

AHEC Meeting Minutes

Date: Tuesday, November 17, 2020, 8:00pm @Zoom

Attendees:

Adam
Allison
Amanda
Andrew
Haosheng
Katie
Kruthika

Minutes: Jacqueline

[Update] Outside meetings

- GSC: no
- HCA: no
- Sustainability: meeting times conflict with schedule; Haosheng to ask for minutes
- Activities: no

[Update] Next steps in opening aerobics and weight room

- Residents can reserve only one session a day
 - All for doing whatever's easiest first, then scaling up or down as needed
 - Let residents know that this is a pilot program and things may be modified by suggestion
- Going over draft of use policy
 - Have easy-to-see clock on wall for residents to reference but not touch
 - Analog clock, 1 for each room
 - Amanda to ask Denise
 - Scheduling system allows for double-booking but we advise against it
 - Warehouse officers delete second booking manually & warn against double-booking in guidelines
 - Assume good faith & email residents about double-booking policy: any additional reservations will be deleted & future use restricted if this continues
 - Amanda to look into having public view of schedule
 - Clarify that 1-hour reservations must always end with 10 min of residents leaving room entirely for air exchange to occur
 - Send final version of policy to residents to sign (& return digitally, to be stored in Dropbox) before accessing the rooms
 - Residents should contact Athletics officer & Denise about broken equipment
- Transition control over schedule to Athletics officer

- Housing will deal with signage; AHEC can ask Publicity to make additional to add Athletic officer's email & QR code for suggestion box
 - Amanda to ask David about Housing's signage
- Card reader hasn't come in now; add to guidelines once it comes in to avoid confusing residents
- Other dorms scheduled a time (daily) where staff came in and cleaned room
 - Ask Denise how to go about setting this up
- Scheduling currently starts at 5 AM and ends at 10 PM
 - Could be quiet hours (11 PM – 8 AM)
 - Could be all hours since CRS (compliance staff) are available at all hours
- Athletic officer currently out of country, ask Inventory officers to stock up equipment that ordered for gym
- Amanda to send policy to David for review, then upload to website once approved

[Update] Website and email timing issues

- James hasn't responded yet about website hosting and Oscar hasn't responded about email issues
 - Haosheng to follow up with James on website hosting, Oscar about emails

[Discussion] Logistics for Thanksgiving

- 80 people signed up, just need help delivering food to people's doors
 - Ask at Winter Festival meeting
 - 10-12 people to grab six meals each
- Adam is checking with caterer on vegetarian & non-vegetarian
- Amanda to email officers asking for help with meal delivery
 - Kru to set up an MIT signup to keep track of officers
- Adam will handle event activities – will be Zoom meeting chat to say hi

[Update] Officer of the Month

- Two nominations for Tejas
 - Haosheng to contact Tejas and Publicity to recognize Officer of the Month

[Discussion] Plans for Ashdown Winter Festival

- Planning meeting will be this Saturday, 21 November @ 7 PM
 - Amanda to send out reminder on the day of
 - Consider having second meeting/check-in around Nov 28 to get updates and loop in those unable to make this Saturday's meeting
- Amanda to make short presentation with overview of each event & debrief with action items afterward
 - Ask about signup for Thanksgiving
 - Ask about preference for committee-specific Slack channels or not
- Set activities, menu/supplies, and decide on date for festival
- Prioritize getting list of things to order as delivery will be delayed due to COVID and holiday volume

[Update] Status of card readers and cameras

- Meeting scheduled for Monday, 23 November @ 8 AM to discuss cameras
 - Adam to check with David to see if anything should know before meeting
 - Outcome of this meeting will be whether this idea is feasible
- Wait till meeting with David before surveying residents & making a final decision on whether there should be cameras in bike room
 - Before sending out a full survey, send out email describing situation and rationale for decision and encouraging responses

[Update] 2nd floor printer ink and new paper shredder

- Ink is there, but installation is complicated – Kru's been to Denise, Ashdown Tech, ATLAS service requests, IS&T, and CopyTech about this
 - Currently waiting on response from CopyTech
- Paper shredder ordered by Denise, arrived, and now with Amanda
 - Amanda to wrestle with assembly, chaining it down securely, labeling it as Ashdown property, and finding a place with an outlet for it to sit

[Update] 3AM newsletter

- In the works: pictures from Halloween events, updates on how things have been; more updates next week
- Amanda to send blurb to Comms officers on paper shredder

[Update] Intersection of Albany of Mass Ave

- Nothing this week

[Update] Suggestion box

- Would guest policy be changed for winter break since fewer people will be in Ashdown?
 - No, very unlikely; dorm will not be much emptier

[Update] Compliance town hall

- Meeting will be tomorrow, Wednesday, 17 November @ 6 PM

Presided by: Amanda

Meeting adjourned