

**Canadian Acoustical Association  
Minutes of the Board of Directors Meeting  
05 June 1999**

Present: J. Bradley, T. Nightingale, J. Hemingway, R. Ramakrishnan, D. Jamieson, K. Pichora-Fuller, S. Dosso, N. Atalla, W. Sydenborgh, D. Whicker, T. Kelsall

Regrets: A. Cohen, D. DeGagne, D. Giusti

Meeting called to order at 10:05 a.m.

Minutes of the October Board of Director's meeting and of the Annual General Meeting were approved as written in the December 1998 issue of Canadian Acoustics. (Moved by R. Ramakrishnan, seconded by W. Sydenborgh, carried).

**President's Report**

J. Bradley reiterated that the priority of the organization must be the Journal and the annual conference to which there was consensus. Comments and suggestions on the recently issued Operations Manual were received and briefly discussed. There was discussion regarding the problem of achieving quorum at Board meetings. (Currently, five of the eight directors must be in attendance to achieve quorum: the Executive may voice opinions but can not vote). There was also discussion of the possibility of requiring a mail-in-vote to allow more members to participate in major decisions of the organization, such as changing membership fees, electing Board members and the Executive.

J. Bradley reported that these issues would be addressed in a new initiative on the by-laws that would be tabled later in the meeting. (Acceptance of the President's report was moved by R. Ramakrishnan, seconded by K. Pichora-Fuller, carried).

**Secretary's Report**

T. Nightingale reported that the membership is down and that there is consistent erosion in all but one category: sustaining subscribers. The total paid membership (including non-voting journal subscriptions) is 299 as of 04 June 1999. The same time one year earlier the number was 322 and two, and three years earlier the numbers were higher, being 325, and 369, respectively. There was much discussion regarding this. It was agreed that we must take action beginning with the Board and the Executive contacting ten potential members to invite them to join. The idea of an exit poll to determine why people are leaving the organization was discussed. T. Nightingale reported that this was part of a new initiative on Outreach that would be tabled later in the meeting. Secretarial operating costs were higher this year than last due to a one-time cost associated with integrating the student awards mailing list with the membership database. This integration will make announcements of student awards and travel subsidies much easier. Operational costs for the first ten months of the fiscal year (beginning 01 August) were \$1070. (Acceptance of the Secretary's report was moved by T. Kelsall, seconded by R. Ramakrishnan, carried).

**Treasurer's Report**

The recent membership fee increase has stabilized the finances. Following the direction of the Board of Directors meeting in October, \$20k was transferred from the Operating Fund to the Capital Fund where it can be invested for a longer term with higher yield. Account balances are Operating Fund \$45k and Capital Fund \$148k. The lower interest rates mean that approximately \$133k of the \$148k in the Capital Fund is required to

support \$8k in prizes. It was reported that there are difficulties in tracking the receipt of payments for advertising in the Journal. The Treasurer moved that, "Paul A. Busch of 5780 Timberlea Blvd., Suite 207, Mississauga, Ontario, L4W 4W7 continue as the appointed Auditor of the Canadian Acoustical Association, with an annual budget of \$1500 (+GST)." The motion was seconded by D. Whicker, and carried. The Treasurer announced his intention to resign in October. (Acceptance of the Treasurer's report was moved by W. Sydenborgh, and seconded by N. Atalla, carried).

### **Membership Chair's Report**

The Chair reported that mailing to universities for student prizes has been completed. It was also suggested that each new member receive a letter from the President welcoming him/her to the Association. J. Bradley agreed to draft a letter and give an electronic copy to the Secretary who would then mail a copy to each new member. Improvement of the CAA Website (located on the server of the University of Western Ontario at [WWW://uwo.ca/hhcru/caa/](http://WWW://uwo.ca/hhcru/caa/)) continued throughout the year. There was much discussion as to how the organization could best attract and retain new members. Ideas included regional chapter meetings, contacting non-traditional areas such as Canadian Aeronautical Engineers to attract those interested in noise control, contacting persons who are members of the Acoustical Society of America but not members of the CAA, etc. N. Atalla commented that graduate students studying in physical acoustics at the University of Sherbrooke must become members of the CAA. K. Pichora-Fuller pointed out that she had found that there were some forty persons working in the area of speech and hearing but in many different departments at the University of British Columbia. There was general discussion as to how we should go about identifying other possible members in other disciplines and at other universities. Again it was agreed that each Board of Directors member would contact ten potential members and invite them to join. (Acceptance of the Membership Chair's report was moved by D. Whicker, and seconded by K. Pichora-Fuller, carried).

### **Editor's Report and New Initiative I on Canadian Acoustics**

R. Ramakrishnan reported that he has access to new software to make publishing the journal faster and easier. The new software is the industry standard and will allow higher resolution print, submission to the printers in an electronic form, and the ability to electronically archive the Journal. Editorial Board members are to solicit at least one paper a year for the journal. Failure to do so will result in removal from the Editorial Board. New initiatives for the journal were also discussed. They included creation of a sub-committee under R. Ramakrishnan to formulate a proposal that would outline steps to increase the appeal and circulation of the Journal. The proposal will be circulated to the Board of Directors and the Executive by end of August so that a definite proposal could be presented at the October Board of Directors. It was generally agreed that Canadian Acoustics would not regularly attract world class research papers but could be relied upon to provide smaller research papers, and various practical papers and lots of acoustical news. R. Ramakrishnan will contact various Board Members to form a Committee. Interested parties not on the Board are welcome to participate by contacting R. Ramakrishnan directly. (Acceptance of the Editor's report was moved by W. Sydenborgh, seconded by T. Kelsall, carried).

### **Past and Future Conferences**

1998 London: D. Jamieson reported that 83 persons registered for the London conference and that after all expenses a profit of \$735 was realized. The Board thanked D. Jamieson and M. Cheeseman for making the London Conference a success.

1999 Victoria: S. Dosso reported that organization is well underway with the hotel booked, technical chairs assigned and about forty abstracts already received. The conference website is at [www://ceor.seos.uvic.ca/acoustic/CAA99](http://www://ceor.seos.uvic.ca/acoustic/CAA99).

2000 Sherbrooke: N. Atalla reported that his committee is in the process of booking the hotel and that the conference will be held on 27-29 September.

2001: There was some discussion of possible locations and it was thought that an East Coast venue might be desirable. Volunteers are welcome.

### **Student Travel Subsidy**

T. Nightingale tabled a revised Student Travel Subsidy policy that outlined how the CAA might satisfy the requirement to limit the total amount spent on subsidies while also allowing students to know, in advance of attending the conference, how much money they are likely to receive. After much discussion the tabled document was modified to provide more time for the Treasurer and Secretary to adjudicate how much each student will likely receive. Also, the minimum of \$150 was deleted. J. Hemingway proposed a motion, "to allocate \$2500 for the purpose of partially subsidizing the travel expenses of students who attend the 1999 conference and meet the requirements of the revised travel policy." (Motion seconded by D. Whicker, all in favour, carried).

### **Award Coordinator's Report**

A. Cohen provided a written report summarizing the Awards activities this year. The following is a summary by prize:

Edgar and Millicent Shaw Postdoctoral Prize in Acoustics: S. Abel, the prize coordinator, reported that the committee had two outstanding candidates this year. After much discussion it was moved by K. Pichora-Fuller and seconded by Tim Kelsall that CAA should offer two Shaw prizes this year only because applications were received from two excellent candidates. The motion was rejected. (2 in favour, 6 opposed and 2 abstentions).

Alexander Graham Bell Graduate Student Prize in Speech Communication and Behavioural Acoustics: No applicants. D. Jamieson coordinator.

Fessendon Student Prize in Underwater Acoustics: Awarded to Nicolle Ellen Collison of the University of Victoria. Project title: "Source localization using regularized matched-mode procession." D. Chapman award coordinator.

Eckel Student Prize in Noise Control: No update. M. Hodgson award co-ordinator.

CAA Canada-Wide Science Fair Award (Youth Science Foundation): Alan Kaufman and Kodie Taber (Edmonton): Project Title Aqua-link. A. Cohen award co-ordinator.

Raymond Hetu Memorial Undergraduate Award: Book prize: Advertisement of this new prize was not undertaken this year. The committee will develop a description of the competition for inclusion in the brochure next year. The final wording of the description can be brought to the Board of Directors at the Fall meeting.

Directors' Awards: For best papers in Canadian Acoustics. No report. D. Giusti Co-ordinator.

Student Presentation Awards: The responsibility for administering the judging will be undertaking by the local Conference Organizing Committee.

### **New Initiative II on Outreach and CAA Website**

T. Nightingale tabled a discussion document intended to provide 'primer' ideas for a new committee that would look at how CAA might be made more accessible to existing members and perspective members through increasing the appeal of our website. Ideas included a listing at our website of Canadian universities having courses and offering degrees in acoustics, listing the abstracts of papers appearing in Canadian Acoustics,

providing summaries and application notes for CSA standards, etc. It was agreed that we must determine why people are leaving CAA and that we might find answers through an exit poll of persons who do not renew their membership. It was also agreed that the Secretary would compile a list of persons leaving CAA, which would be broken down by region so that the director in that region could contact the person(s) directly. D. Giusti had agreed to head the outreach and website initiative. D. Whicker agreed to help with issues relating to the website while K. Pichora-Fuller would research people working in acoustics in Canada. The committee will develop a proposal that will outline steps to improve our website and to assess the strengths and weaknesses of the organization. The proposal will be circulated to the Board and Executive by the end of August. Additional volunteers are sought.

### **New Initiative III on Developing a Proposal for By-Law Changes**

J. Bradley tabled a document that outlined his perception of the difficulties with the current by-laws. Namely, the difficulty in attaining quorum at meetings (because five of the eight directors are required since the Executive can not vote), and the potential for a small number of people at the AGM to make decisions that are not necessarily representative of the majority of the membership. General discussion followed and it was agreed that the quorum issue was a priority needing immediate attention. J. Bradley agreed to create a draft revision of the by-laws to address the quorum issue by allowing the Executive to vote. At the same time the responsibility of the Board members and the Executive would be examined. J. Bradley agreed to circulate a draft to the Board for their consideration and comment prior to being published in the September issue of Canadian Acoustics. The proposal would be brought before the Board of Directors in October for ratification, if successful it would be brought before the general membership at the Annual General Meeting (October 1999) for their consideration and subsequent vote.

### **Other Business**

W. Sydenborgh suggested that the current membership categories of Student and Member might be too restrictive as many organizations have categories for emeritus members, seniors and the unemployed. There may be a reduced membership fee for these categories. W. Sydenborgh agreed to create a proposal for fee/membership categories.

### **Adjournment**

R. Ramakrishnan moved to adjourn the meeting, seconded by J. Hemingway, carried. Meeting adjourned at 3:55 p.m.

### **Special Action Items Arising from the Meeting**

J. Bradley

- Create a letter of welcome for all new members of CAA;
- Create a proposal for changing the by-laws along with a draft revision that will be circulated to Board of Directors and Executive by end of August.

T. Nightingale

- Circulate to each of the members of the Board and Executive a list of the persons leaving the organization so that the departing persons may be contacted;
- Modify the student travel subsidy and forward to R. Ramakrishnan and S. Dosso by 17 June 1999.

R Ramakrishnan

- Form a committee to consider and act on the Initiative I on Canadian Acoustics. The committee is to provide and circulate to the Board of Directors and Executive a plan and recommendations by end of August.

D. Giusti

- Form a committee to consider and act on the Initiative II on Outreach and the Website. The committee is to provide and circulate to the Board of Directors and Executive a plan and recommendations by end of August.

ALL

- Contact ten potential new members