AHEC Meeting Minutes

Date: Wednesday, December 16, 2020, 7:00pm @Zoom

Attendees:
Adam
Allison
Amanda
Andrew
Haosheng
Katie
Kruthika

Minutes: Jacqueline

[Update] Outside meetings
● Activities: none
● GSC: none
● Sustainability: sent in Slack; mostly discussed topics affecting MIT admin overall
  ○ Planning a sustainability challenge event; AHEC could advertise
● HCA: transportation subcommittee working on proposed MBTA cuts to service so that lines will still be as-is but frequency will be decreased, will go in effect in the summer
  ○ Discussed MIT climate action plan and need to reach out to dorms about it
  ○ Boston city is closing gyms up again, but there’s been exceptions for single-occupancy private training which could include dorm gyms
  ○ General feeling amongst grad students on Site 4 affordability

[Update] Next steps in opening aerobics and weight room
● Staff has cleaned both rooms, installed clocks, left disinfecting wipes and Lysol spray
● Both rooms will be cleaned daily between 1 and 2 PM
● Staff will go on vacation 12/24 and 1/1 so there won’t be any cleaning those days
● Plan to open gym after break
● Amanda to
  ○ send David the updated gym guidelines
  ○ send an email to residents about gym potentially opening depending on case numbers
  ○ turn over reservation system to athletic officer
  ○ let Denise know plan to open gym after break

[Update] Website and email timing issues
● Still waiting on reply from Oliver, may need to hire people to help with email list
● Haosheng dealt with person who wanted to unsubscribe from mailing list

[Update] Ashdown Winter Festival debrief
• Went well, got about 50% turnout (24 people over course of event out of 44 signups)
  ○ Attendance typical with past events (this year’s Halloween, last year’s study break), especially for timing of event
• Should event planning moving forward be joint committee efforts or committees running their own events?
  ○ Less confusion and apathy with more people brought together
  ○ Typically expect lower turnout than signup, so having more events encouraged more attendance
• Out of all activities, games seemed most popular
  ○ Officers in charge of games came together to play
• People really seemed to like the crafts
  ○ Crafting tea lights & pomanders were easier to do on a call (than pumpkin carving); easy enough to do for multitasking
• Moving forward should put more attention to
  ○ More lead time
  ○ More activities/organization
  ○ Food assembly and delivery
    ■ Should also notify people upon delivery (knock on door, email) – some people’s got stolen after delivery
  ○ Appoint point people for each activity earlier on and make their duties clear
• Gather.town as platform worked well, very customizable
• One way to encourage attendance in video sessions – provide food as reimbursements, but only reimburse for people who attend
  ○ Kru would handle reimbursements
  ○ Could give candy for February and reimburse for meal up to a certain amount
• Time or week to target for a second event like this?
  ○ 2\textsuperscript{nd} week of February event, 2\textsuperscript{nd} week of January for planning
  ○ Event could also be used to advertise for AHEC elections
  ○ Amanda to make when2meet for planning meeting in mid-January
• Should get feedback from officers and residents who took part
  ○ Andrew to draft survey
• Need to submit to OGE for funding – John and Amanda have screenshots
  ○ Kru to reach out to Amogh about OGE report

[Update] 3AM newsletter
• Comms hasn’t gotten to meet yet
• AHEC could potentially provide screenshots from Festival

[Update] Suggestion box
• None

[Discussion] Fall Officer hiring/officer performance
• Clarify need for officers to volunteer for event logistics where able, despite committee
• Default to email over Slack for connecting applicants to committees of interest; higher chance that meeting slots on DoodlePolls would be seen (Slack not as widely used) but email less efficient for dynamic problems like meeting planning
  ○ For slots, start by surveying AHEC and committees to figure out what times to present as options
  ○ Don’t need AHEC + committee chairs present at every slot, could defer questions to after interview, especially since most committees aren’t doing their typical committee work
  ○ Interviews could also be 15 min rather than 30
• Try to gauge interest first, then can send out meeting planning details
  ○ Could leave planning details to each committee
  ○ Haosheng to send out application
• Haosheng still checking on how officers are doing in their committees, question is mostly Brunch and Coffee Hour
  ○ Consider asking Brunch & Coffee Hour officers if they’d like to switch to Events as that’s more pressing right now
  ○ Have seen low response among officers lately, could take no response as no longer wanting to be an officer

[Update] Common spaces
• Noticed people playing pool in Thirsty Ear even though common spaces are closed
  ○ Might’ve been employees if they were wearing black & green shirts as staff is stationed in Thirsty Ear as hub
  ○ Sends a strange message if residents can’t use these spaces
  ○ Having official meetings in Hulsizer Room may be more appropriate if okayed by Denise and the Institute
• Common space email wasn’t about officers organizing supplies, lounges used as staging areas for lighting, but people were using them for studying and told compliance staff they were a pod when asked (though Ashdown doesn’t have pods)
• Will have lots of people moving in and out over the next few weeks, should regularly send updates on guest policy and other things to keep in mind
• Adam and Amanda to follow-up with Naomi

[Update] Next meeting
• Does AHEC take winter break off?
  ○ Traditionally take off week of Dec 25\textsuperscript{th} through New Year’s
  ○ This year, would mean next meeting is Jan 5\textsuperscript{th}, 2021

Happy holidays :)

Presided by: Amanda
Meeting adjourned