

AHEC Meeting Minutes

Date: Wednesday, April 15, 2020, 8:30pm @Zoom

Attendees

Adam
Katie
Madeleine
Peng Qian
Haosheng Feng
Amanda
Kruthika Kikkeri
Alex Straub
Allison Lee
Mohit
Andrew Lew

Minutes: Arun

Presided by:

- [Vote] – Approval of Meeting Minutes
 - Approved
- [Update] – Officer hiring
 - E-mails sent out last week with 6 new applicants
 - Interviews scheduled for this Saturday, April 18
 - Still have 15 more positions to fill
 - E-mail to be sent out to Nicholas, Andrew about acceptance
 - Seek avenues to spread info for more applicants
 - Focus on filling the most important positions first and probable flexibility in allocation of positions
- [Update] – Internal lottery
 - Open till Sunday mid-night
 - Manual addition of new hires to the list done
 - New applicants who are accepted on Saturday to be added to the list as well
 - Inform that only about 15 new rooms are available in the internal lottery
 - New questions beyond AHEC's scope can be addressed to housing
 - Allison to manually respond to common queries addressed at the moment
 - Mailing list subscription issues to be forwarded to tech officer Asma
- [Update] – Survey from Amanda
 - 64 responses obtained so far. Publicize more within various channels.
- [Update] – Finances training

- Mohit presented the basics of finances at Ashdown for the new AHEC
- Summary
 - Internal and external funding deadlines explained
 - Budget form shown for ashdown officer budget proposal with procedure for getting responses
 - Two separate accounts : main account and funding account. Funding account (with system glitch in reported balance) to be used for GSC funding reimbursements
 - Use tax-exempt form since taxes are not reimbursed
 - RFPs (request for payment) procedure for filing explained with appropriate naming and timeline of submission
 - Mary Mango provides training that can be taken
 - Budgeting procedure shown with proposals based on last year and proposals from various committees.

Open floor :

- Virtual suggestion box, possibly pin it on various slack channels

Meeting adjourned