**Summary of 2014-2015 CAPASUS Second Staff Meeting**

Date: April 4, 2015

Time: 2:30 pm - 6:15 pm

Meeting location: Atlanta Boardroom, Sonesta Gwinnett Place Atlanta ([1775 Pleasant Hill Road, Duluth, GA 30096, USA](http://www.sonesta.com/gwinnettplace/index.cfm?fa=gettinghere.home))

Meeting Summary: Ching Guey (Secretary)

Attendees: (See attached sign-in sheet)

Chin-Tser Huang

Wan-Li Ho

Lily HWANG

Ching Ning Guey

Mac Liu

Yao-wen Huang

Ray Hsiang J Wang

Raymond C Ho

Hsi-Ling Huang

Todd Yu

Shoou-Yuh Chang

Agenda is also attached.

Items discussed in the meeting:

2/21-2/22 Chinese New Year Festival CAPASUS participants including staff members Wan Li Ho, Todd Yu, Sandy Yu, Jeani Chang, Lily Hwang, Raymond Ho, and Ray Wang were appreciated by the president.

CAPASUS Annual meeting will be held on 8/7-8/9 at Sonesta Hotel Gwinett Place, Atlanta ([1775 Pleasant Hill Road, Duluth, GA 30096, USA](http://www.sonesta.com/gwinnettplace/index.cfm?fa=gettinghere.home))

Detailed program planning including sponsors, funding, topics, speakers, logistics (reception, registration, subsidies and student sessions) were discussed as shown in the last portion of the attached agenda.

Member directory printing and format of update and distribution was discussed. Lily Hwang indicated that it cost about $700 to $800 to print approximately 150 copies. It was agreed that for 2015 the member directory will be in electronic format and made available to members by email or member-only website. Hard copies will be printed at two-year to three-year intervals based on further discussion in the future.

Treasurer Lily Hwang reported that 2014 CAPASUS tax was electronically filed recently; CAPASUS Foundation tax was supposedly to be filed by Ivy or Willie. Lily may need to confirm with them.

榮光會代表陸復泰先生, 介紹七十週年抗戰勝利紀念活動, 將於七月中開始到九月底,配合國内來賓及其他社團贊助辦理。

思源主編劉孟周先生報告思源雜誌正在邀稿中，請您踴躍將您的大作，不論是專業研究成果或是生活心得分享，寄給我們的總編輯Mac Liu ([maxxleo@gmail.com](mailto:maxxleo@gmail.com))。我們特別歡迎和今年年會主題「創新科技，優質生活」相關的文章。體裁不限，詩、散文、小說、隨筆都歡迎來稿。

黃耀文教授提議州代表提供給思源主編劉孟周先生該州州會員動態。請各州州代表電話或由其他方式聯絡會員, 再將會員近況或其他分享事項 (如生活照片或生涯異動等等), 告知思源主編劉孟周先生, 附於思源正刋之後。

Membership Committee chair William Cheng was not present; President indicated that he was not aware of any new member this year.

Nomination of Vice President candidates for the next year was discussed. Nominating Committee chair Alex Huang was not present; President Huang and other staff members discussed the ongoing process and the challenges of keeping an unwritten practice of rotating candidates from Georgia and outside Georgia. The consensus is that although this practice would be ideal, practical limitations may dictate picking a willing candidate from Georgia consecutively if necessary.

Student Committee chair Hsi-Ling Huang discussed the status of the Young Scholar session and panel discussions after the presentation. Currently there are three abstracts; however, she was hoping to receive more to encourage participation and higher quality. Scholarship and subsidy for presenters and invited panel members were discussed. CAPASUS policy is that speakers and invited panel members need to register; only non-members, if not local, can be subsidized by CAPASUS for their meals and hotel expenses. . Members who speak at the annual meeting will have to pay for meals and hotels as other attending members.

Ray Wang brought up a discussion on protocols of joint meetings with other local professional or alumni associations. A proposed approach is to encourage sharing the cost and guaranteed meals expenses and mandatory attendance of the plenary session where invited speakers can feel worthwhile and encouraged by a large audience.

President Chin-Tser Huang and Annual meeting program committee chair Yao-wen Huang led the discussion on the planning of the annual meeting. Former president Ray Wang and attendees discussed the logistics of registration on Friday at hotel and at reception, evening program at reception at Atlanta Chinese Cultural Center, evening acupuncture sessions, hospitality sessions at hotel, meal tickets, audio-video needs and options, projectors, speakers, and mixers, room arrangement for plenary sessions, breakout sessions, choice of restaurant which can hold banquet (banquet arrangement for all participants to feel comfortable with the announcement or activity during the banquet should be a factor of consideration) and banquet sign-up for table seating preference.

The meeting ended around 6:15 pm.



**2014-2015 CAPASUS Second Staff Team Meeting**

**Date / Time:** Apr. 4 (Saturday); 2:30-5:30pm

**Location:** Sonesta Gwinnett Place Atlanta

**Address: 1775 Pleasant Hill Rd, Duluth, GA 30096**

**Phone: (770) 923-1775‎**.

**Agenda:**

1. Updates & announcement (Chin-Tser Huang)

* 2/21-2/22 Chinese New Year Festival – assisted with admission booth rotation & several CAPASUS staff and members participated; special thanks to Wan-Li, Sandy, Jeani, Todd and Lily for their help and coordination!
* 2015 Annual Meeting updates: 8/7 - 8/9 @ Sonesta Gwinnett Place Atlanta

2. Staff & committee report & updates

* Secretary (Ching-Ning Guey)
  + Any update on member contact information necessary?
* Treasurer (Lily Hwang)
  + Land Hope Newspaper CNY ad ($70)
* Webmaster (Alex Huang)
  + BlueHost.com site-hosting and domain-registration fees ($274.75)
* CAPASUS Journal (Mac Liu) – Everybody please help!
* Membership Committee (William Cheng)
* Program Committee (Yao-Wen Huang)
  + Proposal submitted to TECRO and approved in February
* Activity Committee
  + Spring outing to be cancelled? Anyone can help?
* Student Committee (Hsi-Ling Huang)
  + Young CAPASUS network
  + Annual Meeting - Young Scholar Session (call for abstract – due 4/30)
* State Representatives
  + Please help promote CAPASUS Journal and Young Scholar session, and please remember to save photos of state events / gatherings, if any.

3. Discussion items:

* 2015 Annual Meeting
  + Dates - Aug. 7-9 (Fri. – Sun.), 2015 @ Sonesta Gwinnett Place Atlanta
  + Any possibility of inviting Georgia state officials? If so do we use English or arrange translation?
  + Culture & Art Exhibit concurrent session @ annual meeting – Lee-Jan Jan
  + Young scholar concurrent session @ annual meeting – Hsi-Ling Huang and Yi-Yin Lin
  + Registration form & fees – see handout.
  + Tentative Annual Meeting Agenda – see handout.
  + Dinner banquet location (suggestions?)
  + Task delegation & timelines
* VP nomination: should we consider searching from all possible members instead of sticking to the “one year Georgia, one year other state” implicit rule?
* Other business?

Adjourn!!