

## AHEC Meeting Minutes

Date: Tuesday, July 15th, 2025, 5:30pm

### Attendees:

Mary

Katie

Daniel

### Minutes: Xin

#### Meeting about kitchen reorganization on Zoom

- 6 persons responded, 5 can attend at 1 pm on Thursday.
- Mary also emailed other potentially interested residents so they can choose to join the meeting.
- Katie will email Julie and ask her to join if she is free.

#### Linking documents to tasks in ClickUp

- The linking function seems to require an upgrade of the ClickUp account.
- Add URLs to documents in Google Drive instead.

#### Orientation pamphlet

- Mary set up a document containing a draft. Currently, the content are close to 10 pages.
- Katie suggested adding information about how to join optional mailing lists and Slack channels.
- Add information about the Ashdown suggestion box, maintenance contacts, etc.
- Daniel suggested putting most of the information on Ashdown's website and abridging the pamphlet content.
- Daniel will reach out to the Tech committee to update the website content, so that relevant links can be included in the pamphlet.

#### Ashdown website

- Katie suggested it's time to shut down the old website. Googling "Ashdown House" may lead people to the old website, which is confusing.
- Reuse the content already existing on the websites rather than rewrite everything.
- Mary suggested having a meeting with the people in charge of websites to communicate the information.
- Daniel will reach out to the relevant people through email.
- Mary will send Daniel the contact information.

#### Change to funding

- Katie will figure things out from the previous treasurer on her side.
- Discuss the grant application and usage with Luke in the future.

#### Meeting time

- Adjust the AHEC meeting time since the current time is inconvenient for some AHEC members in different time zones.

#### Orientation gift

- Mary will reach out to Inventory / Publicity to prepare the goods.