AHEC Meeting Minutes

Date: Wednesday, Apr 5th, 2023, 8:30pm

Attendees:

Akhilan

Xiaowei

Zheng

Katie

Wentao

Tzu-An

Michael

Yanina

Amogh

Deirdre

Minutes: Yun-Sheng

[Update] Report back from any outside meetings

* Zheng: GSC journal council meeting about election
* ASA general body meeting: 106K for annual budget, several restrictions: $1750 total, $50/student

[Update] Check suggestion box for entries

* None

[Update] Open forum items

* None

[Update] Adaptable officer board

[Update] Infrastructure issues

* BBQ grill lock is missing, chain rusted and broken
	+ Some residents would like to use the grill for fun fund
	+ Wentao will order a new lock and chain on Amazon, and add the key to the front desk
	+ Xiaowei will update FAQ about how to check out and return the key
	+ Yanina will ask Shomik to ask inventory officers about cleaning BBQ grills

[Update] Waste and composting

[Update] Officer of the month

* Bunyamin

[Update] Guest list email

[Update] Room posters

[Update] Collaboration with CoSI

[Update] Inactive officers

[Update] New bike pumps

[Update] Bike room light sign

[Update] Garden

[Update] MIT Medical event

* Scheduled for April 10th
* Have foods half way
* Xiaowei will order food for 10-15 people, Akhilan will send reminder email

[Update] Housing lottery

* Supposed to open next Tuesday
* Amogh will announce and run lottery
* Amogh will show Shakul how to do the lottery and record on Zoom

[Update] Event tracker

[Update] New resident FAQ page

* Shakul will update FAQ page with information on the new resident pamplet

[Update] Inventory

* Wentao will find places for things in closet cleaning and dispose some other things
* Wentao will inventory AHEC closet

[Update] Computer room renovation

* Wentao will finish furniture list and send to Naomi

[Update] Key transfer

[Update] Floor lounge lighting

* Wentao will order a warm trial lamp for a floor lounge

[Update] Courtyard hammocks

* Wentao will talk to Julie

[Update] Door tags

[Update] Spring concert/alumni dinner

* Xiaowei will contact photographer
* Adam will contact floor officers
* Akhilan will inform Ruofei of finalized details
* Akhilan will reach out to John about the Craft lounge setup and cc Julie
* Time: 6:30pm dinner 7:45pm concert

[Update] AHEC retreat

* AHEC will prepare slides
* AHEC will review the draft schedule
* Participants will let Adam know the dietary restriction

[Update] Officer orientation/social

* Wentao will order food for ~$600
* Current AHEC will prepare slides
* Xiaowei will contact photographer for officer photos
* Akhilan will send reminder email for nominations with deadline
* Akhilan will order trophies & sticker paper, Akhilan will prepare sticker file
* Akhilan will prepare sticker file

[Update] AHEC-chairs social

* Zheng will reserve Gyukaku and announce the food choice to AHEC and chairs

[Update] Card access for non-Ashdown officers

[Update] MHH Application

[Update] AHEC Handover

* Kim will schedule a chat with Tzu-An
* Kim will prepare documents

[Update] Temperature Task Force

[Update] Bike cleanout

* Michael has tagged all bikes
* Xiaowei will send announcement email to residents
	+ Let people know as soon as possible, ran into two people not noticing the tag
* Ignacio will prepare posters
* Michael is organizing donation or auction, set at May 4th

[Discussion] GSC committee assignment

[Discussion] Ashdown calendar

* Akhilan will fill out for upcoming events
* Google calendar reflecting the actual event time
	+ Stacking events for actual event time and one with cleanup and setup time
* Wentao will update the physical calendar and use the actual event time as the source

[Discussion] Ashdown flag

* Zheng will take care of printing the flag, can ask Lisa about details

[Discussion] Food at AHEC meetings

* Amogh will get foods for next week

[Discussion] New name for AHEC 2022-23

[Discussion] Anything else