

AHEC Meeting Minutes

Date: Tuesday, June 24th, 2025, 5pm

Attendees:

Mary
Luke
Stamatis
Daniel
Katie

Minutes: Xin

Liaison with committee chairs

- By July 8th, the AHEC members should talk to all committee chairs to better understand their operation.
- Luke – Events; Daniel – Tech, Inventory; Stamatis - Coffee Hour; Mary will message Yuki and decide who will talk to Brunch and Publicity.
- Katie proposed a few questions to ask in the conversations, including task allocation, committee structure, potential improvements and any need for support from AHEC.

Stamatis demonstrated the use of the ClickUp application for team coordination

- Created an AHEC workspace
- Added the current task to the workspace
- Demonstrated the start date / deadline functions, the chat function, the calendar function and the status tracking function.
- Stamatis highly proposes the use of Clickup, AHEC agreed to give it a try.
- Mary suggested transferring the AHEC meeting agenda from the Google sheets to the app too. They will test that for the next meeting.

Interactive whiteboard

- Katie plans to put a big whiteboard next to the bulletin board for random Q&A from residents.
- The whiteboard is already at the front desk.

New oven in the kitchen

- Julie had a meeting with the Coffee Hour chairs for an in-person walkthrough of the kitchen.
- Mary will get an update from Julie and start allocating budget for the kitchen equipment.
- Also plan to do a kitchen cleanup by mid-August.

Brainstorm big-spending items and events by next week.

Orientation

- Prepare orientation packages/pamphlets/merchandise.
- Read the previous pamphlet contents by next week and decide what to update.

No Zoom meeting next Tuesday. AHEC members will check in on Slack to communicate the progress on the tasks.

Orientation breakfast

- Daniel will go to the orientation breakfast tomorrow and plans to talk to officers from other dorms about potential collaboration events.
- He will send the meeting notes on Slack.

Luke has sent the reminder about a grant application to the Events committee.