

Meeting Minutes Monday, December 15th 3:30pm

In attendance:

1. Courteney Malin
2. Zijin Huang
3. Michelle Ruggia
4. Rishon Bates
5. Seoyeon
6. Patrick Kim
7. Shawn Copeland
8. Mackenzie Hempe
9. Max Mongkalakorn
10. Vivikth
11. Loydes Nieves
12. Serban Eugen Cicortas

New Meadows Committee Introductions

Brief role overviews

1. Secretary: Records information from every meeting. Please see prior documents that Sophia made as examples
2. Treasurer: Keeps track of money and refunds, purchases general use items as needed
3. Social Chair: plans events, usually purchases supplies needed for events
4. External relations: provides Meadows a voice at graduate student meetings
5. Vice Chair: Assists chair with problem-solving, helps with organization and setting up any needed systems/ non-social events
6. Webmaster/ Garden coordinator/ Chair
 - Note everyone can add to the meeting agendas!

From all committee members:

- Problem-solving and new ideas
- Event participation and set-up
- Responding to Meadows Concerns and Comments form
- Keeping buy nothing shelves organized
 - No sticks of butter!
- Creating documents or information for the Meadows website
- Help to keep track of important information for meeting agenda/ concerns to address

Continuing Package Organization

- Who wants to help with this?
 - Mackenzie and Sophia are outgoing
- Organize two more dates with Lo/ Rishon
 - Potential times: December 17, Week of January 5th-9th
- Courteney will create google forms for sign-up

- Need a deadline for sign-up to prevent confusion
- Any luck with that? Lloyds has been updating spreadsheet, <20 people came and picked up packages
 - Progress, but not as much as we would hope
 - Potential to return to carrier
 - Donate loose items that can't be returned to carrier

January Event

- January 19th-23rd (similar to past Wintersession timing)
- Set time and register
- Set location and submit for approval
- Potential event ideas
 - Hot chocolate, coffee, and milk bar
 - Hot chocolate, vanilla milk, espresso
 - Make your own:
 - Sprinkles, whipped cream, mini chocolate chips, candy canes, vanilla syrup/ powder, strawberry syrup, chocolate syrup,
- Art museum collaboration to look at meadows art
 - Wine & cheese themed situation
 - Need to ask art museum for availability
 - Try to do it after the workday so people can attend (5:30 or later)

Random things

- Are larger USPS package lockers (lower area of mailboxes) ever used? They seem like an untapped resource for USPS packages
 - People get confused so the carrier stopped using it
 - The idea is that they put a key in the mailbox and you can open the locker with the key
 - Inform the community about how this is supposed to work so that people can understand, mini-survey?
- Vivikth: Package suggestions on website
 - Tips from the Meadows Committee for the Meadows Package Room
 - (A) If you are receiving an expensive package, we recommend using the graduate student secure package delivery at Frist. You will receive a temporary mailbox and your package will be placed in that specific mailbox.
 - (B) If you have a car or method of transportation, you can also send important packages to pickup locations or directly to the store (if possible).
 - (C) There are some pickup locations that are close to campus. There are Amazon lockers at the 7-Eleven on Nassau St. The UPS store on Nassau is also a pickup location. Slightly farther away, the Walgreens on Harrison St is a FedEx pickup location.

- (D) We highly recommend that suspected stolen packages are reported to Public Safety. Some items have been recovered.
- (E) Pick up your packages from the mailroom as soon as possible. It reduces mailroom clutter and chaos, provides locker space to those who need it, and reduces risk of theft.
- (F) Regarding Amazon packages, please double check that a package is not in the package room before reporting it as misdelivered. While Amazon generally makes this function very easy, locations can be flagged by Amazon for reporting large amounts of missing packages. We don't want this to occur at our address.
- (G) If you know that a vendor (especially a well-known, expensive vendor) ships in a labeled bag or box with distinctive packaging, you may want to take extra precautions. Carefully track your package and pick it up as soon as possible or send it to Frist.
- (H) We recommend checking tracking information daily, so you know when your package may be delivered. Be sure to check automatic subscriptions as well.
- (I) Lastly, please avoid sending any packages to the package room while you are away. Many thefts (not all) seem to occur when a package is left for a few days. If a package arrives unexpectedly, please have a friend or family member retrieve it. If it is in a locker, please reach out to Lo or Rishon so they can make space for new packages.
- (J) Require signature → Rishon and Loydes will hold it, but then you have to pick up during office hours
- Intercoms on outside of buildings. What is the purpose?
 - Intercoms → residents provide numbers and it will ring to the cell phone
 - But how to provide a phone number? Loydes will send more information to Courtney
- Bus transport has changed to break schedule
 - Use the Tigersafe app to see the updates
- Fitness equipment has moved out of fitness room, space to be repurposed
 - Loydes' opinion: 'zen den'
 - Think about it for next time
 - Aim for january