Ongoing	Nurse
3. Laurie was pleased that the Saturday MOD folder includes more detailed information, such as event timing and venue, to better support the Manager on duty. Also, the MOD name plate with photo should continue to be placed at the Centre Foyer for easy identification by visitors. Front desk will follow up.	/	Front Desk
4. The budget launch is scheduled for September 4 th . The budget head presentation will take place on November 2 nd & 3 rd .	/	Arek
5. SLT revisited the current visitor access procedures. Sandra will reach out to marketing department to consolidate visitor definitions and procedures, with special attention to Alumni and Walk-in visitors.	/	Sandra & Marketing