AHEC Meeting Minutes

Date: Tuesday, April 6, 2021, 8:00pm @Zoom

Attendees:

Adam

Allison

Amanda

Andrew

Haosheng

Katie

Kruthika

Charvi Gopal

Ignacio Arzuaga

Tejas Jayashankar

Michael Durso

Xiaowei Ou

Amogh Sood

Minutes: Jacqueline

[Discussion] Decide on incoming AHEC’s roles

* Treasurer: Xiaowei
* Officer Coordinator: Tejas
* Internal Affairs – elections: Charvi
* External Affairs – internal lottery: Amogh
* Committees: Events, Communities, Coffee Hour, Brunch, Operations
	+ Events: Ignacio
	+ Communities: Charvi
	+ Coffee Hour: Tejas
	+ Brunch: Amogh
	+ Operations: Xiaowei
* External meetings: GSC Sustainability, GSC General, HCA (Housing & Community Affairs), GSC Activities, GSC Orientation
	+ Will decide next week
* Amanda to draft email announcing new AHEC

[Discussion] Katie’s presentation on Ashdown history and MIT administrators

* MIT admin organizational chart at orgchart.mit.edu; interactions rare outside of events
* Office of graduate education at oge.mit.edu; interaction through funding & visa issues
* Naomi Carton, Dean of Graduate Student Support; helps grad students & families with personal issues, planning events, community resources, orientation, and offers leadership training
* Denise Lanfranchi, Ashdown House Manager; manages building & staff (Ashdown grounds under executive treasurer’s branch, but Denise can get in contact with them)
* Most of the time, you’d first consult HoH then Denise with any concerns or ideas

[Discussion] Decide on a new meeting time

* Sent out when2meet

[Discussion] Leadership training

* Supposed to be on April 28th, unsure if mandatory but have info if anyone wants to go
	+ If mandatory, only 1 person needs to go
	+ Amanda to forward to ahec-five

[Discussion] Plan AHEC/HoH dinner

* Will plan offline

[Note] Slack workspace

* Amanda to add new AHEC to grad dorm officers Slack

[Update] Outside meetings

* GSC: nothing
* HCA: nothing
* Activities: nothing
* Sustainability: nothing

[Update] Suggestion box

* Nothing new

[Discussion] Ashdown-Sidney Pacific event planning

* Wellness officer at SidPac (Cassandra) stepping down, contacted Ignacio to suggest joint invent where residents have dinner or lunch together in small groups of 4; hold 2 outdoor meetings of their preference and share a picture to confirm they met
	+ Reimburse $15 each for food; don’t expect budget to exceed $300
	+ Must be in last 2 weeks of April to meet deadline for Cassandra’s budget
	+ Plan to split reimbursements, half to be paid by SidPac, half by Ashdown
		- Residents could send RFPs to their own dorms
* Also plans for virtual festival May 1st with just games between two dorms with no reimbursements
* If matching people for groups if tough, could use Glimpse, a website that automatically matches people up for mixers/socials for short periods of time
* Ignacio to announce event next Monday, spots for 20-25 people from Ashdown

[Discussion] New music room policies

* Will share with AHEC, also made reservation system & Google form to sign up
* Amanda to forward to Denise

[Update] Laundry machine signage and issues

* 2 machines out of order; Washlava tried resetting machines this morning and nothing happened, said to contact CSC organization for help but can’t find contact info for them
* Michael to contact Denise to find out more about CSC

[Update] Officer hiring

* One new application this week
* Haosheng submitted current list of officers to Nicole, can give names by end of April at latest; after April, need to hire people with leases

[Update] Garden and bird programs

* Haven’t heard back

[Update] End clothing donation box

* Kru to send out email about box, reach out to Can about signage, and send email about where large outdoor box is located

[Update] Cost-sharing food event plan

* Tabled for next week

[Discussion] Rotate AHEC jobs

* Tabled for next week

[Discussion] Run through action items email

* Tabled for next week

Presided by: Amanda

Meeting adjourned