

## AHEC Meeting Minutes

Date: Tuesday, September 01, 2020, 8:00pm @Zoom

### Attendees:

Katie  
Allison  
Amanda  
Andrew  
Haosheng  
Kruthika  
Amogh (partially)

Presided by : Amanda

Minutes: Arun

- [Update] – House tax
  - Naomi said she would take care of the house tax
  - Amanda to check again in a week before emailing out to residents
- [Update] Compost bins signage
  - Not up yet, Haosheng to work on it
- [Update] Albany Mass Ave. intersection
  - Katie in contact with MIT on work on the intersection
  - Bike path difficult near rail track, wont be in works for a year or so
- [Update] RISE event planning
  - Aditi who was in charge has quit, have to reach out to other events officers
  - Kru to coordinate with Basuhi to organize an event with RISE
- [Update] Update on contact tracing
  - Julie sent a mail, seems to have some inconsistencies which need to be addressed
  - App seems to not be working well at the moment
  - Mail seems a bit cut and dry and Amanda will compose a shorter mail for residents
- [Update] Resident survey
  - Doesn't make sense to keep asking residents for inputs
  - Most of the decisions have already been taken
- [Update] 3AM Orientation newsletter
  - Sent to AHEC for review
  - Will send out tonight or tomorrow morning after review
  - Possibly have pdf version uploaded to new website on 3AM archives page
- [Update] Officers dropping out
  - Try to retain as much of the old officers as possible
  - Restart officer of the months, check closet for possible swags, ensure funding from HoH for thanksgiving awards, possible give away shirts for officers
  - Make sure officer spreadsheet is up to date so that everything is kept track of
- [Update] Orientation events
  - Reasonable number of people are showing up for the events, need to attract more new residents
  - Amanda to update wiki with virtual events protocol
- [Update] Budget for committees
  - Events committee to take more time due to orientation
  - Coffee hour to be ready in around 2 weeks

- Andrew to check in with brunch committee
  - Floor officers, wellness officers are planning events and will send in budgets accordingly
- [Update] Update on website
  - Website will be launched at the end of this week
  - Current links will be redirected to the website once launched
  - Covid policy page may need to be updated continually
- [Update] Name tags
  - Allison to work on this, with the plans finalized
- [Update] Quarantine under covid positive
  - Amanda to check with David on isolation space video
  - Katie will check with consequence flow chart
  - Housing and department of health takes care of issues when a resident is tested positive, MIT has good Care team to take care of the students
- [Update] Voting
  - Spreading more information about responsible voting, send email and ask publicity for help
  - Kru to take charge on this
- [Update] Appreciation survey
  - Pick winners from the respondents and send email out to winners (Amanda to take charge on this)
- [Update] Brunch updates
  - To resume brunches from late September
  - Amogh to reach out to Flour for quotes
  - Expecting to get number of people that can assemble at a time soon
  - Possibly have the brunch out in the courtyard, logistics being finalized still
- [Update] Welcome email to residents and compliance stuff
  - Amanda to possibly draft an email with links to masks, website, suggestion box and hygiene tips potentially
  - Possibly check with Adam about welcome email to compliance stuff
- [Update] Welcome totes
  - Totes with sanitizers, masks, door openers
  - Events committee looking for volunteers
  - Either delivery or manned tables

Meeting adjourned