AHEC Meeting Minutes

Date: Wednesday, September 13rd, 2023, 8:00pm

Attendees:

Zheng

Katie

Deirdre

Wentao

Tzu-An

Shakul

Minutes: Yun-Sheng

[Update] Suggestion Box/Open forum

* Medical officer handles medical emergency, should have a first-aid kit more than just bandage on each floor, maybe in the kitchen
	+ Deirdre will send a reminder email for MIT campus emergency number
	+ Might be nice to have stickers with emergency numbers on dorm phones
	+ Katie will check with Julie about the first-aid kit availability

[Update] Report back from any outside meetings

* HCA: some complaints about the lottery: new residents get to pick the rooms but current residents do not have the option

TODO list cleanup

* Set up weekly Julie meeting
* Meet with Julie to talk about the bike room, Julie mentioned that she will set up a meeting with AHEC, Naomi, etc.
* Need to figure out the rehiring process, two-stage, everyone re-applies
* Leave the officer hiring stuffs to next week
* Zheng will send officer survey to each chair
* Funding is on track
* Deirdre will contact Julie about the Helsizer and closet keys
* Contact Julie about gym equipment maintenance
* Zheng will set up a meeting with TEEC
* PS5 by next week
* Tzu-An will contact inventory officers to print out the vacuum instructions

New inventory idea

* QR code for item borrowing systems, how do residents pick the right items?

The coffee machine commission

* Zheng will email inventory officers about forming a coffee machine commission for machine placement, cleanup, etc.

Officer hiring

Officer recruitment

* Consider holding a talk about recruitment

TEEC meeting

ASA Clause in constitution

* Nice to couple such thing into AHEC election

Constitution rewrite

Policy rewrite

Budget breakdown

* Wentao will provide a breakdown by the end of the month

Merch

Food

* Set a cap on the budget next week