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