AHEC Meeting Minutes

Date: Wednesday, November 16th, 2022, 8:30pm @ Crafts lounge

Attendees:

Katie

Ignacio

Adam

Akhilan

Yiming

Yun-sheng

Bill

Yanina

Wen-tao

Kim

Xiaowei

Shomik

Minutes: Shomik

[Update] Report back from any outside meetings

* Yanina will go to Sustainability meeting tomorrow

[Update] Check suggestion box for entries

* Complaint about Fire alarm
* Every time goes off, someone comes to check

[Update] Open forum items

* Update about automatic lights for bike and laundry rooms
  + Think about whether we want before
  + May be useful for bike room, since people don’t stay long
  + Lights still on at midnight
  + Send survey or make decision?
    - Survey might be useful to get opinions
  + Lights turned off when they were in the room
    - Can control length of time of sensor?
  + Ask Denise about specifics of automatic light system
  + Start with bike room, then move to laundry room
    - Ask Denise to start implementing
    - Yanina will ask
* Publicity and Communications Officers
  + New communications officers
    - I will no longer be taking notes :(
    - 3 communications officers will switch
  + Social media management
    - Yiming had an idea for increasing engagement
    - More followers / engagement on Instagram page
    - Raffle system where people who like/comment have a chance to win a tshirt, ashdown swag etc
    - Only ashdown residents can win swag
    - Incentive to grow the social media account?
  + What goes on Instagram account?
    - Pictures
    - Can’t advertise an event if only for Ashdown residents
    - Useful for alumni too
  + How to ensure followers are engaged with the account?
  + Get prize for going around Ashdown and taking pictures instead of getting prize for commenting / following account
  + 66 followers, ~500 residents. What fraction have Instagram accounts?
* Newsletter content
  + Start in Feb
  + AHEC, HoH submit letter
  + Q&A with HoH instead of submission of random
  + Can look for old newsletters as models
* Vacuum cleaners
  + Stickers saying please empty after use and don’t collect liquids

[Update] Next funding cycle

* Events planning committee meeting
  + Akhilan and Xiaowei will attend
* Funding deadlines coming up for LEF and GSC (presumably)
  + Events committee will prepare applications

[Update] Courtyard hammocks

* Amogh

[Update] Thanksgiving event

* Floor officers get $5 from each resident
* All floor officers have reached out. Adam will be in touch
  + Had to cut down on fancy cutlery and wine
  + Can’t get lit this time

[Update] Operations meeting

* P&C meeting
* Xiaowei shared doc with Inventory and Tech co-chair
  + Yanina keep in touch with officers and introduce new chair

[Update] Bike room

* Amogh

[Update] MindHandHeart app

* Got rejected 🙅‍♂️
* Idea wasn’t innovative enough
* Think more outside the box 📦
* Apply again in the Spring

[Update] Temperature Task Force

* TTF! TTF! TTF!
* Got 3 responses
  + 1 is interested in leading
  + Reach out and start discussing during GHRA meeting
  + Person who sent Yandex form did not fill out Google Form to join TTF
* Reach out to specific people?
* Some people are too hot even in the winter

[Update] Fun fund event

* Kim submitted form
* Dec 3. 40 min hike. $10 per person
  + Should cover transportation
  + Or cover food / snacks / lunch
* Ignacio will take care of publicity

[Update] Food pickup policy

* Notify residents directly
  + Front desk people will probably not send emails
  + But front desk people throwing out food
* Kim send email to residents telling to pickup
  + And to Denise
* Food smells bad
* Ask people who arrive to check food deliveries

[Update] Meeting/social with AHEC + chairs

* Scheduled!
* Akhilan will send reminder email
* AHEC brainstorm ideas

[Update] Officer social

* Scheduled!
* Need to plan
  + Amogh in charge of food
  + Food safety training – 1st hour
  + “Social” part of the event
  + Activities? Tower building? Card house?
  + Card taped on back with character
  + Sorting hat was fun
  + Yankee swap – exchange presents 🎁
  + Brief silence
  + Draw something blindfolded
  + Pictionary or charades
  + Mafia – who is the SidPac officer???
  + Teams of committees compete. Any team-building / talking games
  + Ashdown-themed guessing game
  + Yanina and Xiaowei will lead games

[Update] Grad House Virtual Tours

* MIT people coming to meet with AHEC
* Doodle Poll to schedule meeting time – deadline has passed

[Update] Ongoing items

* Front desk system and fines
  + Xiaowei will send email to Front Desk
* Website (lottery system, touchstone, mailing list etc.)
  + Migrate mailing list from webmoira to mailman
  + Hold because using floor resident list
  + After will do transfer
  + All officers are update in mailing list
  + Looking into guidelines for Touchstone implementation
* Adaptable officer board
  + Photos from new officers? Yanina will check
* Infrastructure issues
  + Broken floor kitchen ovens
  + Lisa ordered thermostat – collect data to show not working
  + Residents submit Atlas request? Ovens weren’t fixed
* Publicity items
  + Renew information flyer in rooms
    - Cathy will make changes
    - Yanina says don’t print yet
  + Flyers for vacuum cleaners and delivery policies
  + Newsletter and Anno
  + Photography competition reimbursement received
* Sustainability
  + Trash in compost bin
  + Easier to trash
  + Education of residents to promote composting
* Front lobby area upgrade
  + Marouane said would be nice to have shelves in vestibule
  + Clean the dirty sofa
  + Coffee table could be removed and replaced or repurposed
  + Bring up with Denise
  + Steal SidPac’s shelves
* Updating signage around Ashdown
  + All updated! TV Room, Music Room, reservations etc
* Setting up Ashdown subscriptions to Costco, Instacart, Netflix etc.
  + Xiaowei looked into tax exemption options on Instacart
  + Card has low limit, use for subscription fees
* Computer room renovation
  + Amogh
* Officer incentives
  + Amogh
* Website content
  + Remind chairs
  + Constitution and info re room reservations
* Ashdown wiki updating
  + Akhilan update for trick-or-treat
* "Meet your column"
  + Ongoing – RFPs
  + Akhilan send reminder
* MHC and GradSupport event
  + Scheduled visits. Discuss closer to dates of events
  + Order food and snacks

[Discussion] Project prioritization

* Remove some projects
* Prune da list

[Discussion] New name for AHEC 2022-23

* SPID

Presided by: Akhilan

Meeting adjourned