AHEC Meeting Minutes

Date: Wednesday, April 15, 2020, 8:30pm @Zoom

Attendees
Adam
Katie
Madeleine
Peng Qian
Haosheng Feng
Amanda
Kruthika Kikkeri
Alex Straub
Allison Lee
Mohit
Andrew Lew

Minutes: Arun

Presided by:

- [Vote] – Approval of Meeting Minutes
  - Approved
- [Update] – Officer hiring
  - E-mails sent out last week with 6 new applicants
  - Interviews scheduled for this Saturday, April 18
  - Still have 15 more positions to fill
  - E-mail to be sent out to Nicholas, Andrew about acceptance
  - Seek avenues to spread info for more applicants
  - Focus on filling the most important positions first and probable flexibility in allocation of positions
- [Update] – Internal lottery
  - Open till Sunday mid-night
  - Manual addition of new hires to the list done
  - New applicants who are accepted on Saturday to be added to the list as well
  - Inform that only about 15 new rooms are available in the internal lottery
  - New questions beyond AHEC’s scope can be addressed to housing
  - Allison to manually respond to common queries addressed at the moment
  - Mailing list subscription issues to be forwarded to tech officer Asma
- [Update] – Survey from Amanda
  - 64 responses obtained so far. Publicize more within various channels.
- [Update] – Finances training
- Mohit presented the basics of finances at Ashdown for the new AHEC
- Summary
  - Internal and external funding deadlines explained
  - Budget form shown for ashdown officer budget proposal with procedure for getting responses
  - Two separate accounts: main account and funding account. Funding account (with system glitch in reported balance) to be used for GSC funding reimbursements
  - Use tax-exempt form since taxes are not reimbursed
  - RFPs (request for payment) procedure for filing explained with appropriate naming and timeline of submission
  - Mary Mango provides training that can be taken
  - Budgeting procedure shown with proposals based on last year and proposals from various committees.

Open floor:
- Virtual suggestion box, possibly pin it on various slack channels

Meeting adjourned