

**Canadian Acoustical Association
Minutes of the Board of Directors Meeting
13 May 2000**

Toronto, Ontario

Present: J. Bradley, T. Nightingale, D. Giusti, M. Cheesman, K. Fraser, D. Jamieson,
T. Kelsall, K. Pichora-Fuller, R. Ramakrishnan, D. Stredulinski, D. Whicker.

Regrets: N. Atalla, D. DeGagne, J. Hemingway,

Guests: A. Berry

Meeting called to order at 12:10 p.m.

Minutes of the 18 October Board of Director's meeting were approved as written in the December 1999 issue of Canadian Acoustics. (Moved by R. Ramakrishnan, seconded by D. Whicker, carried).

President's Report

J. Bradley reported that various members of the Board and Executive were working on initiatives to promote the society (e.g., formulation of a new website, new accounting procedures, by law revisions, etc.) and that these would be discussed as separate agenda issues. (Acceptance of the President's report was moved by R. Ramakrishnan, seconded by K. Pichora-Fuller, carried).

Secretary's Report

T. Nightingale was very pleased to report that the membership is reasonably constant when compared to the last three years. The total paid membership (including non-voting journal subscriptions) is 346 as of 08 May 2000. The same time one year earlier the number was 341. Two years earlier it was 346. The Secretary provided a summary of the key activities which included formulation of an integrated database containing both Association members and contacts at Canadian universities to whom prize announcements would be sent, a database of past exhibitors at conferences, and a special solicitation to ASA members who live in Canada but who are not members of CAA.

The Secretary tabled a letter from Hugh Jones, (a past president of the Association) proposing the creation of a new membership category that would recognize persons who are retired but have been long time members. The Board was in favour of the idea but asked the Secretary to refine the conditions and circulate a new definition for their consideration before the next meeting in September. If ratified, it would be brought before the membership at the AGM in Sherbrooke.

In late April, the CAA received a letter announcing that the organization will be gifted with \$10,000. The money comes from the Signal Processing Institute Fund that was created to help off-set the cost of students travelling to attend NATO Advanced Study Institutes on Underwater Acoustics and Signal Processing. The only restriction is that the gift be used to assist students in attending technical conferences. The Secretary has responded to Dr. Chan and has requested that the cheque be sent directly to the

Treasurer in care of Jade Acoustics. A letter of thanks will be sent to Dr. Chan on behalf of the CAA.

Secretarial operating costs for first ten months of this fiscal year was \$1067 and are very comparable to those of last year. There were some notable costs that traditionally have not been incurred in past. They were the integration of the prize mailing list into the membership database, creation of an exhibitors database, and the special mailing to the ASA members. (Acceptance of the Secretary's report was moved by D. Jamieson, seconded by R. Ramakrishnan, carried).

Treasurer's Report

The Treasurer provided an itemized report of the Association's finances for the last two years which can be used as the basis for formulating a budget. In both fiscal years revenues exceeded operating costs. This was due partly to the significant surplus generated by the conferences and that several prizes were not awarded (i.e., no applicants). The Treasurer reported that the Operating Account had more money than was required to cover the normal expenditures of the Association. It was recommended that \$15k from this account be invested in high-yield term deposits. The Board concurred.

The Treasurer reported that it would be quite easy for the Association to obtain a Visa or MasterCard merchant account. After considerable discussion of the benefits that would be afforded to our members (e.g., easier payment of dues, and conference registration, etc.), D. Whicker moved that, "The Treasurer obtain a Visa merchant account for the association provided that the annual fee is less than \$150 and the monthly processing cost is less than \$50." The motion was seconded by M. Cheesman and was carried.

The Treasurer reported that CAA had received an invoice for the Association's membership in International Institute of Noise Control Engineers (I-INCE). D. Whicker moved that, "The Treasurer pay the 450 Euro invoice for year 2000 membership." The motion was seconded by K. Fraser and carried.

It was requested that the Treasurer prepare a detailed budget for FY00/01 (identifying all significant expenditures e.g., journal printing, prizes, I-INCE membership, website, Secretarial operating costs, etc.) and present this to the Board at the next meeting for their consideration and ultimate approval.

Membership Chair's Report

Improvement of the CAA Website (located on the server of the University of Western Ontario at WWW://uwo.ca/hhcru/caa/) continued throughout the year. There was much discussion of how the organization could best attract and retain new members. All persons present agreed that the most effective method is word-of-mouth to colleagues. In the discussion it was recognized and agreed that CAA must be promoted as being a complement to larger international organizations such as ASA, INCE, etc. Therefore, we should begin to identify other smaller Canadian associations that we can partner with. An example would be to schedule our conference immediately before or after theirs, or if they do not have a journal, consider publishing their papers, new letters, articles, etc. in Canadian Acoustics. (The former is being considered for the 2001 Toronto conference.)

Thus, the Membership Chair would become the liaison between the CAA and other acoustical organizations.

Editor's Report

R. Ramakrishnan reported that he has been successful at attracting research papers and technical articles. Currently, there is sufficient material for the June and December issues of Canadian Acoustics (CA). Printing costs remain on budget. K. Fraser agreed to take over coordinating the judging of the student presentations from R.

Ramakrishnan. D. Whicker reported that his company had a listing of the titles and authors of all the research articles published in CA since its inception, and that he would make this available for publishing in CA and posting at the website.

It was also suggested that one of the conditions of the Shaw Prize is that the recipient publishes their annual progress report in the journal. (Acceptance of the Editor's report was moved by T. Kelsall, seconded by K. Pichora-Fuller, carried).

Past and Future Conferences

1999 Victoria: S. Dosso, Conference Chair, in his very detailed final report indicated that the conference was a financial success. A surplus of approximately \$5400 was received by the Treasurer. The Board expressed their thanks to Stan, the Victoria organizing committee, including Susan Dunlop of the University of Victoria. (Acceptance of the Convener's report was moved by M. Cheesman, seconded by T. Kelsall, carried).

2000 Sherbrooke: A. Berry, on behalf of N. Atalla, reported that the conference will be two days (Thursday and Friday, 28, 29 September). There will be several special sessions with the emphasis being on physical acoustics and structure borne sound. The conference website is <http://www.caa2000.gme.usherb.ca/>

2001 Toronto: D. Giusti, reported that the organizing committee had not chosen the dates or a hotel and that they would be meeting soon to draft a request for proposals that would be submitted to perspective venues.

2002 Charlottetown: A. Cohen has agreed to organize the conference this year.

Award Coordinator's Report

K. Pichora-Fuller provided a report summarizing the Awards activities this year. The following is a summary by prize:

Edgar and Millicent Shaw Postdoctoral Prize in Acoustics: No applications have been received. S. Abel is the prize coordinator.

Alexander Graham Bell Graduate Student Prize in Speech Communication and Behavioural Acoustics: One or more applications have been received. D. Jamieson is the prize coordinator.

Fessendon Student Prize in Underwater Acoustics: One or more applications have been received. D. Chapman is the prize coordinator.

Eckel Student Prize in Noise Control: One or more applications have been received. M. Hodgson is the prize coordinator.

CAA Canada-Wide Science Fair Award (Youth Science Foundation): Meg Cheesman will be a judge as the fair will be held in London this year. A. Cohen is the prize co-ordinator.

Raymond Hetu Memorial Undergraduate Award: Book prize: Approximately \$2200 dollars has been donated by the membership to honour the memory of Dr. Hetu. A description of this prize has not been forwarded to the Board by the Committee. K. Pichora-Fuller will be joining the Committee which consists of M. Hodgson, C. Laroche, and B. Gosselin.

Directors' Awards: For best papers in *Canadian Acoustics (December through September issues)*. K. Pichor-Fuller is the prize co-ordinator.

New Initiatives

a). Possible by-law changes

J. Bradley tabled revised by-laws that would make it easier for quorum to be obtained at Board meetings. In the revised by-laws three members of the Executive, the President, Treasurer, and Executive Secretary, will also be members of the Board and can therefore exercise a vote. In the revisions, a provision was made to allow for student memberships at a reduced rate. D. Whicker moved that, "The revised by-laws be brought before the membership at the next Annual General Meeting for their consideration and vote." The motion was seconded by M. Cheesman and carried.

b). CAA Website

D. Whicker reported on efforts to create a new website and register a dot-ca domain name. The board has chosen "CAA-ACA.CA" as the preferred domain name. T. Nightingale will help with filing the application. D. Whicker and B. MacKinnon have very kindly offered to design and build the website. The Board thanked Doug and Barry and agreed to recognize their efforts by placing a credit on the website. D. Whicker agreed to act as the first English webmaster but informed the Board that it is necessary to find a French webmaster. The webmasters would be responsible for soliciting and mounting the material at the site in their respective languages. Translation will be done by a series of volunteers. A. Berry agreed to ask his colleagues at the University of Sherbrooke if one of them might be interested in being the first French Webmaster. It was estimated that the site might have 25-45 pages in each language and the cost from the service provider would be approximately \$55/month. D. Whicker reported that approximately \$500 would be required to cover the cost of registering the domain name and paying the service provider for the first six months. M. Cheesman moved that, "Five hundred dollars be allocated by the Treasurer from the Operations Account to cover expenses associated with registering the domain name and operating the site until the next Board meeting." The motion was seconded by K. Fraser and was carried.

Other Business

CAA has been asked to forward the names of experts that would be interested to serve as a technical advisor on one or more of the five new I-INCE technical initiatives. They are:

- Noise of Recreational Activities in Outdoor Areas
- Noise Labels for Consumer and Industrial Products

- Assessing the Effectiveness of National and International Noise Policies and Regulations
- Noise and Reverberation Control for School Rooms

The Board requested that interested parties contact the Secretary who can provide more information regarding the scope of the initiatives and forward names to I-INCE when he attends the I-INCE General Assembly in August.

Adjournment

D. Giusti moved to adjourn the meeting, seconded by D. Jamieson, carried. Meeting adjourned at 4:10 p.m.

Special Action Items Arising from the Meeting

J. Bradley

- Finalise the revisions to the by-laws and present them to the Board in September.

T. Nightingale

- Draft letter of thanks to Dr. Chan of the Signal Processing Institute Fund.
- Revise the proposal of Dr. Jones to create a new membership category “member emeritus” and present to the Board at the next meeting.

D. Whicker

- Find a suitable service provider and, in conjunction with B. MacKinnon, design and build the English version of the CAA website.
- With T. Nightingale, complete and file application for “CAA-ACA.CA” domain name

D. Giusti

- Prepare a business plan for FY00/01 for the fall Board meeting.
- Open a merchant’s account to allow the Association to collect VISA payments.