AHEC Meeting Minutes

Date: Tuesday, November 24, 2020, 8:00pm @Zoom

Attendees:
Adam
Katie
Allison
Amanda
Andrew
Haosheng
Kruthika

Presided by : Amanda

Minutes: Arun

- [Update] – Outside meetings
  o No updates on GSC, HCA and sustainability
  o Card readers for bike room to be checked up on by Adam
- [Update] – Aerobics and weight room
  o Timings that look good seem to be from 7 am to 10 pm
  o Adam to check on cleaning hours and weekend times
  o Restocking of supplies to be taken up by inventory team
- [Update] – Thanksgiving HOH
  o 75 to 80 dinners to be delivered
  o Adam will receive meals in the lobby and split by floor or building into chunks of 15-20
  o Residents should receive the meals around 5:45 pm
  o Kru to split up volunteers who signed up for the event
- [Update] – Website hosting and email timings
  o IS&T hosting will have restrictions
  o Could try to host on cloud server
  o Haosheng to handle this with James
- [Update] – Ashdown winter festival
  o Could push the festival by a week so that there is more time for planning
  o Amanda to inform the officers about the decision to shift by a week
  o Amogh and Andrew to work on food/supplies, John and Amand to coordinate activities, Mohit and Kru will handle virtual platform and Allison will take care of advertising. Haosheng to handle deliveries.
  o Poster with QR code to made for sign-up
- [Update] – Second floor printer
  o Printer has been repaired
  o Copytech to be contacted in case of future issues
- [Update] – 3AM newsletter for November
  o Will start brainstorming on contents for 3AM
  o Aim to get out the next edition before the winter festival with contents on gym policies and other relevant items
- [Update] – Suggestion box
  o Suggestions to give officers more time to speak during future planning events
  o May want to share a google doc simultaneously for anonymous suggestions
- Adam to follow up with Suzy on arson case

Meeting adjourned