

# CSAAPT Business Meeting October 11, 2025

## Virginia Commonwealth University

### in Richmond, VA

**Commenced:** 4:00 pm

**Conducting:** Kent Yagi, President

**Minutes of the April 5, 2025 Meeting** were approved.

Attendance at Business Meeting: 12 in person and 4 online

Conference Attendance: The final registration numbers are 56 in-person, 23 via Zoom, totaling 79. Tatsu Takeuchi manages the website Indico, which was used for registration and collection of abstracts.

The Meeting Fee structure was as follows:

- Instructors/faculty of 2-year and 4-year colleges/universities, employees of institutions/organizations/companies : \$35
- K-12 Instructors, Retirees, Students, Guests : \$25
- 1st-time in-person attendees : \$15

Attendees earned CSAAPT membership for the academic year 2025-2026 once the Meeting Fee was paid.

There was no fee for those attending online.

This meeting was hosted and sponsored by the VCU. Additional financial support is provided by:

- Department of Physics and the College of Science at Virginia Tech
- Departments of Physics and Astronomy at the University of Virginia
- Diffit AI Took

AIP donated more than 60 books to our book swap. Attendees may take  $n+1$  books where  $n$  = the number of books you brought.

**Treasurer's Report** by Carl Mungan, Treasurer:

Income between 3/19/25 and 9/24/25 was \$1,235. Expenses in that time totalled: \$329.45.

Trust Account Balance: Starting Balance: \$18,313.16 Ending balance: \$19,218.71

The Treasurer's Report was accepted unanimously.

**Future Section Meetings:**

1. Spring 2026 meeting will be at the University of Delaware in Newark, Delaware,. The date is April 18, 2026. This will be a joint meeting of the Chesapeake Section, the Southeast Pennsylvania Section, and the New Jersey Section.
2. Fall 2026 meeting will be at The College of William & Mary in Williamsburg, Virginia.

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#### Discussions:

1. Restructuring of CSAAPT, meaning the dissolution of the organization and subsequent incorporation of the CSAAPT under Virginia Law, application of tax-exempt status, and adoption of new by-laws.
  - a. Tatsu reports CSAAPT has been incorporated in the Commonwealth of Virginia since March 2024. Tax-exempt status from the IRS must be applied for by June 2026.
  - b. We are working on updating the bylaws to conform to tax-exempt status requirements, specifically no nepotism and no participation in politics, e.g. no endorsements, campaigning, lobbying.
  - c. Tatsu proposes three types of membership in the bylaws, "Individual", "Institutional", and "Corporate". Corporate members would have no voting rights. Institutions would have the right to a vote.
  - d. In conjunction, Carl proposes no annual dues to be collected by CSAAPT, membership would be given to anyone who comes to a semi-annual meeting in person. Meeting fees would be collected at each meeting and adjusted to cover the costs of each specific meeting.
  - e. Tatsu will continue to organize the proposed bylaws and will follow up with us.

**Section Representative Report** did not occur because our Section Rep was not able to attend the meeting.

#### Elections

The nominations committee proposed the following slate of candidates:

President: Kent Yagi for a 2nd term, one-year term.

Vice President: Jency Sundararajan for a 2nd term, one-year term.

Secretary: Jason Sterlace will remain in the 2nd year of a two-year term.

Treasurer: Carl Mungan will remain in the 2nd year of a two-year term.

Section Rep: Jim Freericks will remain for a 5th year, the position is a two-year term with a maximum of four terms (eight-years).

Slate of candidates was approved by those present. The candidate list was also made available to all participants for approval on indico.

Business Meeting adjourned at 5:00 pm.

Minutes recorded by CSAAPT Secretary, Jason Sterlace