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