AHEC Meeting Minutes

Date: Wednesday, February 14th, 2023, 8:15pm

Attendees:

Zheng

Deirdre

Katie

Wentao

Tzu-An

Shakul

Minutes: Yun-Sheng

Suggestion Box/Open forum

Outside meetings

* HCA meeting (Zheng)
	+ Inventory system, want to use the SidPac system; other systems might not work as front desk workers aren’t trained for it
	+ Liability issues?

Council Representative Funding

* Events have to be open to everyone
* Potential collaboration with SidPac, additional $150/rep/period

[Discussion] Nomination Dinner

* Election three weeks away; should send out the nomination later this week
* New rule? Instead of nominating a group of people (e.g., the entire Ashdown or the coffee hour committee), nominating (potentially more than one) people by name
* Email should mention that nomination can also be done through email, not necessarily through the dinner

[Discussion] Lottery

* Shakul emailed but haven’t gotten the response

[Action] Meeting with OGE

* Happens on April 10th (planned for lunch)
* Current AHEC will then be super AHEC; Zheng, Tzu-An, Shakul would be able to attend
* Both AHEC and super AHEC shall attend

[Update] New keys

* Tomorrow at 11am for new Hulsizer key

[Update] Calendar

* Internal and external calendars seem to confuse people on which one to use for what purpose
* Tzu-An will send an email to all the chairs to clarify
* Can clarify with Julie for using the calendars to reserve Hulsizer, and tell her that she doesn’t need to check with AHEC

[Update] Gym maintenance

* Maintenance will happen on 2/15 8am
* Remind Julie to check out the whiteboards in the gyms and send Julie the feedbacks AHEC collected

[Discussion] Gym equipment

* Shakul and Wentao will discuss this on tomorrow’s coffee hour

[Discussion] Regular officer assemblies

[Discussion] Tech team

* Items wanted: reservation system, login system, inventory system, seniority points system, database

[Update] Officer expectations

* Web team was not clear about what their projects are
* AHEC should schedule a meeting with the web team; one potential approach is to ask the web team to find the right people to build the website
* One way is to use the Well Fund to build the website

Front desk cleanout

* Schedule a front desk cleanout?

Meeting time

* Meeting at 8pm next week

AHEC structure

* When the new AHEC comes in, they get to decide what structures they like, but would probably use current AHEC as reference; it would be nice to give a brief job description of each current AHEC position
* Come back to this next meeting, but can take some time to think about it

Office hours

* Weekly or twice a week; Zheng will pair up with Tzu-An and Shakul
* Hybrid
* Run 4 trail meetings

Anything else