AHEC Meeting Minutes

Date: Wednesday, September 28th, 2022, 8:00pm @ Crafts lounge

Attendees:

Akhilan

Xiaowei

Shomik

Dierdre

Rachel

Yanina

Amogh

Adam

Minutes: Shomik

[Update] Report back from any outside meetings

* Akhilan met with Nelson and Naomi
	+ GSC HCA chair is Denise (a doppelganger, not ours)
		- Happy to help with housing issues
	+ They can attend AHEC meetings (upon invitation)
	+ 2 more Nelson/Naomi sessions: DEI training, conflict management
		- AHEC and officers encouraged to attend

[Update] Cambridge science festival posters

* Advertising in dorms. Nelson dropped off posters
* Xiaowei forwarded email to Ignacio – will pick up and put them around
* Aurora borealis recreation

[Update] Check suggestion box for entries

* Body odor in the gym
	+ Some people are smelly
	+ Suggesting people don’t use if they’re stinky
	+ Could put bottle of Febreeze
	+ Xiaowei can ask Lisa to add to next order
* Email regarding quiet hours, fire alarms, and trash
	+ Complaint regarding bday party in 4th floor common area
	+ Akhilan will send email reminding people about quiet hours
* Front desk/lobby carpet has not been cleaned for a while
	+ Follow up with Denise
	+ Deirdre says theyre vacuumed and shampooed

[Update] Open forum items

* Washing machine issue
	+ Lots are out of order
	+ Middle rows were off at beginning of Sept
	+ Then on
	+ Then off
	+ Yanina thinks something is going on
	+ Middle row machines fixed now
	+ People should report washing machines to Washlava / CSC
* Double check if machines with out of order sign are actually out of order
	+ How to ensure?
	+ No ops officer assigned to this
* Fire alarms are not cool
* When were plates etc in the gym last replaced
	+ Rusty and lots of friction
	+ Gym is managed by MIT – go through Denise. She is aware
	+ They fixed padding but not weights
* Bike room is packed
	+ John put up tape for more wall-mounted holders
	+ Need approval from Dennis
	+ Mention to Denise
* Fire pit would be cool
	+ Grills could be repurposed
	+ Are they permitted?
	+ Might be illegal in Cambridge
	+ Xiaowei will test the system by submitting purchase order
* Front gate locked
	+ Vishwak submitted Atlas request
	+ Follow up

[Update] Trash issue

* Should be resolved
* People had cleaned up after emails

[Update] Website crashing

* Webmaster put server in computer room
	+ But Dennis moved it out of computer room
* John put it in 3rd floor lounge,
	+ Ignacio submitted Atlas request for Crafts closet

[Update] Next funding cycle

* Internal budget deadline is this Friday
* Brunch and Operations
* Events set deadline for officers today
* Coffee Hour straightforward
* Communities sent out form to officers
* Xiaowei will make AHEC budget

[Update] MindHandHeart application

* Deadline Oct 7 (Friday)
	+ Event proposals
	+ Mental wellness type events
		- Destress, etc.
	+ Still haven’t hired mental wellness officer
	+ Get funding and hand off to mental health officer
	+ Akhilan sent ideas to Xiaowei
	+ Puppy lab
	+ Will brainstorm other ideas – Akhilan will draft proposal

[Update] Ongoing items

* Publicity items
	+ Yanina said something to Ignacio
	+ Officer of the month posters
	+ Operations chair
		- No progress
* Room posters
	+ Akhilan found template
	+ Once alcohol policy finalized, can update
* Setting up Ashdown subscriptions to Costco, Instacart, Netflix etc.
	+ SOLE office got back to Xiaowei
	+ Person is inept
	+ Xiaowei requested in Engage, isn’t sure how long this will take
		- Will email Ramon directly
* Computer room renovation
	+ Dennis will redo flooring. Amogh will follow up
		- Might not match hallway
		- Bright and open
	+ Mirrors on wall
		- Power and ethernet outlets on walls
		- Dennis contact if outlets can be removed or covered
	+ Study lounges have more tables
		- Will remove cages from tables
* Website content
	+ Remind chairs to update
* Food safety training watch party
	+ After officers hired
* Virtual Ashdown tour
	+ Photography officer took photos and videos
	+ Can upload to website
	+ Xiaowei thinks can do it. Good luck
* Ashdown wiki updating
	+ Remind chairs to update

[Update] Door tags

* All set
* A few residents moved rooms, take tag with them

[Update] Ashdown clubs

* Xiaowei will check with Haochen after budget proposal

[Update] Adaptable officer board

* Boards are here!
* Yanina sent email asking for photo – received a bunch already
* Plan design

[Update] New officer hiring

* Yanina will send new email
* Schedule interviews soon
* Yanina has finalized open positions
* 20 people have expressed interest – 8 have submitted official form
	+ Fewer openings than interested people

[Update] Fall lottery

* Yanina updated seniority points. Notify residents about points change
* Amogh taking care of it
* No possibility of extending the deadline due to housing

[Update] Orientation thank you social

* Sunday 3-4 PM
	+ Officer hiring
	+ Swag handing out – shirts and keychains
	+ Several hundred keychains, and ~60 shirts
* Low budget event (ice cream etc)
* Brunch thank you social previous day
* Other committees also planning
* Coffee Hour still needs to plan

[Update] Joint events with CoSI

* 3 minute research fest event earlier today
	+ Went successfully
	+ 8 presenters, 60 attendees
* Meet with CoSI before next GSC funding cycle

[Update] Updating signage around Ashdown

* Do along with room posters after alcohol policy finalized

[Update] Officer incentives

* Amogh will check with SPEC, housing

[Update] Kitchen inventory

* Xiaowei ordered dish soap, Lysol
* Unknown officer keeping inventory
	+ Xiaowei will check with officer

[Discussion] Approvals for drone photography

* Also a law about drone photography in Cambridge
	+ Height limitations?
	+ Xiaowei is looking it up now
	+ Allowed as long as comply with FAA regulations
	+ > 250g must be registered, visibly marked with number
	+ Akhilan will look into this further with SP
* Before, inside Hulsizer, during Brunch

[Discussion] Expanding role of Operations chair

* Shift infrastructure responsibilities to Operations chair
* Should communicate this clearly
* More thorough with interview process for this position
* Akhilan will write up list of responsibilities for this role

[Discussion] Dietary restrictions in room selection process

* Similar dietary restrictions matched together
* Housing handles? Amogh will forward inquiry to housing
* Particular issue was handled

[Discussion] Officer attendance expectations

* Hiring new round
* Tricky for chairs to communicate with inactive officers, or reprimand
* Communicate clearly how much attendance is expected
	+ Brunch or CH
* Make requirements explicit?
	+ If miss 2 brunches, lose officer position
	+ If miss >25% of events, not ok
* Yanina has asked chairs to contact officers not participating
* Easier for chair to decide if officer has been performing satisfactorily
	+ Chairs can decide themselves instead of instituting blanket policy
	+ Can decide at end of semester if they deserve seniority point
	+ If any problems, Yanina will intervene and remove seniority point
	+ Check with Brunch, CH about expectations and communicate to interviewees

[Discussion] Trick or Treat initiative

* Amanda suggested
* Put sticky note if taking part
* Make stickers. People will distribute own candy
* Can give candy or other healthier snacks
* Akhilan to start planning

[Discussion] Project prioritization

* Optional conflict resolution training for officers
	+ Has been scheduled
* Creating a flyer with contact info for different resources at Ashdown
	+ Taking care of that once alc policy is finalized
* Re-initiating Ashdown Club activities
	+ Happening
* New regularly scheduled mental/physical wellness event
	+ Applying for funding
* New events + initiatives related to academics
	+ CoSI collabs
	+ Repeat research night in Hulsizer
	+ Shark Tank version with panel of judges
	+ Powerpoint karaoke version of 3MT
	+ Yanina and Xiaowei to take the lead
* Composting / sustainability in Ashdown + Garden
	+ Officer in charge of that. Yanina to check in with him
	+ Garden cleanup in October. Yanina will check in
	+ Goodbye Garden 😈
* AHEC town halls + chats for residents to interact with AHEC more
	+ Ongoing
	+ Town halls mainly so people can complain
	+ Host if there are any big issues
* New project ideas?
	+ Lots of waiting on current project
	+ Think of new projects for next week

[Discussion] Ashdown events survey

* Survey about which events they might be interested in seeing
* Make sure that all residents feel included
	+ And good use is made of the house tax
* Also give events ideas and feedback
* Why do people take food and leave
	+ What would make them stay. Food placement, timing, etc.
	+ Painting and crafts, coffee tastings, etc.

[Discussion] AHEC member performance feedback

* Most officers get feedback from chairs about performance
* Should Akhilan give feedback to AHEC (including himself?)
* HoH give feedback or other committee chairs
* Closed door meeting, group feedback with dinner. Midterm review
* Group brainstorming session – something we could improve on
	+ Collaborative board
* How to get individualized suggestions?
	+ 360 evals
	+ Pick several people in hierarchy and get feedback from all of them
	+ Google Form individually
	+ Can each design own form. Or make standardized template

[Discussion] Anything else?

* Ashdown themed board game
	+ Ashdown memes and special cards
	+ Officer social for board game planning
	+ DLC expansion pack for future years
	+ Amogh will discuss
* Ashdown mascot for fire prevention
	+ Propaganda flyers. Seasonal occurrence like el nino

Presided by: Akhilan

Meeting adjourned