

AHEC Meeting Minutes

Date: Wednesday, May 7th, 2025, 8:30pm

Attendees:

Deirdre
Katie
Yuki
Mary
Stam

Absentees:

Luke (excused)
Kanika (excused)

Minutes: Xin

Suggestion box: start responding next week.

Debrief from retreat

- Stam will work on a system for task assignment and tracking, starting from May 21 onwards. After next week's meeting, Mary will email AHEC so other members can communicate ideas to Stam.
- Goal for this year: get more vibrance and involvement in the dorm events.
- Utilize Hulsizer and space elsewhere.
- Get more officers consistently involved.
- Katie suggested reaching out to the committee chairs for involvement, ensuring officers are willing to continue working and have a minimum standard.
- Yuki said the current officer orientation is scheduled in mid-May.
- Mary proposed meetings with chairs of the committees during the orientation event.
- Katie said it would be good to send the slides to officers for future reference instead of diving into details during the presentation. The key would be to discuss a few main topics, brainstorm ideas, have food, and have fun.
- Yuki will update the technical slides. Mary will ask Luke to handle the catering. Every AHEC member prepares a slide for their respective group at the orientation event. Stam will share Google slides to collate the contents. Yuki will send out the officer orientation invitation email to the officers by Saturday night. The event will be mandatory.

Gym meeting

- Scheduled on May 12.
- Katie will put a sign in the weight room.

Thirsty ear meeting: Katie said there was no update yet.

Dropbox

- Committees share info there, so it's good for AHEC to have access.
- Yuki will make a Dropbox account through MIT and inform Mary.
- Mary will send Slack messages to AHEC members about that.

Deirdre's leadership training

- Scheduled in next week's meeting.
- Deirdre will send a notice by Sunday.

Preparation for asynchronous minute-taking when both minute-takers must be absent

- Mary will bring the camera-speaker next time to test out the system.
- Mary will email David for possible alternative minute-taking arrangements.

Bike auction

- Julie asked about the bike auction.
- Mary will contact the inventory chair and ask about the bike officer.