

## AHEC Meeting Minutes

Date: Tuesday, August 5th, 2025, 8:00pm

### Attendees:

Mary

Luke

Katie

Yuki

Daniel

Minutes: Yan

### New Funding Situation:

- Issue: Due to reformulation of funding agencies within MIT, only \$16,700 is available annually – no more on-demand fundings from GRCG or orientation fundings. Events using this MIT funding should be open to the whole graduate community and cannot carry over.
  - Potential solution: Can try to look for “large events funding”, but not sure whether it’s applicable to brunch.
  - Also not sure whether GSC funding still exists (some rumor says they’re going to be eliminated). Mary will ask at the GSC meeting.
- Brunch originally uses \$10,800 so some cuts are necessary.
- Current plan: \$6000 for orientation & \$5000 for brunch, leaving a couple of thousand for others.

### Orientation plan:

- Event 1: Dance Party. Asked for \$4800.
  - A huge burden that costs \$50 DJ, \$3000 food, and \$1200 alcohol (for 300 people). But the attendance is low after covid.

- All AHEC members agree food & alcohol should be significantly cut down – there're only around 20 people attending last year – to save money for other catering. Also while DJ is cheap, Ashdown or AHEC cannot directly sign any contract – it should go to Naomi – so it might make things easier to remove the DJ as well.
- Event 2: Speed Friending. Asked for \$2000.
  - They actually only asked for snacks – so there's for sure no need for \$2000. It might be the case that they actually thought about catering (last year or the year before there was catering).
  - Katie thinks it's reasonable to cut to around \$800 for appetizers only.
- Event 3: Dessert Night. Asked for \$3000.
  - \$3000 should be too high for dessert night. They also only asked for \$1500 in the itemized budget.
  - Luke proposes a cut to \$1500. It should be even more cuttable.
- Event 4: Karaoke Night. Asked for \$600.
  - Asked for a budget of \$600 for 30 ppl's snacks / easy cater on Ashdown funding.
  - AHEC thinks it's reasonable.
- Next step: Luke will email the events committee about the proposed cuts and ask what they think.

#### Brunch plan:

- Issue: It's costly – both in money (\$2000) and time (8hr+) – to host a brunch. Every time a lot of food is wasted.
  - Can do RSVP / sign-up to better estimate the food needed and avoid waste.
  - No need to do 6 times a yr (once another month, joint with SidPac) – doing 3 high quality brunches a year can be better.
  - The overall annual budget for brunch would be around \$5000.
  - Katie suggests also doing mini-brunches open only to Ashdown, which can rely on Ashdown funding.
- Next step: Invite brunch committee to the next AHEC meeting before moving on. Mary will send an email to both the Brunch committee mailing list and also those who often help.

#### Orientation logistics:

- Decide to move most information (contact, calendars) online and only put welcome letters from HoH / associate HoH and photos in the welcome pack. AHEC members need to provide photo & bio in the welcome pack.
- Website update:
  - Issue: The website contains many out-of-date information, e.g., covid, 2022, dead links, etc. Inventories haven't been updated as well.
  - Mary will go through the website and email the Tech committee about what needs to be changed.
- Old website:

- Would be good to unplug the old website. But some rooms, e.g., music rooms, might be tied to the old website. Also some people don't renew their certificate – which can also cause problems when making reservations.
- Decision: Still unplug the old website. If some issues went up, just resolve them.
- Lanyards:
  - Plan to order a lanyard for every Ashdown resident.
  - Ashdown's full capacity is 550. So let's order around 500, which costs 700-ish.
  - Mary has \$900 from the bike auction. Can use this money to buy it.
  - Will discuss with Luke next Tuesday on more details.

#### Kitchen cleanout:

- Decide to cleanout the kitchen on Sunday 6pm. AHEC members will oversee and write down what needs to be replaced, like ovens or fridges. The list will be sent to Julie. Julie will also send staff to do a deep clean after the cleanout.
- After the cleanup, the rules, e.g., never leave food outside to avoid bugs, should be better implemented.

