

AHEC Meeting Minutes

Date: Wednesday, July 8th, 2025, 8:30pm

Attendees:

Mary

Daniel

Katie

Minutes: Yan

Kitchen Access:

- The key to the kitchen has changed, so coffee hour / brunch cannot access it. Julie is out of town.
- Mary will check with front desk tonight; Katie will email the ppl covering Julie.
- If no alternative key can be found, events need to be postponed.

Orientation Welcome Letter:

- Mary will create a shared doc: intro of leadership, description of main events & committees, photos => will talk to publicity chair about replacing photos
- Daniel will ask tech committee & associate HoH to get equipment info
- All AHEC members will write their own parts. Goal: Finish by July 22 (before Aug).

Website Update:

- New website still contains out-of-date info. Also, the old website is still online.
- Daniel will follow up with Tech committee to update new website & (physically) unplug the old website.
- Mary will ask Publicity to change physical photos in the hallway.

Grants:

- Need to ensure Events Committee submitted their grant applications.
- Mary will email Luke to double-check that CRCG was submitted.

Next AHEC meeting:

- Mary will email Luke & Stam to check their availability. Maybe adjust meeting times to accommodate everyone during the summer?