AHEC Meeting Minutes

Date: Wednesday, September 14th, 2022, 8:00pm @ Crafts lounge

Attendees:

Akhilan

Xiaowei

Yuriy

Alexander

Jeremy

Dierdre

Kim

Yanina

Shomik

Minutes: Shomik

[Update] Report back from any outside meetings

* Nope
  + Xiaowei didn’t go to financial training
* HCA meeting

[Update] Check suggestion box for entries

* Damper on gate system
  + Asked Denise

[Update] Open forum items

* None on spreadsheet
* Washing machine out of order
  + Haven’t heard anything from Denise or facilities
  + If not under maintenance, should have contacted washing machine company

[Update] Website meeting

* Met with website officers yesterday
* Where to host website
  + Internal server for hosting website
  + Talked to previous webmaster and got computer he was using to host server
  + Ethernet port in Crafts closet does not work
  + Computer currently in computer room
  + Facilities will check if ethernet port is fixed, and get key
* What to add to website
  + Integrate Touchstone into website
  + Add seniority point system
  + Internal lottery system
  + Eventually upgrade inventory management system for front desk
  + Update content
    - Especially things changed during COVID
    - Room reservations, constitution, etc
    - Postering policy
    - Who should update content – ask committees?
    - Ask officers to update their own information

[Update] Joint events with CoSI

* Joint event coming up in a couple weeks
  + Akhilan meeting with them right after this meeting
  + Research contest
  + Present 2-3 minute time slot
  + Rated by panel of judges, will be prizes
  + Won’t require much effort on our end
  + Finalize format of competition

[Update] Next funding cycle

* Deadline for next funding cycle?
* Budget proposal at end of month
* Xiaowei waiting on last few RFPs
* Check how much was spent
* Give people 2 weeks to put budget together
* LEF funding allocation – got all money requested
  + Joint events with SidPac, Warehouse

[Update] Ongoing items

* Front desk system
  + None
* Inactive officers
  + No problems
* Infrastructure issues
  + Michael placed order Friday, approved Tuesday, should arrive Friday
* Publicity items
  + Ignacio scheduling meeting
* Sustainability
  + None
* Room posters
  + Update alcohol policy
  + Check with past AHEC poster design
* Setting up Ashdown subscriptions to Costco, Instacart, Netflix etc.
  + First email them, then get form and approval
* Computer room renovation
* Courtyard hammocks
* Food safety training watch party
  + After get new officers

[Update] New residents in mailing lists

* Xiaowei check with Tech Officer again

[Update] Door tags

* Xiaowei to check with Ignacio to schedule time with floor officers to put them together and put them up

[Update] Gym pins

* Ordered and arrived
* If people need them, will unpack and start using

[Update] Officer of the month for July and August

* Rachel Sun and me 😇
* Yanina will notify officers of the month
* Yanina will make survey for September

[Update] Adaptable officer board

* Waiting on Xiaowei
* Now ready!
* Need officers to submit headshots
  + Check with publicity which officers have photos
  + Send officer survey about submitting photo or prefer no photo

[Update] New Operations chair

* One person said maybe – Megha Tippur
* What are the main responsibilities?
  + Need to lead people, keep track of inventory

[Update] New officer hiring

* 7-8 openings
* Official email
  + If already indicated interest, don’t have to resubmit
* Yanina confirm that people will be leaving officer positions
* Form issues
  + Talk about what they want to do during interview
  + Rank committees
* Update form
* When scheduling, choose 2-3
* Descriptions from officers of what they are interested in

[Update] Fall lottery

* Amogh is missing

[Update] Fun fund event

* Kim will reach out to MITOC this week

[Discussion] Room reservations

* Hulsizer is only reservable room
* Prior to pandemic, also TV room reservable
* As long as no complaints about people monopolizing room, keep it that way
* Could be nice to reserve for events etc
* Could email or use google doc?
* Either don’t do it or come up with system that will work and is enforceable
  + How to ensure people know
* If they want to reserve Crafts, TV Room, Fabian, etc. email AHEC
* Beforehand TV Room, Fabian, and Music room reservable
* Only 1 incident in the past 2 years with people unhappy about reserving Fabian room
  + Others complain about TV or Music room
  + Room users can work amongst themselves
* Maintain status quo

[Discussion] Virtual Ashdown tour

* Resident raised
* Don’t really show pictures of Ashdown, no videos
  + Can update pictures, specify if accessible (larger rooms)
* Common areas in Ashdown
* Photographer to take pictures and videos of common areas

[Discussion] Orientation wrap-up (post-event reports, wiki, photos, etc.)

* Most events are over!
* All post-event reports submitted?
* Ask officers to update wiki, post photos
* Encourage chairs to organize socials
  + Do events planning meetings count as socials?
  + Organize events between committees
  + Publicity, Communications, Operations Ignacio trying

[Discussion] Officer social

* Maybe later in the semester
* Something for volunteers who helped with orientation
  + Swag
  + More food
  + Budget? Xiaowei thinks we do
    - Needs to double check expense over last few months
* Thank you social for officer/volunteers
  + Ice cream social
  + October

[Discussion] Updating signage around Ashdown

* Lots of signs are out of date
* In line with what is said on old website
* Change TV Room, Music Room, Fabian
  + Poster still says reservable
* Crafts posters still valid
  + Need to update AHEC meeting time
  + Can combine with effort to update room poster

[Discussion] Officer incentives

* Ideas?
  + Discussing whether to give cash
  + May not be popular
  + TechCash instead?
    - Can use in various places
    - Long process to transfer funds from Ashdown cost object to student account
    - Need to set up automated system
    - Subtract from rent? Need to discuss with housing, even more painful
  + Gift cards?
    - Gift cards difficult to do with financial office
    - Institute-wide policy
  + Some flexible to use incentive
* How much to give, depending on involvement
  + Scale based on seniority points
  + Under some circumstances need to reduce seniority points
  + Even if $5 per month, takes out coffee hour worth of funding

Presided by: Akhilan

Meeting adjourned