

## AHEC Meeting Minutes

Date: Sunday, Apr 26th, 2026, 7:00pm

### Attendees:

Mary

Katie

Admir

Daniel

x Luke is absent and will follow up separately

x Ethan is busy with the Thirsty Ear

Minutes: Yan

### Housing Lottery:

- AHEC held an officer lottery in the past couple of weeks. Only two people entered the lottery. They both got their rooms.

### Building temperature:

- Due to recent fluctuations in temperature, many residents complained that their heating/cooling switch wasn't triggered despite the temperature drops far below 55F. Some rooms may be even colder depending on the orientation. This lasted over the weekend.
- Should configure the Slack bot to include "call Unit 12" in the auto response. The current reply only says submitting an Atlas request; but nobody looks into Atlas during the weekend. Unit 12's number is available on the door of each apartment, and they are very responsive.
- Mary also talked to Rich who will look into the AC or heating/cooling issue.

Thirsty Ear Tech:

- A karaoke machine and projector was installed in the pub. They should be ready to use.
- Will test them next Tuesday during the int'l snack night. Maybe try connecting with the speakers as well.

#### Committees:

- Some committees have a sub-optimal structure. The Tech committee only has two members doing very specific tasks (3AM and website), leaving no one for general tech issues. The Publicity committee relies on a single member to make posters.
- Some officers also don't reply to emails despite receiving emails. Maybe need to follow-up whether they want to continue.
- During the Publicity / Tech / Inventory meeting with Katie, many committee roles seem to be very narrowly defined, making it hard to take on work outside existing routines.
- AHEC is considering reassigning roles to improve workflow. It also seems non-trivial to understand how every committee is currently functioning, although some officers already appear to be managing their responsibilities well.

#### Event Advertisement:

- Event advertisement has often been too last-minute (e.g., one day before the event), making it hard for residents to know what is happening.
- AHEC wants to establish clearer expectations for event promotion, possibly as a general rule for all events, and follow up more closely with Publicity so events are advertised in a more timely and consistent way.
  - Different committees may need different levels of follow-up; Communities seems to manage its schedule relatively well, while Publicity and Tech may need closer attention.

#### Committee Meetings:

- AHEC decides to focus on identifying issues and improving one committee at a time rather than trying to fix everything at once.
- AHEC is still working out the best meeting frequency; monthly committee meetings may be more practical than biweekly ones, but there is concern that meeting less often could reduce productivity.
  - One possible structure is two regular AHEC meetings per month plus one committee meeting, with some AHEC time potentially reserved for longer-term projects.
- Since scheduling committee meetings is difficult, committee chairs may need to prioritize times that allow key members to attend even if not everyone can make it.

#### Committee Budgets:

- AHEC discussed allowing light snacks or dinner at monthly committee meetings, but wants a clear budget before making this a regular practice. Some committees have

historically requested much more than they actually spent, so future requests may need to better reflect real spending.

- The retreat proposed a committee social budget allowing two events per term at \$30 per person, but it is still unclear whether this should also cover meeting food.
- Some existing budget rules are also unclear, such as whether the floor budget of \$150 is monthly, per semester, or per event.
- AHEC will discuss the budget structure with Luke at the next meeting and write down a clearer shared policy so committee chairs know what resources they can use when planning meetings and events.

#### Coffee Hour / Brunch:

- One major point is whether officers should continue getting food before residents, or line up with everyone else. The committees pushed back this idea, especially people who get food early are also the ones who stay afterward to help clean up.
- The committees also discussed serving fewer kinds of food in larger quantities when turnout is high, while keeping more variety when attendance is lower. But Brunch wants to preserve its homemade / specialty dishes as part of its identity.
- The committees will begin using paper plates and do a better job estimating attendance before serving so that more people can receive food.

#### Volunteer Recruitment:

- Coffee Hour and Brunch both raised concerns about the amount of work involved and the need for more help. Brunch already has some seemingly working incentives for volunteers, such as early food access, while Coffee Hour seems to have a regular helper group but still faces a heavy workload.
- AHEC will ask the committees exactly what kinds of incentives or privileges would be most useful for attracting and retaining more officers and volunteers.

#### Coffee Hour / Thirsty Ear:

- AHEC discussed whether opening Thirsty Ear around Coffee Hour could make the event more attractive. But some noted this may be less appealing to residents who do not drink, and could make the event less attractive to them.

#### Building maintenance:

- The back alley door makes a loud noise when it closes. Will talk to Julie about this.

#### Transition:

- Starting May 1, the new AHEC will officially become the active committee and the SuperAHEC retires. They need to decide who to attend which MIT meetings as well.