AHEC Meeting Minutes

Date: Wednesday, August 17th, 2022, 8:00pm @ Crafts lounge

Attendees:

Katie

Akhilan

Yanina

Xiaowei

Adam

Daphne

Shomik

Minutes: Shomik

[Update] Report back from any outside meetings

* Xiaowei went to financial training
	+ CVC is delayed; Ramon will get back to it soon
* GSC orientation schedule finalized

[Update] Check suggestion box for entries

* Snek issue resolved

[Update] Open forum items

* None

[Update] Next funding cycle

* GSEG/OGE funding for Fall brunches is covered
* LEF/GSC deadlines
	+ Applications by end of month
	+ LEF extension requested – Akhilan will handle

[Discussion] Joint dorm events

* SPEC
	+ Fall Festival (same as last year)
	+ Joint Halloween event (similar to last year)
		- + Warehouse
		- See if Edgerton also included

[Update] Orientation photography

* Ask photography officer about availability

[Update] Youtube advertiser

* AHEC wiped it off, was re-written after wiped
* AHEC will erase again
* Clarify that youtube channel advertising is included

[Update] Inactive officers

* Some people feel strongly about removing inactive officers from leasing list
	+ Have been given several opportunities to respond and show up but have not
	+ Want to remove officer
* AHEC will reach out to officer in addition to chair
	+ Before Brunch this Sunday
* Basic advice for chairs for removing officer
	+ Timeline and guidelines and when to tell AHEC
	+ Be more proactive about notifying AHEC
* Inactive Coffee Hour officer
	+ Chairs have tried to reach out a few times
* Procedure
	+ Monthly checkin
* Previous officers removed
	+ Need to confirm removal from list

[Update] Automatic light switches

* Yanina emailed Denise
* Asked for approval for bike room and laundry
* Common areas
	+ Don’t worry about going around and turning them off

[Update] Gate dampers

* Denise is aware

[Update] Broken elevator

* Corner elevator. Denise knows

[Update] Broken kitchen door stop

* Denise does not know, just broke
* Tell people to directly email Denise
* Akhilan will email Denise

[Discussion] Status board of infrastructure issues

* Akhlian made a status board – tab on agenda
* Vending machine issues added
* AHEC send email to Ashdown with contact list for infrastructure issues
	+ Mainly Denise
	+ Akhilan will send it
* Information should be available at all times
	+ Put on website
* Check in with Denise every couple weeks about important items

[Update] New Operations chair

* Ask chairs to come up with new leader
* + send survey

[Update] Brunch card prizes

* Keychains

[Update] Website related stuff

* No updates

[Update] New officer hiring

* List of roles?
* Yanina will check with chairs
* Put poster at orientation events
	+ Link to interest form
* Ask for volunteers for events
	+ Ignacio to make poster

[Update] Poster and Google form for recruiting new officers

* See above

[Update] Joint events with CoSI

* No updates

[Update] Setting up Ashdown subscriptions to Costco, Instacart, Netflix etc.

* Working on CVC issues

[Update] Bird feeder

* Xiaowei has bird food
* Can set up this weekend
* Ops will be in charge of
	+ Birb officer

[Update] New funding sources

* Financial training slide with funding sources
* Xiaowei will look at the slide and go through them

[Update] Door tag contest

* 3 submissions – 2 people
* 80 responses
	+ Send voting form to people who will be moving in?
		- Nah
* Preferred name on doortag
	+ Send out a form to collect
	+ Opt-in
* Prize for winning design
	+ Jacket / hoodie or equivalent value reimbursement etc

[Update] Food safety training

* Xiaowei forgot to follow up
	+ How dare he

[Update] Courtyard lights

* Events will move up this Friday

[Update] Package system

* Updated system now gives notifications

[Update] Unified orientation poster

* John in charge of this
* Send dates and locations

[Update] Interest group sign-up

* Check in with Haochen about ideas

[Update] Committee sorting hat

* Working on it – link on poster for officer hiring

[Discussion] Kitchen inventory management

* Brunch committee orders most of the supplies for kitchen
* Previously used to be kitchen officer
* Need a new officer?
	+ Would be nice to have a dedicated officer for this
	+ Someone who will be in the kitchen frequently
	+ Events / brunch / coffee hour officers?
	+ Ops officer would work with other officers or regular checkins
	+ Xiaowei will check with officers
	+ Officer will make note of what’s missing, tell Xiaowei
	+ Inventory officers in Brunch can keep track of this?
	+ Seems like an already existing officer can take care of it

[Discussion] Not living in Ashdown and be officer?

* Can do it

[Discussion] Fire safety

* Many fire alarms recently
* New residents cause issues
* During orientation. Adam will send out email
* Seasonal issue
* Open the window not the hallway

[Discussion] Changing AHEC meeting time

* Wait til next week
* Keep unless it doesn’t work

[Discussion] Food at AHEC meetings

* Akhilan will do it

[Discussion] New name for AHEC 2022-23

* Adam’s Minions

[Discussion] Anything else

* Italian ice coming Friday

Presided by: Akhilan

Meeting adjourned