AHEC Meeting Minutes

Date: Wednesday, August 31st, 2022, 8:00pm @ Crafts lounge

Attendees:

Akhilan

Xiaowei

Ufuk

Yuriy

Yanina

Shomik

Minutes: Shomik

[Update] Report back from any outside meetings

* None

[Update] Check suggestion box for entries

* Gym machine with pin
  + Only 1 pin for all 3 stations
  + Order 3/8” pin through Amazon
* Thank you for bird feeder setup
  + Birbs are getting fat
* Repair washing machines? Out of order
  + Upgrade washing machines to have better water flow
  + Get timeline from Denise
  + New drain being installed
* Better microwave for 3rd floor kitchen
  + Issue with current one?
  + Toaster and kettle
    - Toaster gets disgusting after a while
    - Can just buy for yourself
    - Maintenance is hard
    - New appliances unlikely

[Update] Open forum items

* Kitchen appliances?
  + See above
  + Difficult upkeep

[Update] Next funding cycle

* Narumi submitted LEF and GSC applications
* Other deadlines?
* Lisa submitted OGE for Brunch for next year
  + Some reimbursements may be delayed if not allocated soon

[Update] Joint dorm events

* Applied for LEF/GSC funding for joint dorm
  + Halloween
  + Fall Festival
  + Apps submitted, on track

[Update] HoH dinners

* For new residents
* Make sure AHEC has signed up
* Make sure Adam sends out reminders for dinners

[Update] New residents on Ashdown slack

* Xiaowei has invited everyone

[Update] Door tags

* Ignacio helped get Xiaowei in contact with Copytech
  + Proofs were sent
* Xiaowei ordered magnet cards
  + Shipped
* 4 officers to help stick on and put on doors
* Xiaowei has changed most of the names as requested
* HoH names as well
* Around 480 name tags

[Update] Kitchen inventory for orientation

* New inventory officer
* Xiaowei checked kitchen for generic items

[Update] Orientation advertising (GSC Anno issue, posters, etc.)

* Posters, emails to dorm and departments
  + Individual event organizers will send reminder emails
* Issue with GSC Anno
  + Most events did not make it through
  + Emailed GSC secretary
* Posters elsewhere on campus?
  + Yanina says “let’s do it”
  + Along infinity corridor. Need permission?
  + SP
  + Student center

[Update] Orientation volunteers

* Spreadsheet for volunteers to sign up
* Need more volunteers
  + Send a reminder email
  + Dessert night:
    - Need more people this time
    - Prepare desserts, baking
    - Can buy premade items? Too late for that
    - Keeping track of people etc

[Update] Courtyard light for orientation

* On

[Update] Inactive officers

* Yanina had some updates
  + Seems that emailing on AHEC’s behalf worked
* Form to check if leaving or staying
* Narumi hired new officer
* Survey for who wants to be chair
* Yanina will send updated protocol for ideas for handling inactive officers

[Update] Infrastructure issues

* Vending machine fixed
* Computer Room renovations
  + Printers removed. Other stuff still there
  + Unclear why it’s a gradual process
  + SP bought things themselves for multipurpose room
  + Couches, shelves, tables, etc.
  + Non furniture items need to be purchased by AHEC
  + Yoga mat
  + Get started on proposal document
  + AHEC provide input
  + Hard to measure room dimensions and available space
* Hulsizer ceiling panel still not fixed

[Update] Adaptable officer board

* Xiaowei check finances

[Update] Publicity items

* Templates for new officer board
* Stickers on laundry machines

[Update] Sustainability

* No updates

[Update] Website related stuff

* Meeting

[Update] Computer at front desk crashed

* Resident directory connected to My Ashdown
* New residents aren’t added to mailing list or website
  + Tech officer will add all new residents to mailing lists manually
* MIT supposed to fix crashed computer – not AHEC job
* Very old and slow computer
  + Ask MIT IST

[Update] Room lottery

* None in the summer
* Fall lottery – let Amogh know
* Ask Nicole now

[Update] New Operations chair

* Yanina sent out survey on Sunday

[Update] Vacuums

* Need to order new ones
  + Lost 2-3
  + May be damaged or just lost
  + High use and not particular about cleaning
* 50-70 $ per vacuum
* Require to return in clean state?
  + Ideally people would be responsible
* Alternative is to remove vacuums
* New survey form for new items to be added

[Update] New officer hiring

* Yanina sent out survey

[Update] Poster and Google form for recruiting new officers

* Akhilan to send out email

[Update] Joint events with CoSI

* No updates

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

* No updates

[Update] Courtyard hammocks

* Amogh to send email to Dennis

[Update] New funding sources

* Xiaowei went through list
  + Lot are for undergrad
  + Mad Money Grant from SOLE
  + No requirements
  + Any innovative project/ideas can be funded
  + Perfect for Mr. Kashkin
* Xiaowei review on financial situation
  + $7500 balance
    - $2300 on dance party, $500-800 on dessert night, $2000 on brunch
  + Prioritize events over capital purchases
  + Xiaowei discuss with committees

[Update] Food safety training

* No updates. Xiaowei wants to give up
* Akhilan disagrees
* Require watching Youtube video instead of food safety training
* Write as document and have to read and sign
* Akhilan will look into options

[Discussion] Room posters

* Need to update?
* Contact Denise for any issues
* Replace after Denise leaves

[Discussion] New gym equipment

* Resident wanted to donate equipment to Ashdown
* Will take from resident and figure out where to put it
* Check with Denise first

[Discussion] Changing AHEC meeting time

* Make sure it works for all people

Presided by: Akhilan

Meeting adjourned