

Minutes of the CAA Board of Director's Meeting

8 May 1998

Toronto, Ontario

Present

John Bradley, John Hemingway, Trevor Nightingale, Murray Hodgson, Don Jamieson, David Quirt, Winston Sydenborgh, Annabel Cohen, Dalila Giusti

Regrets

Jean Nicolas, Li Cheng, Stan Dosso

Items

- 1) Meeting Called to Order at 11:02 a.m.
- 2) Minutes of the October 97 Board of Director's Meeting as printed in Canadian Acoustics were reviewed. (Murray Hodgson moved that they be accepted as written, seconded by Winston Sydenborgh, and passed).
- 3) President's Report (John Bradley): The survey conducted by the President (published in the March '98 issue of Canadian Acoustics) indicated that by far the most important functions of the Association were publishing the journal Canadian Acoustics, and the annual conference. There was also considerable discussion regarding the relative importance of prizes and local chapter meetings. (David Quirt moved to accept the President's report, seconded by Murray Hodgson, passed).
- 4) Secretary's Report (Trevor Nightingale): The Secretary reported that membership levels appear to be stable with 349 paid memberships as of 01 May 1998 which is an increase of 2 over the same time last year. Correspondence with the Chair of the 1997 Windsor Conference indicated that a profit of \$1724.71 was realized although this money and the \$2000 seed money have not yet been returned to CAA. The Secretary has created a set of guidelines to make the task of organizing future CAA conferences easier. Secretarial operating costs during the first six months were \$495.05, comparable to those incurred during the first six months of '97. (Don Jamieson moved to accept the Secretary's report, seconded by Murray Hodgson, and passed).
- 5) Treasurer's Report (John Hemingway): The Treasurer thanked the past Treasurer, Sharon Abel, for her hard work over the past two years. The Treasurer reported that the finances seem to be solid with revenues expected to exceed expenditures by about \$12,000 for this fiscal year. It was also reported that the Operating Fund has significantly more money than is required for normal annual expenditures and that money over and above what is required for

normal operating costs (such as printing of the Journal) should be transferred to the Capital Fund. The Treasurer recommended transferring \$20,000 from the Operating Fund to the Capital Fund. This would be discussed at the October BoD, meantime the Treasurer would be investing \$30,000 of the Operating Fund in short term GIC's that would mature in October '98 in time for a transfer, if need be. The Treasurer moved that, "Paul Busch, of 5780 Timberlea Blvd., Suite 207, Mississauga, Ontario, L4W 4W7, be appointed Auditor of the Canadian Acoustical Association, with an annual budget of \$1,500 (plus GST) effective immediately." The motion was seconded by Murray Hodgson and passed. (Don Jamieson moved to accept the Treasurer's report, seconded by David Quirt, and passed).

- 6) Membership Report (Don Jamieson): It was reported that it is very difficult to gauge if efforts to increase the membership are successful. It was agreed that the CAA web page was an excellent way of increasing our exposure and should be continued and expanded, if possible. It was reported that the CAA brochure has been updated and that the awards brochure will also be revised. (Trevor Nightingale moved to accept the Membership Report, seconded by David Quirt, and passed).
- 7) Awards Coordinator Report (Annabel Cohen): The awards brochure needs updating as well as the distribution list for the brochure. The Secretary volunteered to integrate the distribution list into the master CAA database and update as required. The Secretary will forward the list to BoD members for additions/revisions. There has been about \$2,500 given to support a prize in the memory of Raymond Hetu and a preliminary report from the Committee has indicated that a \$100 book prize awarded for the best undergraduate project in the area of acoustics might be suitable. The BoD approved this idea and asked Murray Hodgson, the Committee Chair, to draw-up a description of the prize for the October BoD. (David Quirt moved to accept the report, seconded by Murray Hodgson, and passed).
- 8) Editor's Report (Murray Hodgson): Canadian Acoustics is now being printed at a new printer with no change in cost for FY98. It was reported that the number of papers received each year for publication is quite variable ('93: 5, '94: 6, '95: 8, '96: 14, '97: 6, and '98: 3). A lack of papers for the March issue delayed publication. There are currently 4 papers in various stages of review. Murray Hodgson will be stepping down as the Editor after the June issue. The President formally thanked Murray for his sterling service over the past eight years. Ramani Ramakrishnan has agreed to become the Editor beginning with the December issue. Meantime, the September issue will be handled by John Bradley and Trevor Nightingale. (Don Jamieson moved to accept Editor's Report, seconded by David Quirt, and passed).
- 9) Past/Future Conferences:
 - a) Windsor 1997: No report available. Dalila Giusti volunteered to meet with the Conference Chair to obtain a cheque for the proceeds and brief report.

- b) London 1998: Conference Chair: Don Jamieson, Technical Chair: Meg Cheesman. The conference hotel has been chosen, a contract signed, and twelve special sessions are planned. Session organizers have been approached.
 - c) Victoria 1999: Stan Dosso agreed to organize the 1999 conference in Victoria.
- 10) Duties of Directors: The President tabled a discussion document in which it was suggested that the BoD members take on additional duties in support of the organization's key thrusts; the Journal and the annual conference. This would be accomplished by assigning specific tasks to each of the eight Directors and to rotating the responsibilities between the Conference and the Journal each year. In general the ideas were well received, however, it was felt that additional clarification for the duties of the Director's as well as the Executive was required. The President agreed to revise the duty descriptions and report to the Board.
- 11) Other Business: It was agreed that early May was a better time for the BoD meeting. Thanks were given to John Hemingway for providing a meeting room and arranging for lunch service.
- 12) Motion to Adjourn: Don Jamieson moved that the meeting be adjourned, seconded by Annabel Cohen, and passed. Meeting adjourned at 2:50 p.m.