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