

AHEC Meeting Minutes

Date: Monday, Sep 8th, 2025, 8:30pm

Attendees:

Mary

Daniel

Admir

Katie

Stamatis

Minutes: Xin

Suggestion box: Brunch and Coffee Hour always start later than planned

- People on those committees can touch base to make sure the events start on time.
- Stam will send an email to both committee chairs, at least send an email if the event is delayed.

Suggestion box: The PS5 is faulty, and the power line is missing

- Daniel will reach out to the committee and see if anything needs replacing.

Suggestion box: People who purchase their own mattresses hope to store the Ashdown mattresses somewhere

- There is no public storage room, so that can't be helped.

Filter change for ground-floor water fountain

- Katie will talk to Julie about it.

Suggestion box: Gym AC temperature control

- Katie can talk to Julie to see if it is broken.

People at Coffee Hour and Brunch events take too much food

- Use paper plates.
- Pre-COVID, all meals were served by volunteers.
- Need signs and emails to say no containers.
- Need people at the events telling participants not to use their containers at the events.
- Stam will email the Coffee Hour and the Brunch committees and an email explaining the decision to the residents. He suggested finalizing a set of rules and implementing them.
- Admir suggested printing a poster and pasting it at the events.
- For Brunch events, go back to serving the food. Serve for the first ~20 minutes, then people can take the food on their own.
- The dorm admin can publicly acknowledge the committees for organizing the events.

- Stam will send the emails to the Coffee Hour and Brunch committees and talk about serving the food at the events.

Officer task delegation

- Problem: unbalanced workload for officers.
- Touch base with officers and understand if they would like to continue in their current roles.
- Committee chairs can check in with the officers regularly. If further communication is needed, the AHEC can talk to the officers in more detail.
- Understand the workload of each officer and make sure tasks are allocated clearly.
- Populate Google Sheets with agenda and task assignment for each week.

AHEC meeting attendance

- Admir suggested reiterating the importance of AHEC meeting attendance and encouraging the AHEC members to attend the meetings or send a message stating the reason for absence.
- Katie will start bringing snacks to the meetings.