AHEC Meeting Minutes

Date: Wednesday, August 23rd, 2023, 8:00pm

Attendees:

Zheng

Katie

Adam

Wentao

Shakul

Tzu-An

Xiaowei

Yanina

Minutes: Yun-Sheng

[Update] Suggestion Box/Open forum

* Someone walked unleashed dog outside Ashdown
	+ Ashdown cannot do anything unless it’s happening inside Ashdown
	+ At most can complain to the City of Cambridge
* Apartment entered by cleaning staffs without notice; should have a 24-hour notice and option to say decline cleaning

[Update] Report back from any outside meetings

Website

* Shakul will ask the website officers to update the list of officers on the website

TEPC

* Yanina will get in touch with TEEC about newsletter, orientation programming, etc

Technology

* PS5 works, but PS4’s lock is missing, so would have to cut the lock and buy a new lock for PS5
* Can potentially put PS4 in another room, or just get rid of it

Welcome newsletter

* Adam will check with Julie

Welcome packet

* Includes a printed copy of newsletter, candys, a bottle opener; can potentially use sustainable funds
* Might be good to see what SidPac gives to get a sense of what people actually use/want
* Can put the packet in the mail box
* Using Target bag for packaging

Door tags + Motto/Slogan

* Yanina will summarize the results

Orientation dinner

* Zheng will send an email about the dinner

Vacuum Policy

* Tzu-An will upload the vacuum policy before September

Officer policy

* Tzu-An sent an invitation of the officer leave calendar

Orientation handoff

Funding handoff

* No handoffs needed for Wentao’s temporary leave

Anything else?

* Some people don’t know how to use the food disposer
* Advertisement about the orientation: still waiting for the posters, emails are ready to go once the posters are ready