

AHEC Meeting Minutes

Date: Monday, August 17, 2026, 9:00 p.m.

Attendees:

Xiaoqi
Mary
Katie
Admir
Luke

Absentees:

Minutes: Xin

Orientation mix-and-mingle event

- Xiaoqi proposes to make the event more fun and less intimidating.
 - Rather than forming groups like in the past, have little stations for different themes.
 - Use bingo cards to facilitate moving and conversations. The boxes on the bingo cards correspond to the station with the corresponding theme.
- Katie, Mary, and Admir all support the idea.
- Mary also suggests providing snacks at each table.
- Events during August 29 – September 3 will use ~5 high tables, which may also be used for the mix-and-mingle event. Alternatively, it may be viable to move some tables in the Hulsizer room outside for the event. Katie comments that conversation can be harder across a large table. Katie will ask Julie about which tables can be used.
- Xiaoqi asks what food would be convenient for people to carry around while talking to people, e.g., taco, sushi, or small desserts.
- Katie suggests having the food served so that every attendee can have some in the first round.
- Admir suggests having a little award for completing the bingo game. Alternatively, it can be a raffle.
- Date: Xiaoqi is planning the first week of September. Orientation week is at the end of August. Karaoke is first Friday of September—Rachel is still contacting the relevant personnel.
 - Most people will have moved in by Aug 27.
 - Avoid Red Sox outing time: September 2.
 - Mary suggests having the mix and mingle before coffee hour on the same day, so the event is an opportunity to introduce people to Coffee Hour. Xiaoqi suggests 6–8 p.m. Katie is concerned that the two consecutive events both involve food, so people can be full before going to Coffee Hour. Moreover, one of the welcome dinners is also on that day.

- Xiaoqi suggests August 31, 5–7 p.m. instead. The others agreed.
- Xiaoqi asks whether reservations are needed. Mary will reserve the Hulsizer room in case of rainy weather.
- Xiaoqi will also purchase markers for the event in case there are none in the inventory.

Floor officers

- Third-floor officer is now an AHEC member, so her previous floor officer position is vacant. Xiaoqi is willing to substitute temporarily.
- Mary mentions that there's a plan for floor officers to organize floor dinners soon after the orientation. Xiaoqi will communicate that plan to the floor officers.
- The event size for the floor dinners can be larger than the default, so that as many residents as possible can get involved.
- Katie suggests talking to residents about becoming officers at the events too.

Fun funds

- Xiaoqi suggests putting up posters about fun funds. That can help advertise the resources and clarify the rules about their use.
- Xiaoqi is responsible for approving fun funds. She needs to cc Luke about how much has been approved. The rest of the procedure is the usual reimbursement.

Event budgets

- Thirsty Ear communicated to Luke that they did not require Ashdown funding for this budget cycle.
- Admir and Katie will find out the funding details.
- The budget used for some events in June was categorized into the new fiscal year starting in July. Katie will write an email and cc Admir about pushing back the funding use into the previous fiscal year.
- Admir says we have \$6,000 from GSC we can tap into.
- For Thirsty Ear events, no extra fee on Tuesdays and Thursdays, when it is open as usual.
- Naomi has some funding to support orientation events.

Orientation events

- The BBQ event has been registered. Admir will ask for confirmation.
- The date of the Karaoke event is still to be determined. Katie will ask Naomi.
- For the Boba, Buddies, and Board Games event, Mary spoke with Rachel. They are happy to do it if there is budget. The event is scheduled for September 11.
- Naomi has sent the new alcohol policy: MIT funds cannot be used to purchase alcohol. Exceptions can be made for MIT graduate events only, subject to approval by the Vice Chancellor, the Dean for Student Life, or their designee.
- Admir will touch base with the BBQ event organizer to figure out whether to purchase drink tickets with Ashdown house-tax funds.
- Ask the Publicity Committee to print posters and post them on the boards and in the elevators to advertise the events.

- The rest of the events are settled. Send the request to the Publicity Committee by Wednesday and aim to have the posters by the end of that week.