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