

## AHEC Meeting Minutes

Date: Tuesday, November 24, 2020, 8:00pm @Zoom

### Attendees:

Adam  
Katie  
Allison  
Amanda  
Andrew  
Haosheng  
Kruthika

Presided by : Amanda

Minutes: Arun

- [Update] – Outside meetings
  - No updates on GSC, HCA and sustainability
  - Card readers for bike room to be checked up on by Adam
- [Update] – Aerobics and weight room
  - Timings that look good seem to be from 7 am to 10 pm
  - Adam to check on cleaning hours and weekend times
  - Restocking of supplies to be taken up by inventory team
- [Update] – Thanksgiving HOH
  - 75 to 80 dinners to be delivered
  - Adam will receive meals in the lobby and split by floor or building into chunks of 15-20
  - Residents should receive the meals around 5:45 pm
  - Kru to split up volunteers who signed up for the event
- [Update] – Website hosting and email timings
  - IS&T hosting will have restrictions
  - Could try to host on cloud server
  - Haosheng to handle this with James
- [Update] – Ashdown winter festival
  - Could push the festival by a week so that there is more time for planning
  - Amanda to inform the officers about the decision to shift by a week
  - Amogh and Andrew to work on food/supplies, John and Amand to coordinate activities, Mohit and Kru will handle virtual platform and Allison will take care of advertising. Haosheng to handle deliveries.
  - Poster with QR code to made for sign-up
- [Update] – Second floor printer
  - Printer has been repaired
  - Copytech to be contacted in case of future issues
- [Update] –3AM newsletter for November
  - Will start brainstorming on contents for 3AM
  - Aim to get out the next edition before the winter festival with contents on gym policies and other relevant items
- [Update] –Suggestion box
  - Suggestions to give officers more time to speak during future planning events
  - May want to share a google doc simultaneously for anonymous suggestions

- Adam to follow up with Suzy on arson case

Meeting adjourned