AHEC Meeting Minutes

Date: Wednesday, August 30rd, 2023, 8:00pm

Attendees:

Zheng

Katie

Adam

Wentao

Shakul

Tzu-An

Yanina

Deirdre

Minutes: Yiming

[Update] Suggestion Box/Open forum

* Loud wheels
* Wait for Julie to handle this

[Update] Report back from any outside meetings

* The operations team feels like their duties are not balanced.
* Thinking about having a social event

Welcome packet Zheng

* Review, distribution, make packets, can opener availability
* Will address Julie’s letter

[Update] Website Shakul

* Website updates are out of scope for webmaster

Technology Shakul

* Front desk signups is the pressing issue
* Will talk about it when meeting with operations officers

Door tags + Motto/Slogan Yanina

* Was supposed to cover this by today, but Ignacio has been busy

Officer policy Tzu-An

* Officer leave calendar, coffee hour sign ups

Orientation email Wentao

* Follow up on orientation materials

Anything else? TBD

* Will talk about the role of AHEC and what should be delegated to officers versus doing them ourselves

[Closed] Publicity discussion