

## AHEC Meeting Minutes

Date: Tuesday, August 25, 2020, 8:00pm @Zoom

### Attendees:

Adam

Allison

Amanda

Andrew

Haosheng

Katie

Kruthika

John

Minutes: Jacqueline

### [Update] Composting bins signage

- Can will put them up at some point
- Haosheng to check in with him

### [Update] Suggestion box

- Nothing new

### [Update] Orientation 3AM

- Still adding events to calendar
- Deadline: out by Aug 30<sup>th</sup>

### [Discussion] Ashdown alumni mailing list

- List of Ashdown alumni is very old, has been turned off & people are using it to ask to be unsubscribed: update members or decommission?
- There's a more suitable opt-in list for people available
- Info for opt-in list will be sent out, then mailing list will be decommissioned
  - Haosheng to delegate to Ashdown Tech team
  - Will ask Tech team to update mailing list to be in sync with actual residents

### [Update] Contact tracing

- All beacons and their Google forms are complete
- Ready to launch: will email Ashdown residents & staff tomorrow to enroll; asking AHEC to send out email with info on their study including TEDx video
  - Offer fob solution for those who want to participate without a cellphone
- Amanda to draft email to send on their behalf to show internal support

### [Update] Resident survey on COVID-19 concerns

- Not many new responses

- Amanda to send out again with answers to common questions

[Update] Socially distanced events

- No gatherings in person at all of any size, distribution of goods unclear
- Adam to email about distribution of goods

[Update] Ashdown Orientation events

- John shares list of orientation events (“Summer 2020 Internal Funding Proposal”)
  - 7 events proposed: board games, virtual paint night, PowerPoint karaoke, (slow) speed-friending, Jackbox party games, crosswords
  - Attendance caps per event determined by officers planning event
    - Adam: house budget can be put towards funding events where interest exceeds attendance cap (money shouldn’t be a constraint)
  - Also requesting funding for ink to print posters for events
- Constants required: table (in courtyard or outside Hulsizer) for volunteers to hand out food or other materials for event beforehand
  - Contact Naomi to discuss distribution point (let MIT facilities figure this out)
- Previously tents were floated as a potential investment for rain and sun coverage – shot down due to limited ventilation
  - Won’t be pushed for orientation as it’s soon (next week) and weather forecast should be sunny
- Amanda to check with Naomi/David about distribution and CC Adam, ask about tents for use throughout semester
- Reaching out to officers on other committees to volunteer
  - Email entire Coffee Hour committee
  - Start with officers, then open invites to residents if not enough

[Update] Outside meetings

- RISE: asked if AHEC has any questions for them or is interested in getting involved through promoting petition & op-eds, holding breakout discussions, or signing petition as Ashdown House
  - Kru forwarded this info to Aditi for Cherry Pi Society
  - As first step, AHEC could host event with 1-3 speakers for interested people to learn more
  - Kru to be point of contact between AHEC & RISE; will email RISE back as such
- HCA: some houses are refunding or stopping house tax starting whenever, will leave up to different houses to decide how to handle it
  - House tax: Need to let Naomi know decision so it can be processed accordingly
    - Edgerton is in process of refunding
  - Hall monitor: duties, routes, responsibilities
  - Occupancy form: every house is doing own thing; Housing is setting limits but some houses can go below it

[Discussion] House tax

- Ashdown should at least not increase house tax this year
- Would be helpful to look into budget and determine if sufficient without house tax
  - Not yet done, but looks like we'll be under budget with this year's virtual events and lower capacity
  - May be increased costs with prepackaged food
  - May run into more restrictions later this semester if we run into more quarantine fiascos
  - Need budgets to have concrete data on whether funding is sufficient
- Ideally all house tax collected in one year should be spent that year on the students who paid into it
  - If we do still have house tax, make it clear to residents that tax will go only towards events for residents
- Kru to contact committee chairs to get budgets together (will send form)
- Amanda to tell Naomi to
  - not to increase house tax
  - refund house tax from April through July
  - (will update when AHEC has reached decision)
- Amanda to draft message to residents about house tax not going up this semester and what house tax is used for (events, not common spaces)

[Discussion] Ventilation calculation spreadsheet

- Calculations meant to help determine capacity in commons spaces based on estimated virus prevalence and hours present in space
- Ran into issues on discrepancies in reference language and values (e.g. PDF for "lobby" used different names; numbers unavailable for some areas)
- By current estimates we're fine on our capacity budget
- Amanda to send to David and Peko

[Discussion] Isolation spaces

- Amanda read literature on previous viruses (SARS, measles), found evidence of virus spread through HVAC systems and possibility of spread through other accidental means
  - Risk of spread is not zero, so isolation spaces should either be outside of Ashdown or Housing should inform residents as to where the isolation spaces are and why Housing isn't concerned about risk
  - Message to housing to provide justification
- Amanda to send message to David (CC Adam, AHEC-five)

[Update] Updates from Adam on Housing

- Flowchart on attestation consequences should be coming out in the next week or so
  - Adam mentioned to Suzy that Housing should make this explicit
  - Should list clear expectations that don't require a lot of reading to figure out

[Update] WiFi survey & MIT-wide WiFi issues

- Got lots of responses – 90 in less than a week

- People are very unhappy with the WiFi – every floor and every building are affected
- Ethernet cables aren't solving all the problems
  - Some Ethernet ports don't work
  - Can't connect multiple devices (phones) to Ethernet port
- According to other grad dorm officers, this is a dorm-wide issue
- New routers haven't improved connection
  - Seems to have actually gotten worse after new routers
  - Same trend in Westgate – problems arise after new routers
- Amanda to compile main findings and send to David (CC Adam)
- Amanda to email residents about how to submit ticket for Ethernet cables/adapters and contacts for inactive ports)
  - Definitely include that AHEC is working to fix the issues brought up in the survey

[Note] Couch & other stuff left in lounges before they closed

- Couch blends in but doesn't belong
- Amanda to let Denise know

[Note] Wrong flyers posted to residents' doors

- Give unreadable & incorrect links to old laundry system that could confuse new residents
  - Previous flyers made by AHEC & distributed by Denise
- Allison to design new flyer
- Amanda to check with Denise on how distribution should go

[Discussion] Intersection Albany and Mass Ave

- Dangerous as no lines or turn arrows are painted
- Katie contacted city of Cambridge and MIT point of contact, but hasn't gotten responses
- Allison to reach out to GSC Transportation subcommittee
  - Katie to send picture to Allison

[Update] Coffee Hour, Garden Group

- Coffee Hour trying to roll something out for early September
- Planning in-room Garden Group with mental health officer Ignacio

[Discussion] Compliance staff routes

- Just do standard routes, more around front door and places guests might sneak in
- Adam suggested giving front desk workers video feed of points of entry so they can monitor if people bring in guests
- Should concentrate routes on common spaces (kitchens) rather than every hallway
  - Also, doors to lounges should be locked but have seen things accumulate in them and people eating in 5<sup>th</sup> floor lounge
- Amanda to tell David to focus more on entryways and common spaces, less on hallways

[Update] Website

- Amanda to finish working on her pages before launch

- Haosheng added new menu item and redirected to old website for login

[Discussion] Grad student delivery position

- Naomi posted this position for student to deliver items, but haven't heard anything else about it; may be exposing people to virus

[Update] New door nametags

- Found pictures of potential designs for older nametags in closet
- Aesthetic would fit cartoon mockup Allison made
  - Will go with Allison's design
- Amanda to connect with Madeleine to
  - find out how printing is handled from script (Haosheng has script, Gary had run it)
  - ask about dimensions
    - may have been printed on individual business cards/stickers
- Need to buy magnets to stick on back
- Next steps
  - Get roster
  - Run script & try to remove "label look" (white space with names)
    - Allison to contact Tech officers to coordinate this (CC Weiyue)
    - Tech officers might have legacy code

Presided by: Amanda

Meeting adjourned